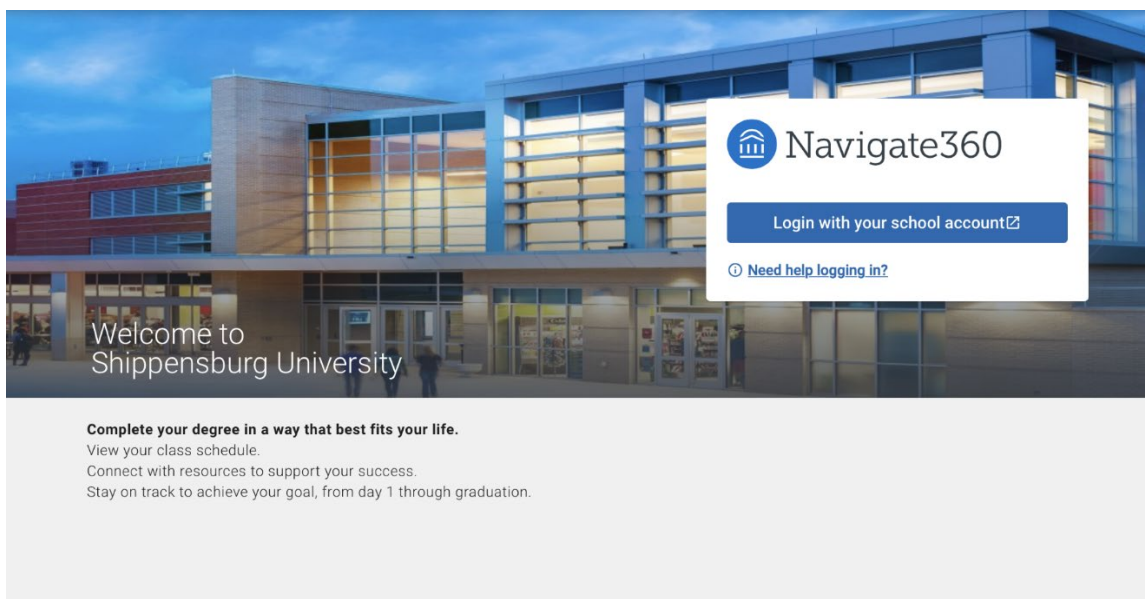


SHIPPENSBURG UNIVERSITY

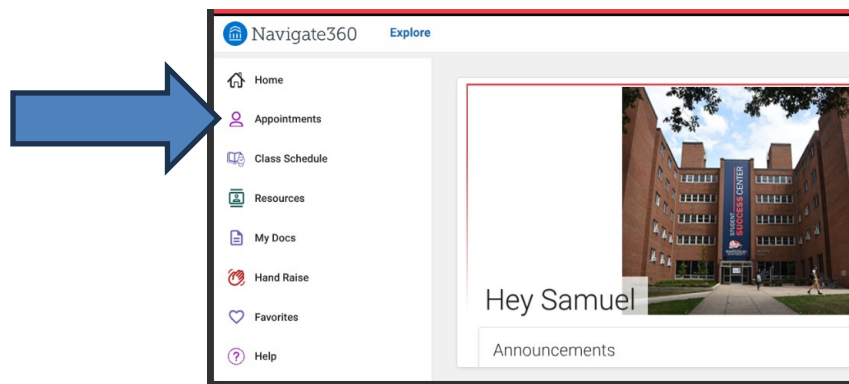
Learning Center

How to schedule appointments

1. Log in to Navigate 360 using your Ship credentials



2. After logging in to Navigate 360, click the **Appointments** tab on the left side of the webpage.



3. Click on the blue box that says **Schedule Appointment**.

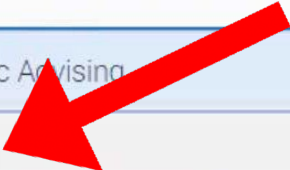


4. When asked what type of appointment you would like to schedule, select **Tutoring**.

*What type of appointment would you like to schedule?

☐ Academic Advising

☒ Tutoring



5. 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.

*Service

☐ Course-based Tutoring

☐ Learning Specialist

☒ Writing Tutoring

6. Select the earliest date for which you would like to receive tutoring, and select **Find Available Time**.

Pick a Date ⓘ

Tuesday, August 17th 2021



7. If scheduling course-based tutoring, select the **course**.

 Please select one of the courses below to see available times at this location.
[General Psychology \(PSY-101\)](#)

8. Select a **day** and **time** that works for you.

Sun, Sep 5th

5:00 - 6:00 PM

6:00 - 7:00 PM

7:00 - 8:00 PM

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

Schedule

10. 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 return to the appointments tab to view and cancel an appointment. You can also call the Learning Center at 717-477-1420 or stop by the reception desk during hours of operation.

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.