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 blue sign-up button at nps.edu/web/gwc to create your account and access WCOnline.

**Choose real-time or async schedule**
Use the drop-down menu 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.

**Complete the appointment form**
Tell your coach what you are working on and what you would like feedback on. Be sure to include your phone number.

**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 async session. Send the prompt, too. Your coach’s email is at the top of the appointment form.
Mastering the GWC's WConline

Some advice on using WConline to schedule appointments

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**Plan and schedule ahead**

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

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**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.

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**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.

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**Update information about your appointment**

On the coaching schedule, click on your appointment to bring up the appointment form.

Click Edit Appointment at the bottom. Remember to save changes!

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**Cancel your appointment**

Click on your appointment to bring up the appointment form.

Click Cancel Appointment at the bottom.

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nps.edu/web/gwc/wconline-redirect