

# How to schedule a GWC Appointment

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

## Sign-up

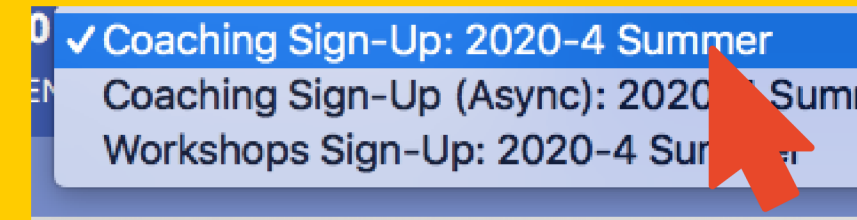
Click on the purple sign-up button at [nps.edu/web/gwc](https://nps.edu/web/gwc) to create your account and access WCOOnline.

### STEP 01



## Choose real-time or async schedule

Click on "schedules" at the top of WCOOnline 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.

Willie Colon [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



[nps.edu/web/gwc/wconline-redirect](https://nps.edu/web/gwc/wconline-redirect)



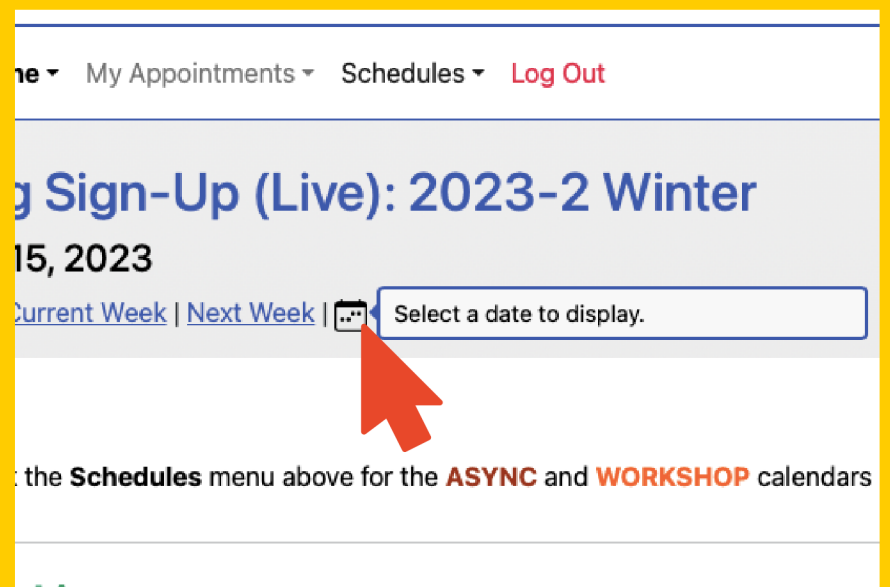
# Mastering the GWC's WCOonline

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

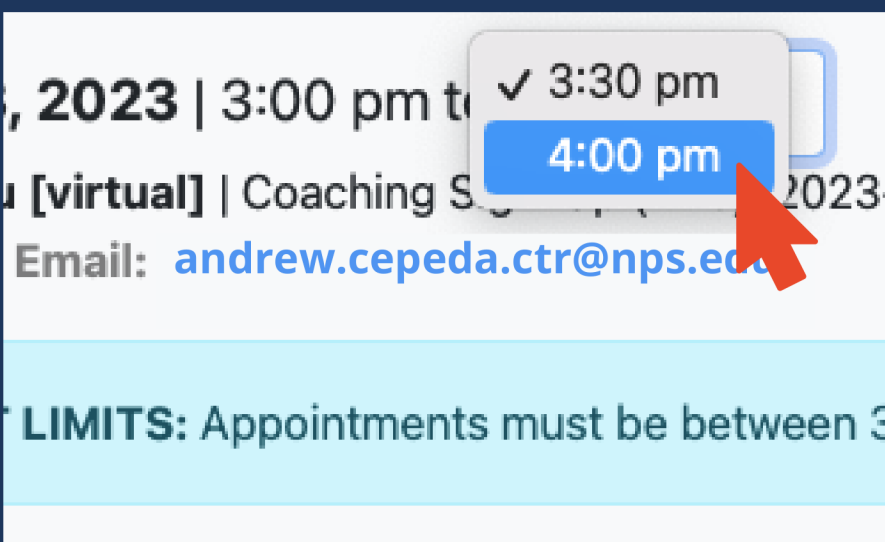


## Adjust your appointment length

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.

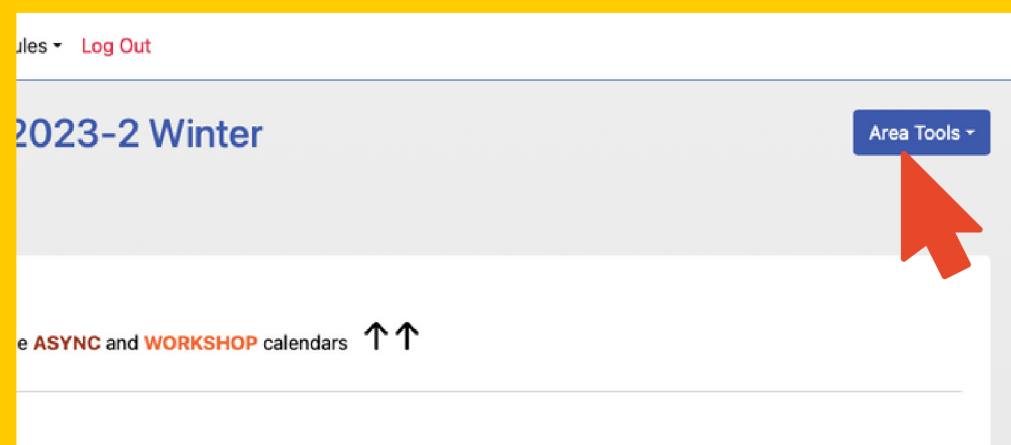
### TIP 02



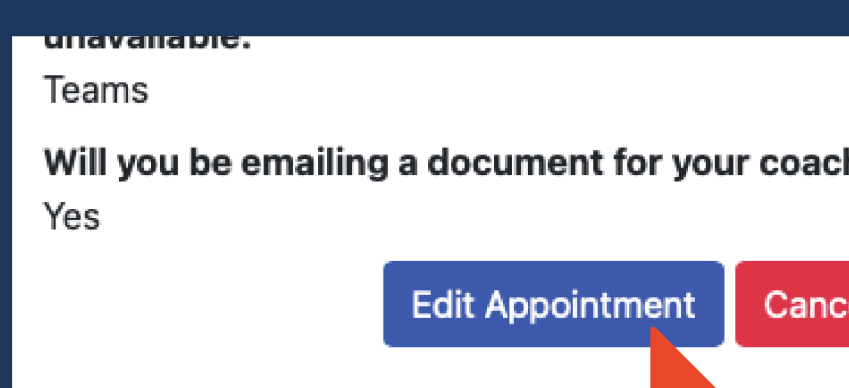
## No open appointments? Use the waiting list

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

### TIP 03



Located under area tools at the top of the page

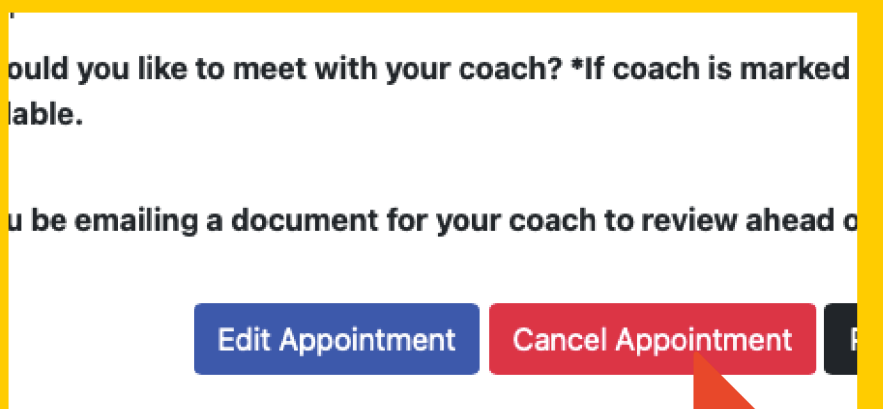


On the coaching schedule, click on your appointment to bring up the appointment form.

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.

### TIP 05

## Cancel your appointment



[nps.edu/web/gwc/wconline-redirect](https://nps.edu/web/gwc/wconline-redirect)

