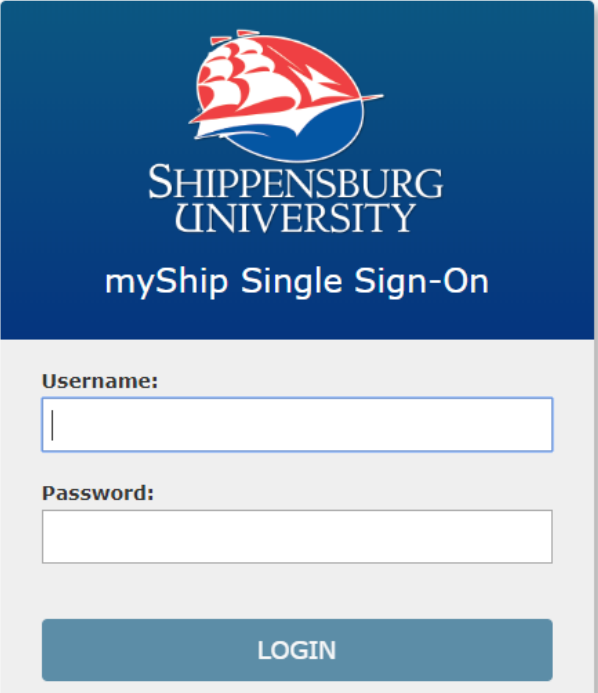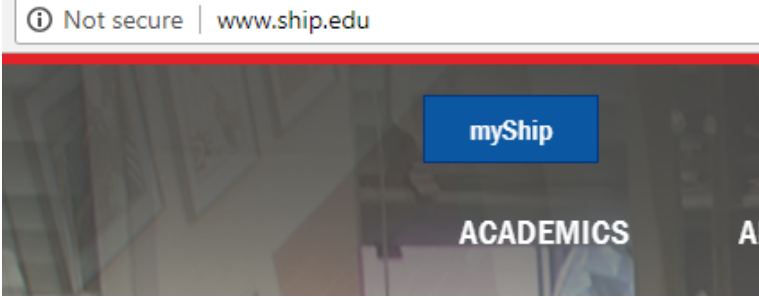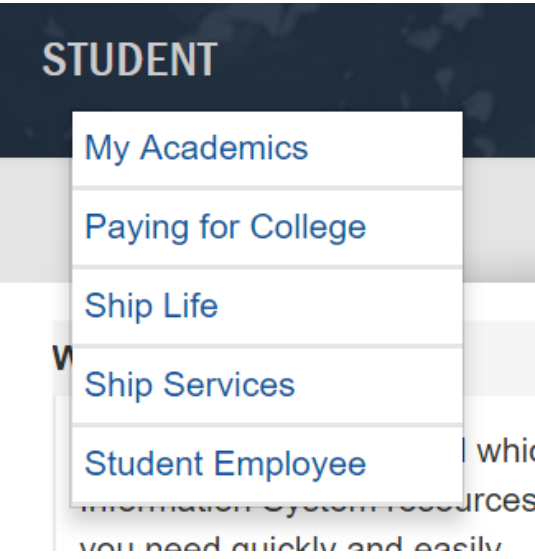# How to Schedule Writing Tutoring Appointments
Writing Studio in the Learning Center

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 ▼

SHIPPENSBURG UNIVERSITY

Class Information | Reports | Calendar | Send a Message

Make Tutoring and Other Appointments

Classes This Term

5. Select **"Tutoring"** for the type of appointment:

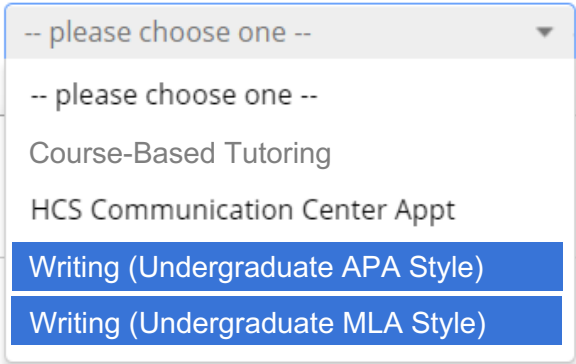What type of appointment would you like to schedule?

-- 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 -- ▼
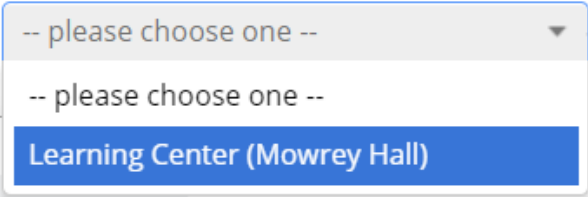
-- please choose one --

Course-Based Tutoring

HCS Communication Center Appt

Writing (Undergraduate APA Style)

Writing (Undergraduate MLA Style)

7. Choose **"Learning Center, Mowrey Hall"** for location:
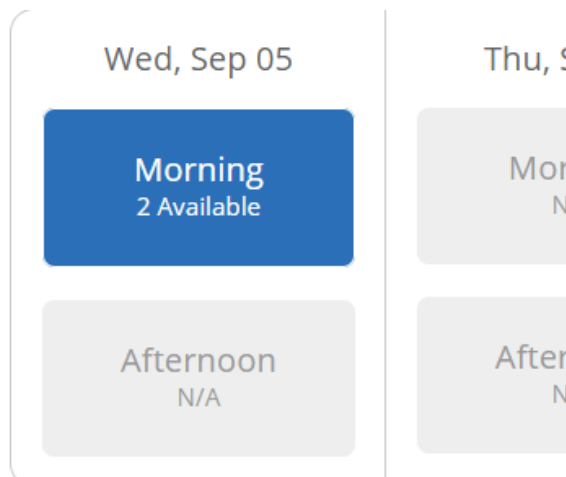
What location do you prefer?

-- please choose one -- ▼

-- please choose one --

Learning Center (Mowrey Hall)

◄ Back

8. Next, find the **date** you would like to meet with a tutor:
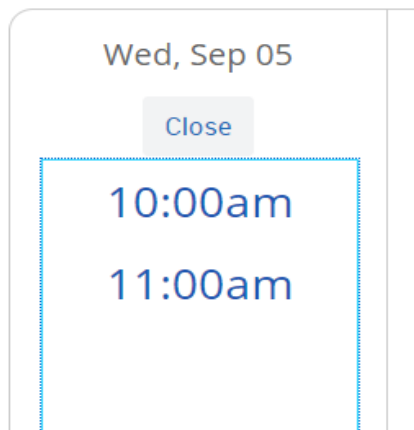
Wed, Sep 05   Thu, S

Morning   Mor
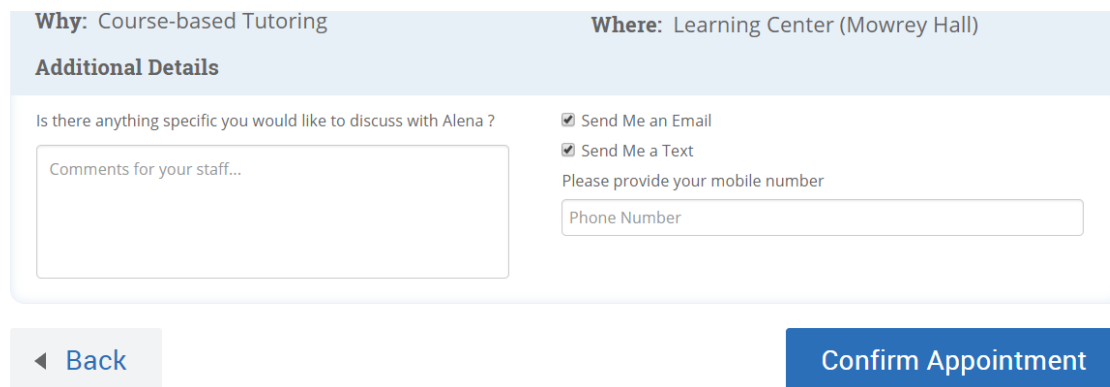2 Available   N

Afternoon   After
N/A   N

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

Wed, Sep 05

Close

10:00am

11:00am

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

Why: Course-based Tutoring

Where: Learning Center (Mowrey Hall)

Additional Details

Is there anything specific you would like to discuss with Alena ?

Comments for your staff...

☑ Send Me an Email
☑ Send Me a Text
Please provide your mobile number

Phone Number

◀ Back

Confirm Appointment

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.