How to schedule a GWC Appointment

The Graduate Writing Center uses WCOnline to coordinate appointments between writers and writing coaches.

**Sign-up**
Click on the purple sign-up button at nps.edu/web/gwc to create your account and access WCOnline.

**STEP 01**

**Choose real-time or async schedule**
Use the drop-down menu at the top of WCOnline to navigate to our different schedules.

**STEP 02**

**Find an open appointment**
Navigate to when you want an appointment. White cells are available times; light blue are already reserved.

**STEP 03**

**Virtual or in-person coaching**
If a coach’s name says [virtual], they can only meet over Zoom, Teams, or phone.

All other coaches can meet virtually or in person. State your preference in the appointment form.

**STEP 04**

**Complete the appointment form**
Choose three or fewer things to focus on in the session.

Provide your coach information on the assignment and any additional information.

**STEP 05**

**Email your coach**
If you have a draft ready, email your coach a copy 24 hours before your real-time session or 48 hours before an async session. Send the prompt, too.

Your coach's email is at the top of the appointment form.

**STEP 06**

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**nps.edu/web/gwc/wconline-redirect**

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