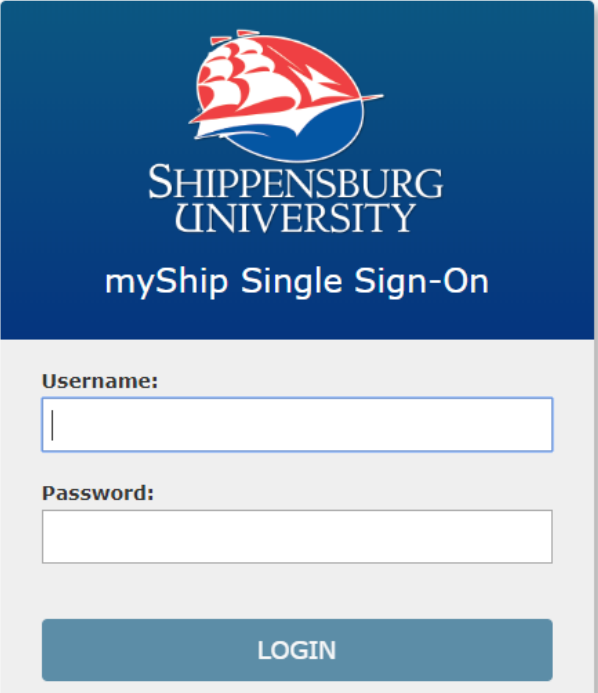
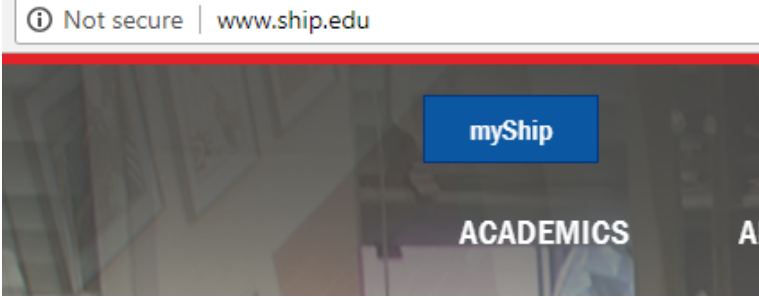


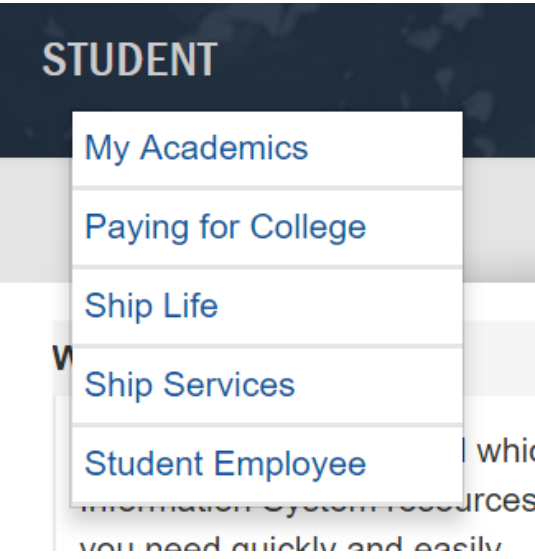
# How to Schedule Writing Tutoring Appointments Writing Studio in the Learning Center



1. Go to **MyShip** on the Shippensburg University webpage and log in:



2. Click the **Student** tab and select **My Academics**.



3. Under **My Student Resources**, click **Make tutoring and other appointments** at the top of the list.

## My Student Resources

[Make tutoring and other appointments](#)

[My Profile](#)

[My Class Schedule](#)

4. You'll then be directed to SSC Navigate. Click the blue **“Make Tutoring and Other Appointments”** box:

Student Home ▾

[Class Information](#) [Reports](#) [Calendar](#) [Send a Message](#)

SHIPPENSBURG  
UNIVERSITY

**Make Tutoring and Other  
Appointments**

Classes This Term

5. Select **“Tutoring”** for the type of appointment:

What type of appointment would you like to schedule?

-- please choose one -- ▾

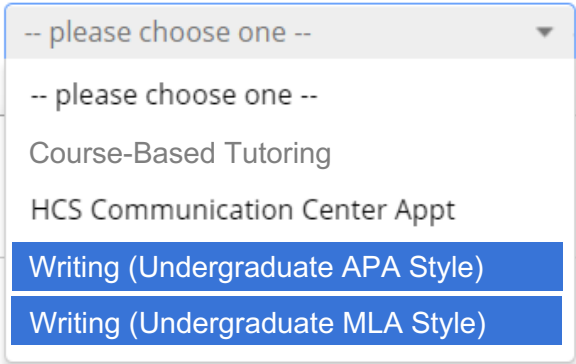
-- please choose one --

Advising

**Tutoring**

6. Choose “Writing (Undergrad APA style)” or “Writing (Undergrad MLA style)” for help with writing assignments:

Choose from the following options and click Next.



-- please choose one --

-- please choose one --

Course-Based Tutoring

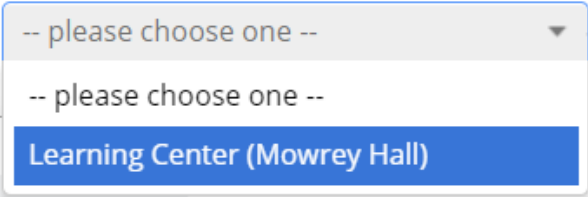
HCS Communication Center Appt

Writing (Undergraduate APA Style)

Writing (Undergraduate MLA Style)

7. Choose “Learning Center, Mowrey Hall” for location:

What location do you prefer?



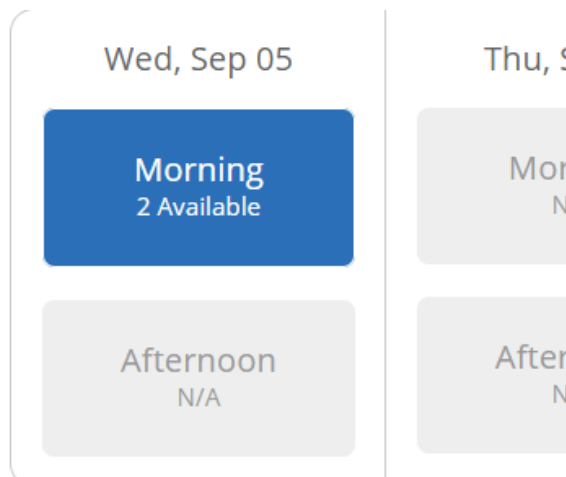
-- please choose one --

-- please choose one --

Learning Center (Mowrey Hall)

Back

8. Next, find the **date** you would like to meet with a tutor:



Wed, Sep 05

Morning  
2 Available

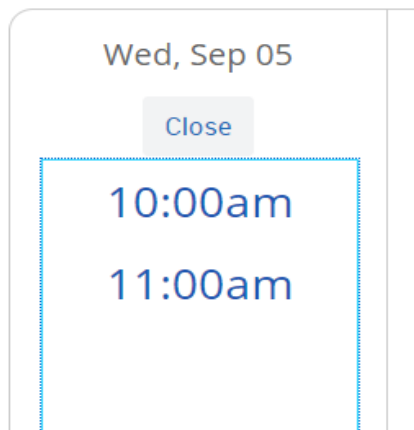
Afternoon  
N/A

Thu, 9

Morning  
N

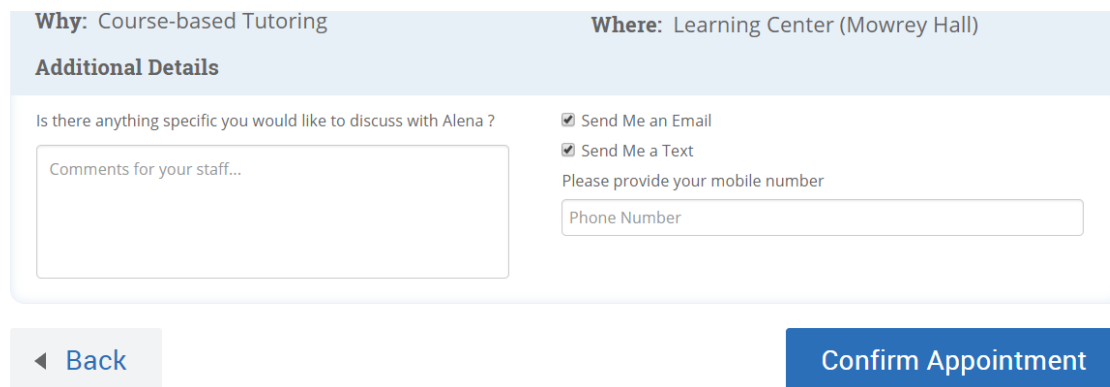
Afternoon  
N

9. Click on the **time** that you would like to meet with a tutor:



The screenshot shows a date selection interface for "Wed, Sep 05". At the top, there is a "Close" button. Below it, two time options are listed: "10:00am" and "11:00am". A blue dashed rectangular box highlights the "10:00am" option, indicating it is the selected time.

10. Check to make sure the appointment information is correct, and then click **“Confirm Appointment”**:



The screenshot shows an appointment confirmation form. At the top, it displays "Why: Course-based Tutoring" and "Where: Learning Center (Mowrey Hall)". Below this is a section titled "Additional Details". On the left, there is a question: "Is there anything specific you would like to discuss with Alena?" followed by a text input field labeled "Comments for your staff...". On the right, there are two checked checkboxes: "Send Me an Email" and "Send Me a Text". Below these is a label "Please provide your mobile number" and a text input field labeled "Phone Number". At the bottom left, there is a "Back" button with a left-pointing arrow. At the bottom right, there is a blue "Confirm Appointment" button.

11. You will receive appointment confirmations and reminders in your Ship email account.

12. If you need to cancel an appointment for any reason, you can do so from the appointment reminder or by calling the Learning Center at 717-477-1420.

13. Please keep in mind that **excessive no-shows and cancellations** will result in being **blocked** from scheduling future appointments. If you lose your scheduling privileges, you will need to meet with Learning Center staff to discuss regaining access to appointment scheduling.