1. Visit your MyShip portal by clicking the **myShip** link on the Shippensburg University home page. Then, log in.

2. Click the **Student** tab, and select **My Academics** from the drop down menu.
3. In the box titled **My Student Resources**, click the link titled **Make tutoring and other appointments** at the top of the list.

4. You will be redirected to **SSC Navigate**, our scheduling system. Click the blue box on the right of the screen that says **Make Tutoring and Other Appointments**.

5. Click **Tutoring** when asked what type of appointment you would like to schedule.

6. When selecting the service, click **Course-Based tutoring** for support in a specific course, **Writing Tutoring** for support with writing in any course, or **Learning Specialist** for support with general study skills and strategies.
7. Select your desired date, and click "Find Available Times." All dates and times will appear on the next page.

8. If scheduling course-based tutoring, select the course.

9. Select a day and time that works for you.

10. Check to make sure the appointment information is correct. You have the option to add comments to your tutor and a phone number for automated reminders. If all is correct, select Schedule.

11. You will receive a confirmation email to your Ship email address. Please attend your appointment in person on the first floor of Mowrey Hall, if able. If not, use the Zoom link in the confirmation email.

If you need to cancel for any reason, you can call the Learning Center at 717-477-1420, stop by the reception desk, or visit your "Appointments" in SSC, open appointment details, and cancel.

Please note that excessive no-shows and cancellations could result in being blocked from scheduling future appointments. If you lose your scheduling privileges, you will need to meet with a Learning Center staff member to regain scheduling access.