

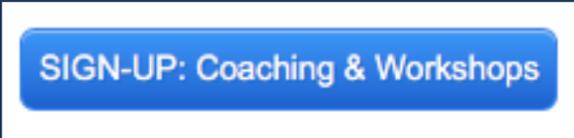
How to schedule a GWC Appointment

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

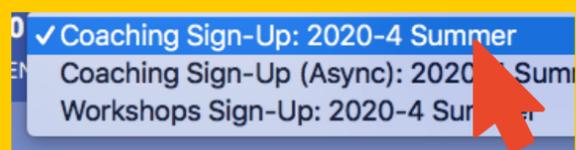
Sign-up

Click on the blue sign-up button at nps.edu/web/gwc to create your account and access WOnline.

STEP 01



Choose real-time or async schedule



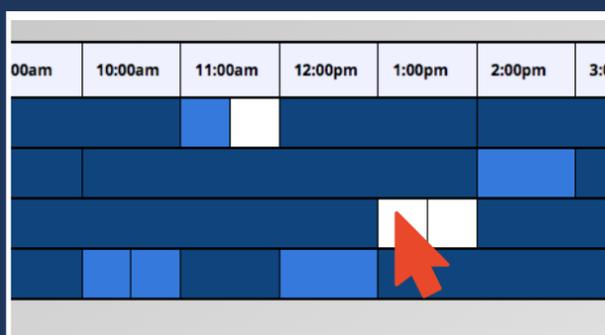
STEP 02

Use the drop-down menu at the top of WOnline 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.

STEP 03



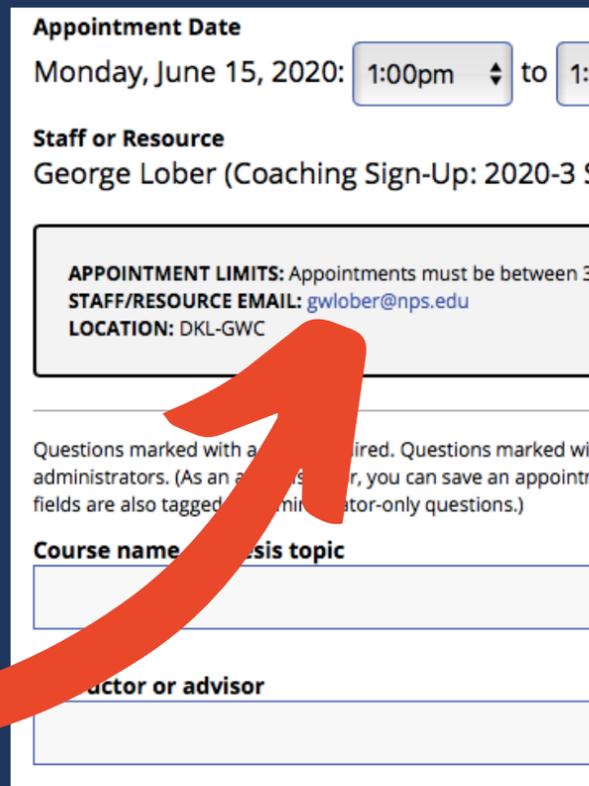
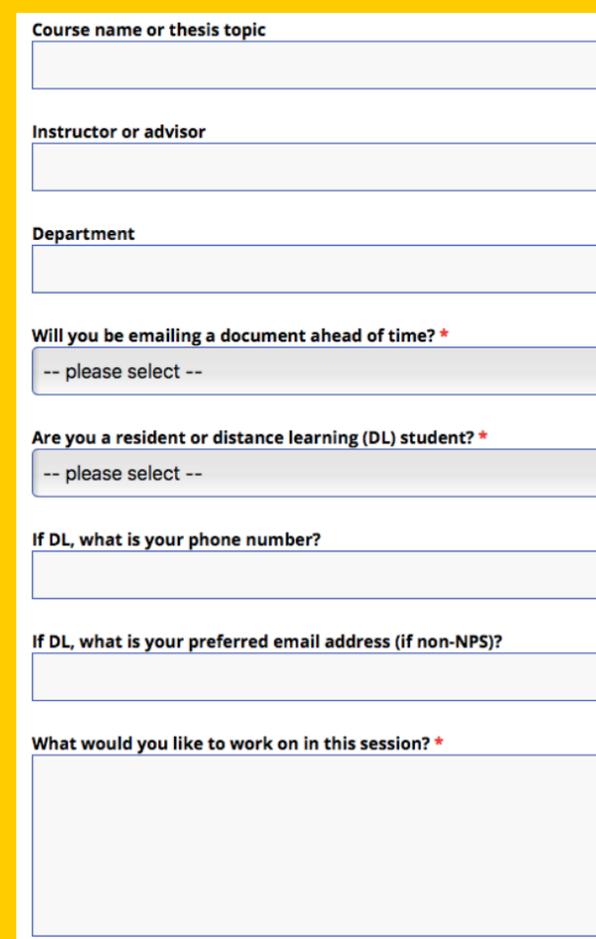
00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm

Complete the appointment form

STEP 04

Tell your coach what you are working on and what you would like feedback on.

Be sure to include your phone number.



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.

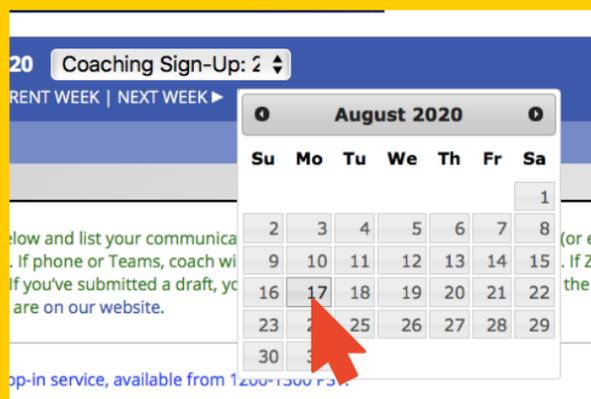
Mastering the GWC's WCOonline

Some advice on using WCOonline to schedule appointments

Plan and schedule ahead

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

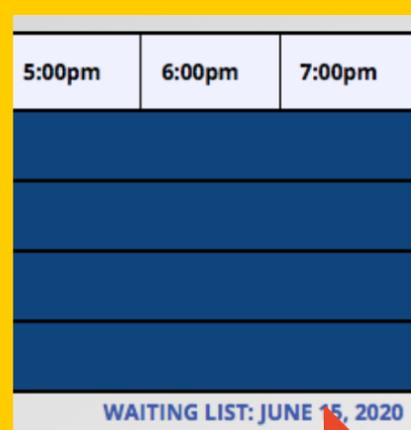
TIP 01



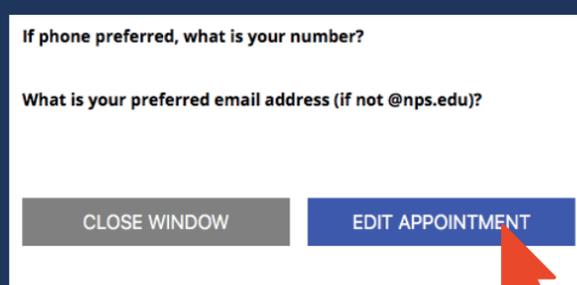
No open appointments? Use the waiting list

Get a notification if any slots become available, or customize the notification to a **specific** time or coach's openings.

TIP 03



Located at the bottom-right corner of each day's schedule

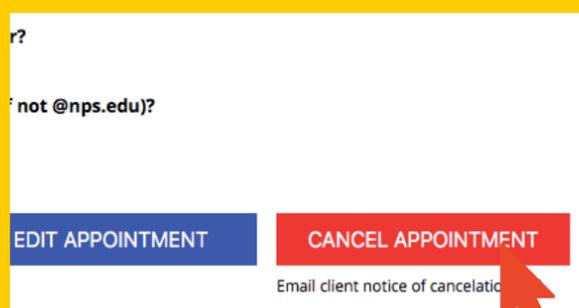


On the coaching schedule, click on your appointment to bring up the appointment form.

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

TIP 04

Update information about your appointment



Click on your appointment to bring up the appointment form.

Click **Cancel Appointment** at the bottom.

Cancel your appointment

TIP 05



nps.edu/web/gwc/wconline-redirect

