

How to schedule a GWC Appointment

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

Sign-up

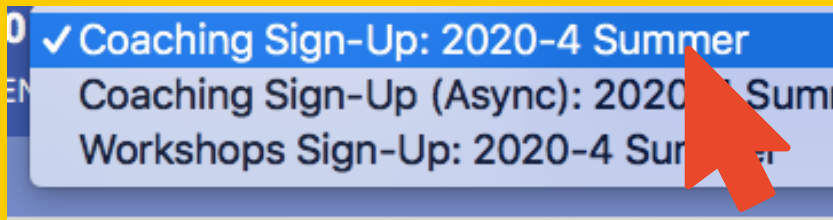
Click on the purple sign-up button at nps.edu/web/gwc to create your account and access WOnline.

STEP 01



Choose real-time or async schedule

Use the drop-down menu at the top of WOnline 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

10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Light blue	White	White	White	White	White
Light blue	White	White	White	White	White
Light blue	White	White	White	White	White
Light blue	White	White	White	White	White

Virtual or in-person coaching

STEP 04

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.

Jerry Garcia [virtual]

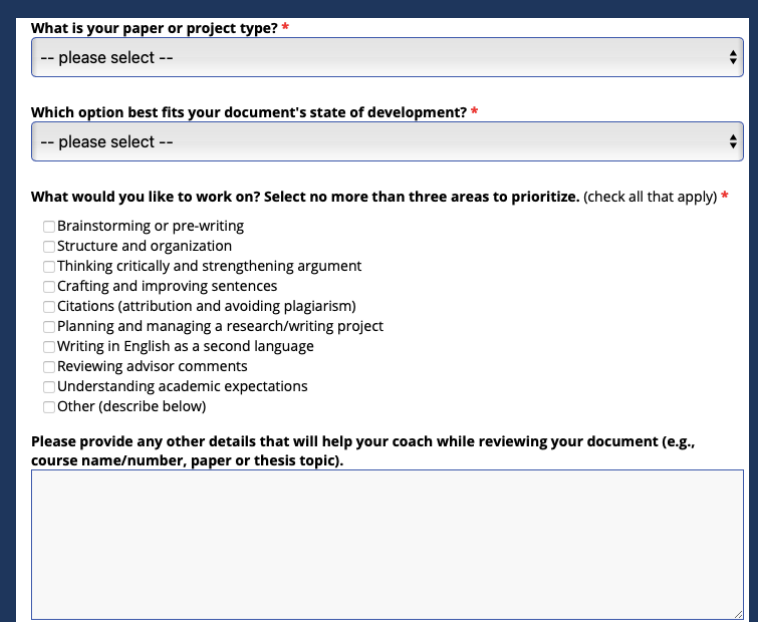
Ruben Blades

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

