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.

**Choose real-time or async schedule**

Click on "schedules" at the top of WConline to navigate to our different schedules.

**Find an open appointment**

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

**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.

**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.

**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.

nps.edu/web/gwc/wconline-redirect
Mastering the GWC’s WConLine
Some advice on using WConLine to schedule appointments

Plan and schedule ahead
Midterms and finals can fill up the coaching schedule. Schedule your appointments a couple of weeks ahead.

Adjust your appointment length
If working on a longer document, schedule an hour appointment.
Make sure your coach has a full hour available, and adjust the end time at the top of the appointment form.

No open appointments? Use the waiting list
Get a notification if any slots become available, or customize the notification to a specific time or coach’s openings.

Update information about your appointment
Located under area tools at the top of the page

Cancel your appointment
Click on your appointment to bring up the appointment form.
Click Cancel Appointment at the bottom.

TIP 01
TIP 02
TIP 03
TIP 04
TIP 05

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