

Application to Western Carolina University Jamaica Program

Please see the Admission Requirements following the link below to obtain a detailed list of items needed to apply to the University.

Applications should be submitted to the Western Carolina University (WCU) Jamaica Program – Kingston office. <http://www.wcu.edu/WebFiles/PDFs/Jamaica-Program-Admission-Requirements-Sept2016.pdf>
Or visit Jamaica.wcu.edu and click on *Jamaica Program Admission Requirements*.

Upon submission of application

Students having been accepted to the University will receive an acceptance letter issued by WCU Admissions or WCU Graduate School.

This letter provides the student with information on the program they have been admitted to as well as their Student ID, traditionally called the 920 number as all student's identification number begins with a 920.

Students accepted to the WCU Jamaica Program will receive an activation email with their Catamount Mail credentials. The WCU account username is everything before the '@' symbol in your email address; i.e. learn1@catamount.wcu.edu – learn1 is the username.

During the initial login, students will be prompted to change their password.

To reset the password, visit <https://letmein.wcu.edu>

John Smith,

You are eligible for a WCUid which is needed to access online services at Western Carolina University. Follow the instructions below to obtain your account now.

IMPORTANT: This email is intended for John Smith. It is critical that John Smith activate the WCUid account.

Steps to activate your WCUid Account: _____@catamount.wcu.edu

1. Go to <https://activate.wcu.edu/xyz6ip>
If the link doesn't work, copy and paste the entire URL into your browser's address bar and press enter
2. Verify your name and enter your 92#: 920-_____
3. Set your initial password for your WCUid Account

Disclaimer: Please do not respond to this email. It was automatically sent from an account that is not monitored.

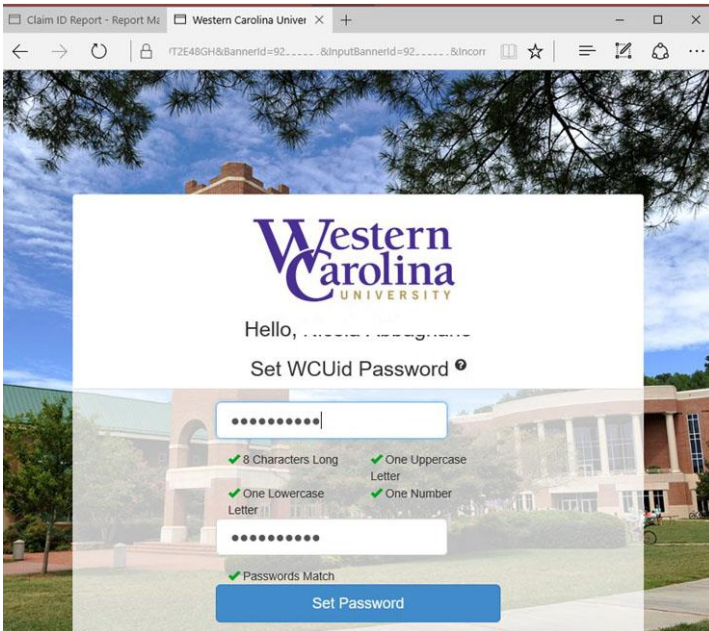
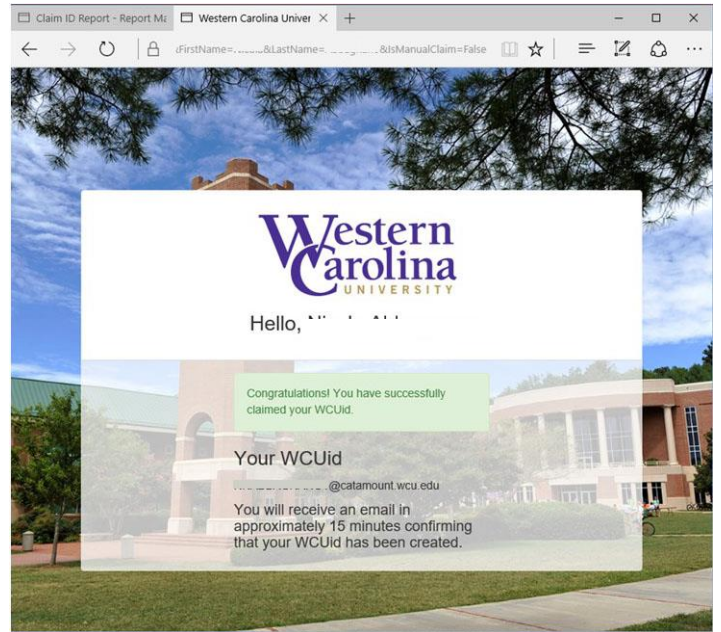
If you have questions, please contact the Office of Undergraduate Admission or the Graduate School directly.



Undergraduate Admissions – [828.227.7317](tel:828.227.7317)
Graduate School – [828.227.7398](tel:828.227.7398)

Step 1:

Using the link provided in the activation email, students will be able to claim their WCUid.



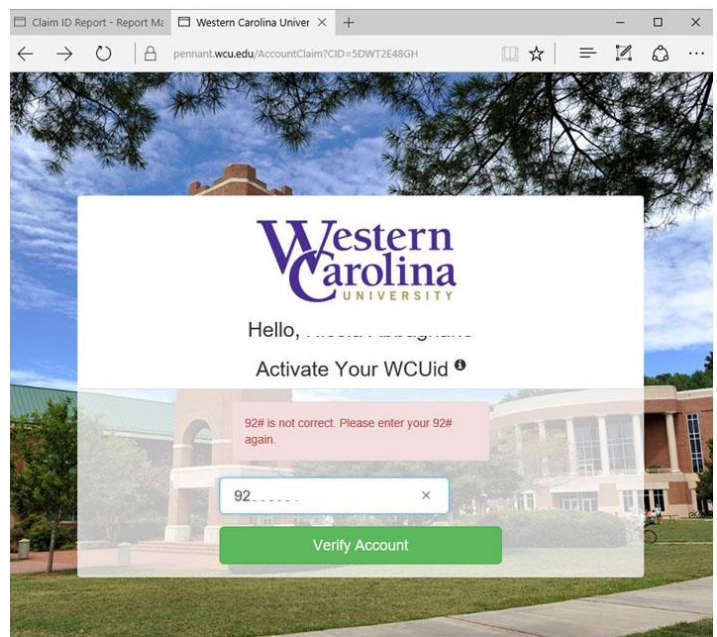
Step 2:

Students will verify their name and enter their 92#.

This is provided in the activation email.

Step 3:

Students will set their initial password for their WCUid Account.



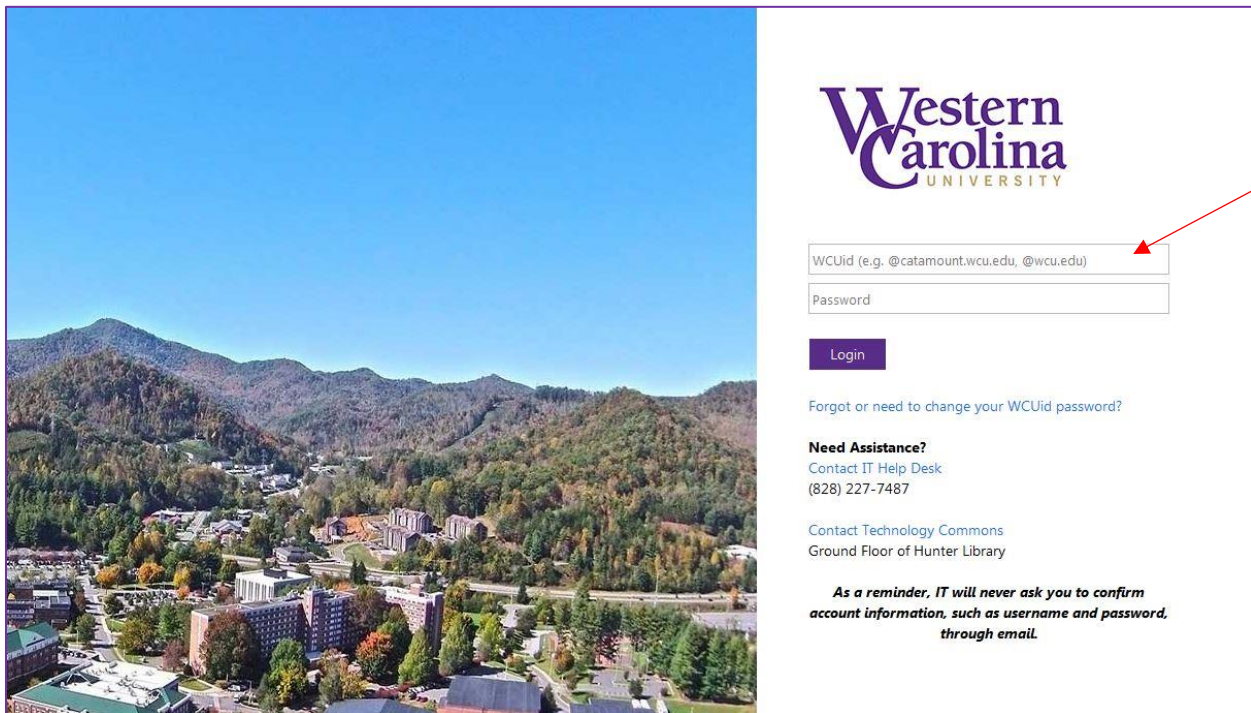
It is the student's responsibility to check the Catamount E-Mail account.

While no one can force a student to check this, Catamount Mail is the official communication method for University/student communications including messages concerning notifications and alerts as well as course information from instructors. Instructors will often send assignments and updates to course work to students Catamount email.

Using Catamount Email

Students can access Catamount email, by visiting **studentmail.wcu.edu**.

In the boxes provided, students should type in their WCUid – everything before the '@' symbol in their Catamount email address and their password, created during the email activation process.



Western Carolina UNIVERSITY

WCUid (e.g. @catamount.wcu.edu, @wcu.edu)

Password

Login

[Forgot or need to change your WCUid password?](#)

Need Assistance?
[Contact IT Help Desk](#)
(828) 227-7487

[Contact Technology Commons](#)
Ground Floor of Hunter Library

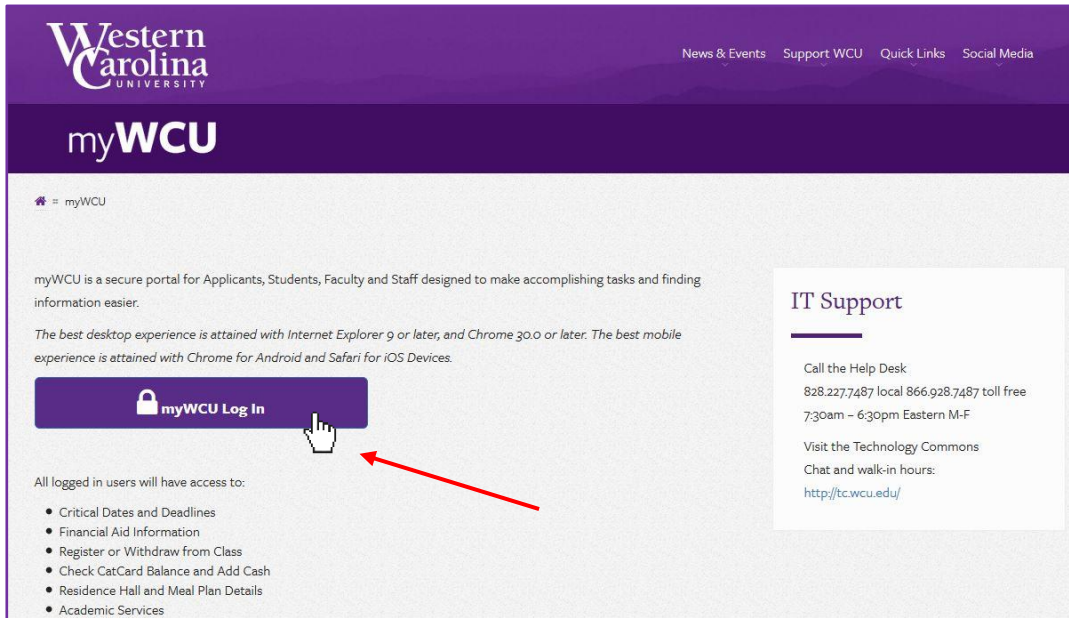
As a reminder, IT will never ask you to confirm account information, such as username and password, through email.

MyWCU Portal

The WCUid created for each student is also used to access the myWCU portal.

The myWCU portal is a great resource for students as it is a one stop shop to everything a WCU student could ever need. Through the MyWCU portal, students are able to access their Catamount email, Blackboard, transcript requests and various other resources.

To login, visit mywcu.wcu.edu and click on myWCU Log in.



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News & Events Support WCU Quick Links Social Media

myWCU

myWCU is a secure portal for Applicants, Students, Faculty and Staff designed to make accomplishing tasks and finding information easier.

The best desktop experience is attained with Internet Explorer 9 or later, and Chrome 30.0 or later. The best mobile experience is attained with Chrome for Android and Safari for iOS Devices.

myWCU Log In

All logged in users will have access to:

- Critical Dates and Deadlines
- Financial Aid Information
- Register or Withdraw from Class
- Check CatCard Balance and Add Cash
- Residence Hall and Meal Plan Details
- Academic Services

IT Support

Call the Help Desk
828.227.7487 local 866.928.7487 toll free
7:30am – 6:30pm Eastern M-F

Visit the Technology Commons
Chat and walk-in hours:
<http://tc.wcu.edu/>

In the boxes provided, students should type in their WCUid – everything before the '@' symbol in their Catamount email address and their password, created during the email activation process.



WCUid (e.g. @catamount.wcu.edu, @wcu.edu)

Password

Login

[Forgot or need to change your WCUid password?](#)

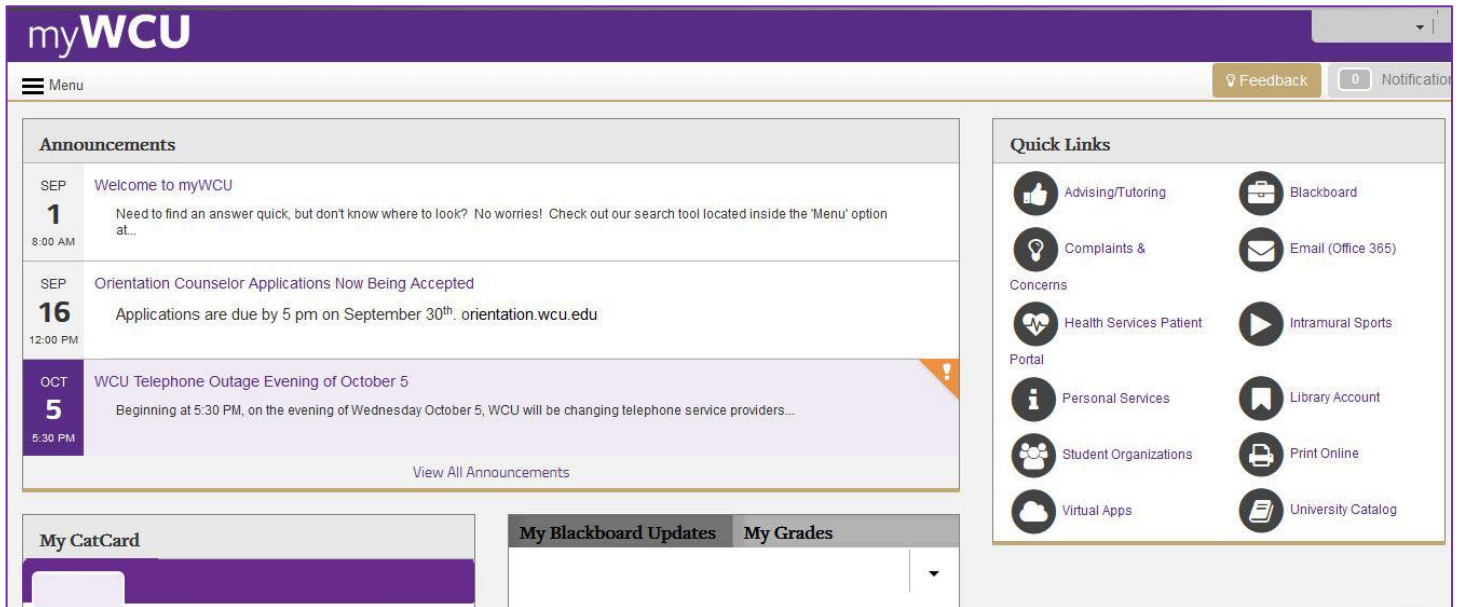
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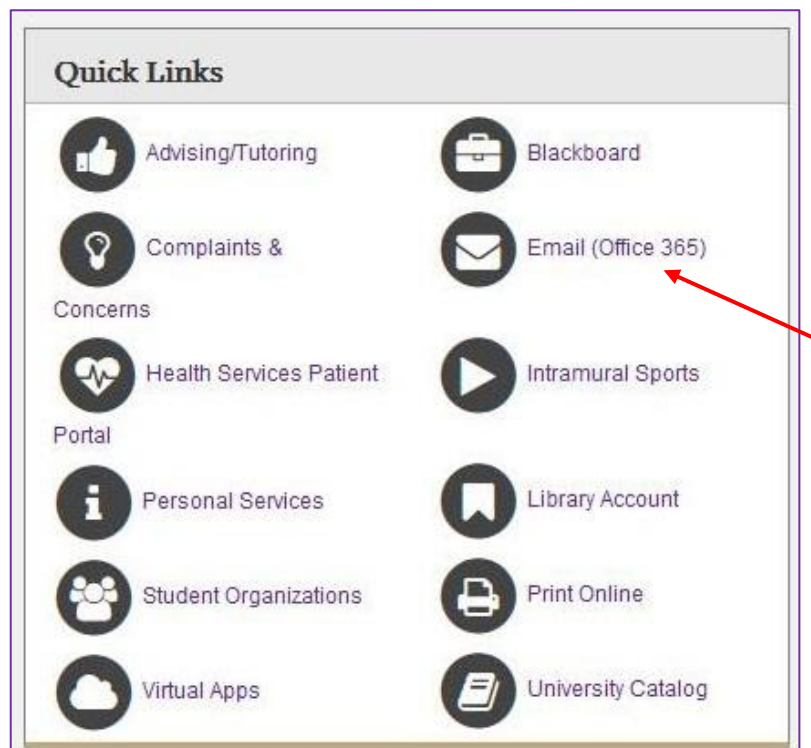
The screen below shows only some of the various resources available to WCU students. The myWCU portal provides Quick Links for students to easily access these resources.



- **Catamount Email**

In addition to being able to use the website studentmail.wcu.edu to access the Catamount email, students are also able to access their student email directly through the myWCU portal.

To access the Catamount student email account through myWCU, students should click on "Email (Office 365)" on the right side of the myWCU home page.



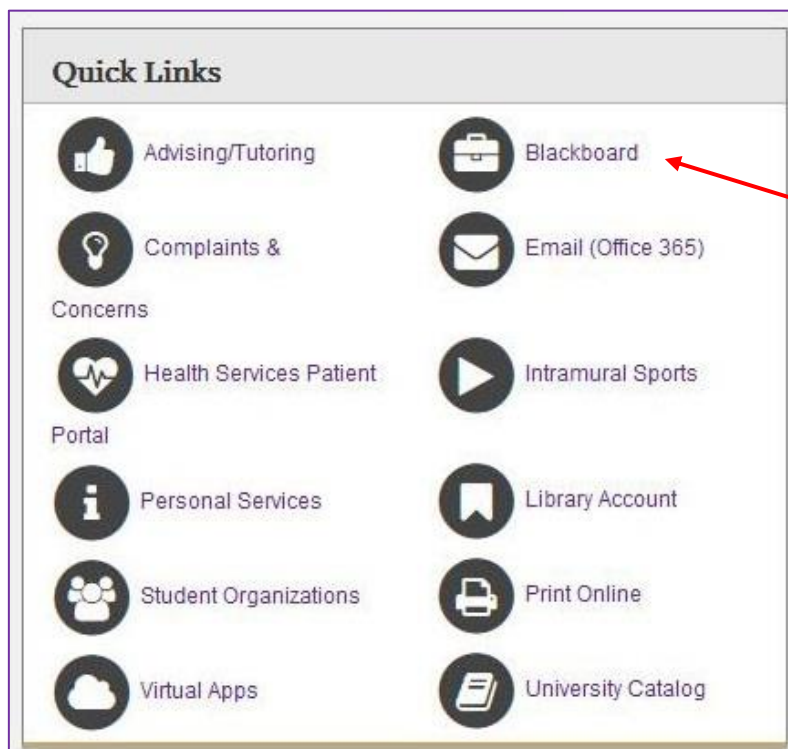
- **Blackboard**

Blackboard is an online portal where instructors are able to post assignments and other course information for students to access.

Course work for the Western Carolina University Jamaica program is part online and part face-to-face.

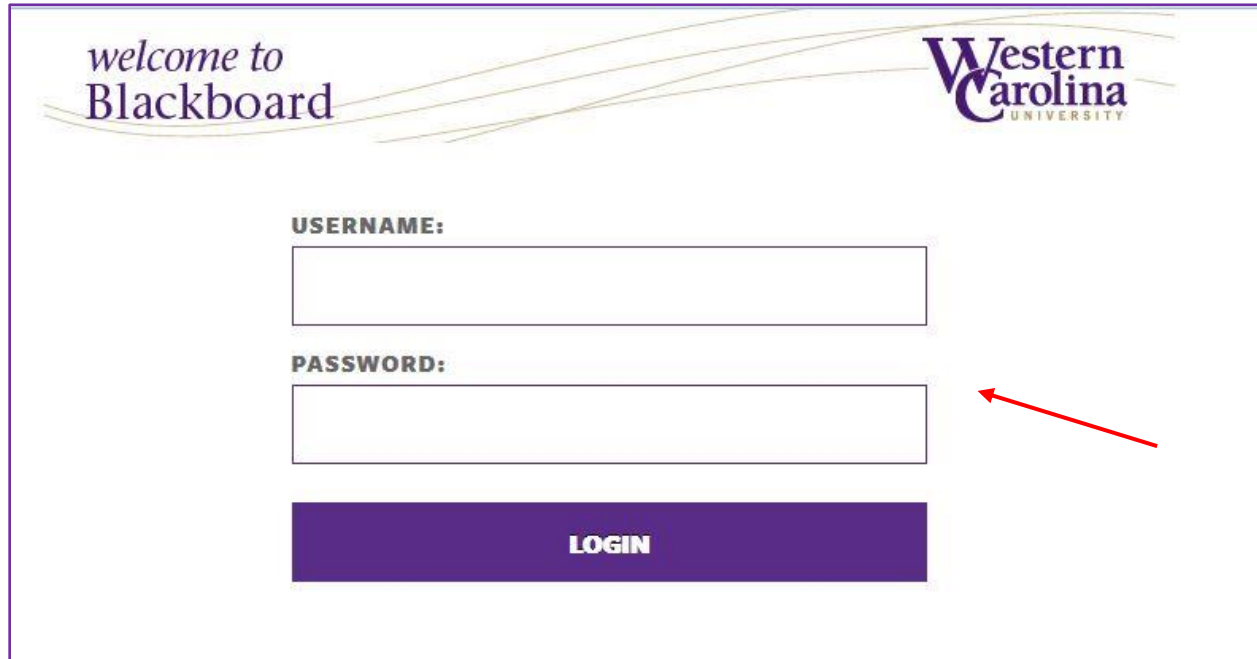
Along with your Catamount email, instructors will provide you with information throughout the course of the class.

Students are able to access Blackboard through the same Quick Links table on myWCU. This is located at the top of the right column in the Quick Links table. Additionally, students can access Blackboard directly at wcu.blackboard.com.



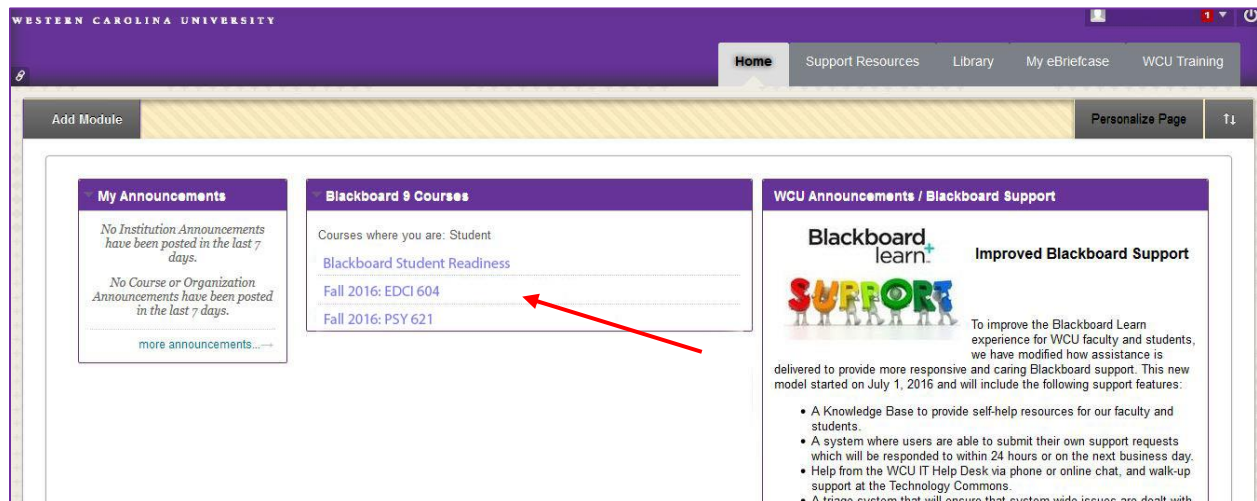
Upon clicking on the "Blackboard" Quick Link, students will be taken to a page where they will be prompted to log in.

Students will be able to use their WCUid to log into blackboard, just as they would when logging into myWCU. Each student is designated a WCUid. The Username is everything before the '@' symbol in their Catamount email address and their password, created during the email activation process.



The image shows the Blackboard login page for Western Carolina University. At the top left, it says "welcome to Blackboard" in a purple serif font. At the top right is the Western Carolina University logo. Below the logo, there are two input fields: "USERNAME:" and "PASSWORD:". A red arrow points to the password field. Below the password field is a purple "LOGIN" button.

Once the student has logged into their Blackboard account, they will be able to view all of their courses. Instructors will post assignments and other pertinent course information onto Blackboard for students to access throughout the length of the course.



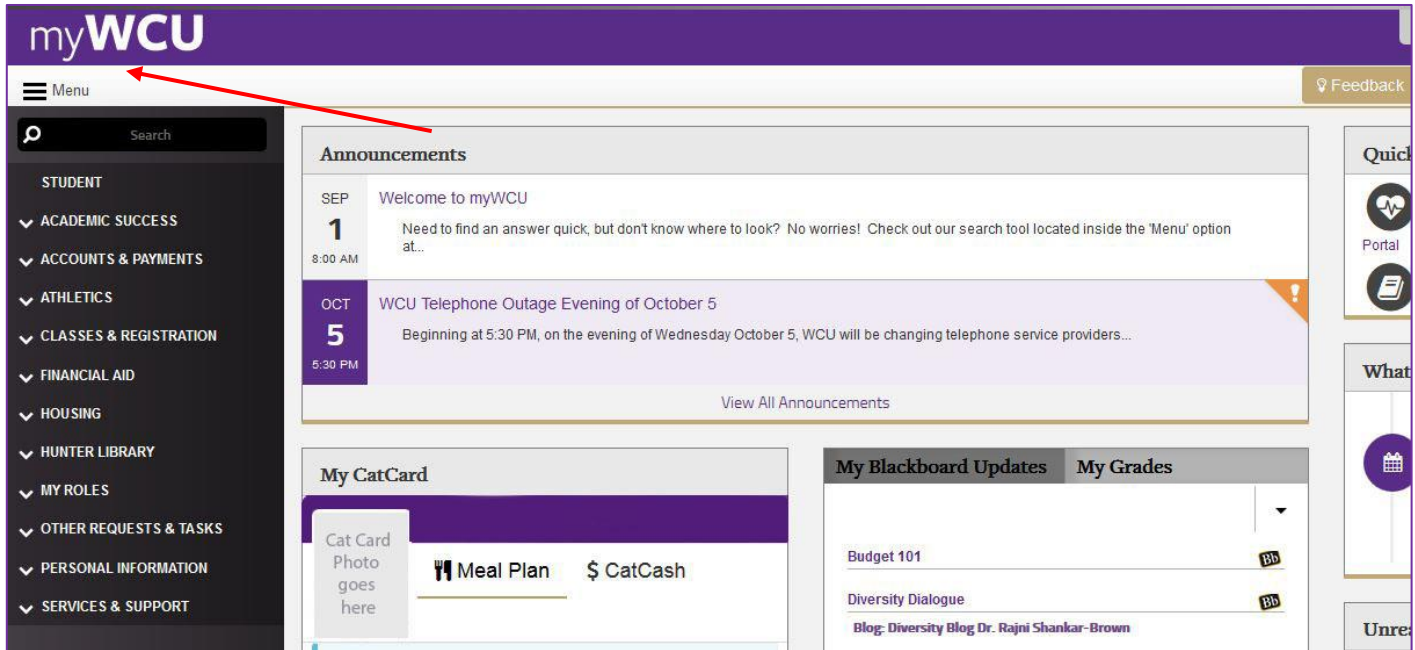
The image is a screenshot of the Blackboard dashboard for Western Carolina University. The top navigation bar includes "Home", "Support Resources", "Library", "My eBriefcase", and "WCU Training". Below this is a "Personalize Page" button. The main content area is divided into three columns. The left column is titled "My Announcements" and shows two announcements with a "more announcements..." link. The middle column is titled "Blackboard 9 Courses" and lists "Courses where you are: Student" with links for "Blackboard Student Readiness", "Fall 2016: EDCI 604", and "Fall 2016: PSY 621". A red arrow points to the "Fall 2016: PSY 621" link. The right column is titled "WCU Announcements / Blackboard Support" and features a "Blackboard learn+ Improved Blackboard Support" banner with a "SUPPORT" graphic. Below the banner is text about improved support and a list of features: a Knowledge Base, a request submission system, help from the IT Help Desk, and a triage system.

- **Transcripts**

Students are able to order and review transcripts directly from the MyWCU portal.

Viewing Unofficial Transcripts

Step 1: Click on “Menu” on the top left of the MyWCU page.



Step 2: Select ‘Academic Success’.

Step 3: Select ‘View Unofficial Academic Transcript on the drop down menu.

Step 4: Click Submit.

Personal Information | Student | Accounts and Payments | Financial Aid

Select Level and Type for Academic Transcript

Home > Student > Student Records > Academic Transcript

Select the transcript level and transcript type, then click Display Transcript.

Transcript Level: All Levels

Transcript Type: Web Transcripts

Submit

[View Holds](#) ■ [View Status of Transcript Requests](#)

Student Academic Transcript

Home > Advisor > Student Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for

[Transfer Credit](#) [Institution Credit](#) [Transcript Totals](#)

Transcript Data

STUDENT INFORMATION	
Name :	
Birth Date:	
Student Type:	Jamaican
Curriculum Information	
Current Program	
BS-Education	
College:	College of Educ & Allied Prof
Major and Department:	Middle Grades, School of Teaching & Learning

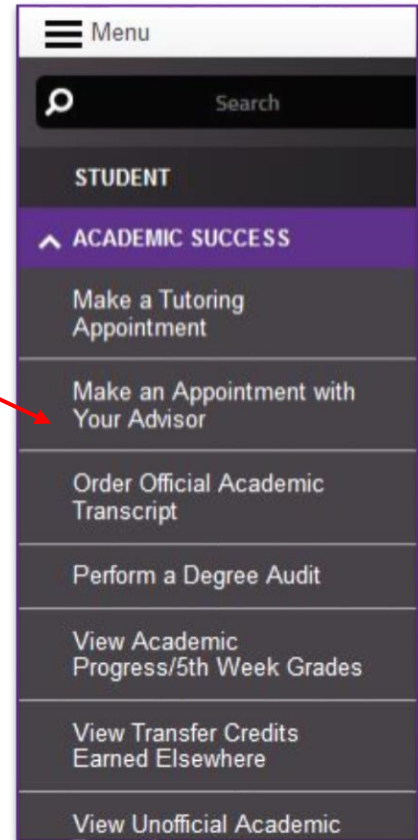
Transcript type:WEB is NOT Official

Unofficial transcripts can be printed directly from the browser.

Students should be advised that this is an unofficial transcript and will not be accepted by the Ministry of Education.

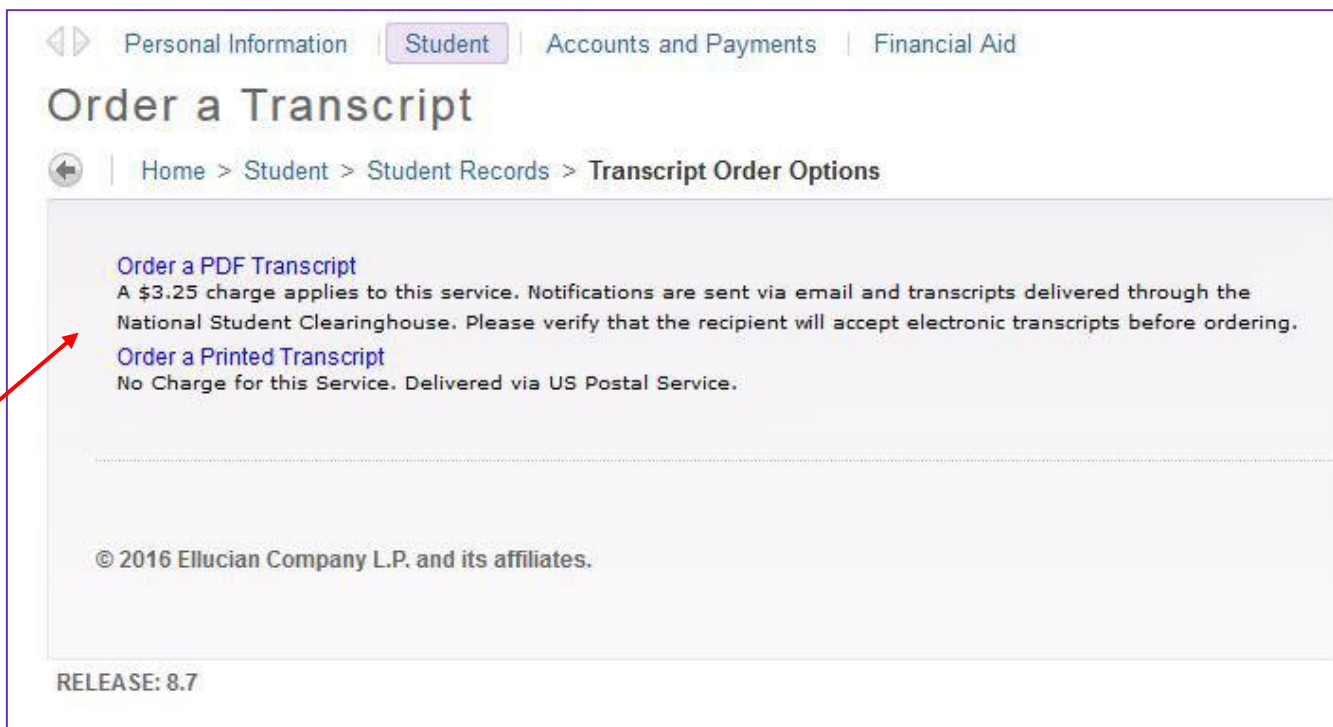
Ordering Official Transcripts

Step 1: To order an official transcript, students can click on “Order Official Transcript”, located on the myWCU menu.



Step 2: Select either “Order a PDF Transcript” or “Order a Printed Transcript”.

Students should note that there is a small fee to order a PDF transcript, however, the PDF transcript will be sent via email and will take much less time to receive.



Step 3: Select Mailing Address.

Students will be prompted to select a Recipient College Code, if the transcript will be sent directly to another school. Transcripts can also be sent to the student directly or to another person.

The screenshot shows the 'Select Mailing Address' page. At the top, there are navigation tabs for 'Personal Information', 'Student', 'Accounts and Payments', and 'Financial Aid'. Below the title, a breadcrumb trail reads 'Home > Student > Student Records > Request Official Hardcopy/Printed Transcript'. An information icon is followed by the instruction: 'Select an address where your transcript should be delivered using the following address designations:'. A list follows: '1. Recipient college code (or type PICKUP to pickup at the One Stop)', '2. OR one of your personal addresses', and '3. OR the name of the person receiving the request (you will enter the address on the next page)'. A red asterisk note states: '*The mailing address listed on your student record will be printed on the transcript. Please view your address and make any necessary updates BEFORE requesting your transcript.' Below this, a note says: 'If you attended WCU before 1987, you must fill out the Official Transcript Request form to release your record.' The form fields include: 'Recipient College Code:' with a text input and a 'Look Up College Code' link; 'One of Your Addresses:' with a dropdown menu currently set to 'None'; and 'Issue to:' with a text input. A 'Continue' button is at the bottom left. At the bottom of the page, there are links: 'View Holds', 'Academic Transcript', 'View Address', and 'View Previous Transcript Requests'. A red arrow points to the 'Look Up College Code' link.

Step 4: Select Transcript Type

Unless students are requesting transcripts be sent to their home address, students will be required to fill out the Transcript Recipient Form.

To receive an Official Transcript, students must select "Official" next to the red asterisk.

The screenshot shows the 'Select Transcript Type' page. At the top, there are navigation tabs for 'Personal Information', 'Student', 'Accounts and Payments', and 'Financial Aid'. Below the title, a breadcrumb trail reads 'Home > Student > Student Records > Select Transcript Type'. An information icon is followed by the instruction: 'Edit the information below as needed.'. A red asterisk warning states: '* A transcript type must be selected to continue.' Below this, a note says: '* indicates required field'. The form fields include: 'Transcript Type: *' with a dropdown menu currently set to 'Official'; 'Issued To:' with a text input; 'Street Line 1:', 'Street Line 2:', and 'Street Line 3:' with text inputs; 'City:' with a text input; 'State or Province:' with a dropdown menu; 'Zip or Postal Code:' with a text input; 'Nation:' with a dropdown menu; 'Area Code:' with a text input; 'Phone Number:' with a text input; 'Extension:' with a text input; and 'International Access Number:' with a text input. A 'Continue' button is at the bottom left. A red arrow points to the 'Official' dropdown selection.


Step 5: Transcript Request Information

Student will be prompted to select the number of copies to be issued. Students may select to have their transcript printed as soon as possible or to delay the request until degree completion.


There is no charge for standard mailing of the transcript. There is only a charge for rush fee and for PDF copies.


Transcript Request Information

Home > Student > Student Records > Transcript Request Information

 If you have courses that are IN PROGRESS, you **must** select a term. Selecting "None" will result in printing a transcript with

Number of Copies (Up to 5):	<input type="text" value="1"/>
In Progress Cut-off Term:	Spring 2008 ▾
Print Transcript:	As soon as possible ▾
Delivery Method: *	Standard Mailing - No Charge ▾





Transcript Request Confirmation

Home > Student > Student Records > Transcript Request Confirmation

Issued to:	
Street Line 1:	138 Camp Building
Street Line 2:	Camp Bldg
City:	Cullowhee
State or Province:	North Carolina
Zip or Postal Code:	28723
Nation:	United States of America
Course Levels:	All course levels
Copies Ordered:	1
Official Transcript:	Yes
Delivery Method:	Standard Mailing
Cost of Order:	No charge
Print Transcript:	As soon as possible





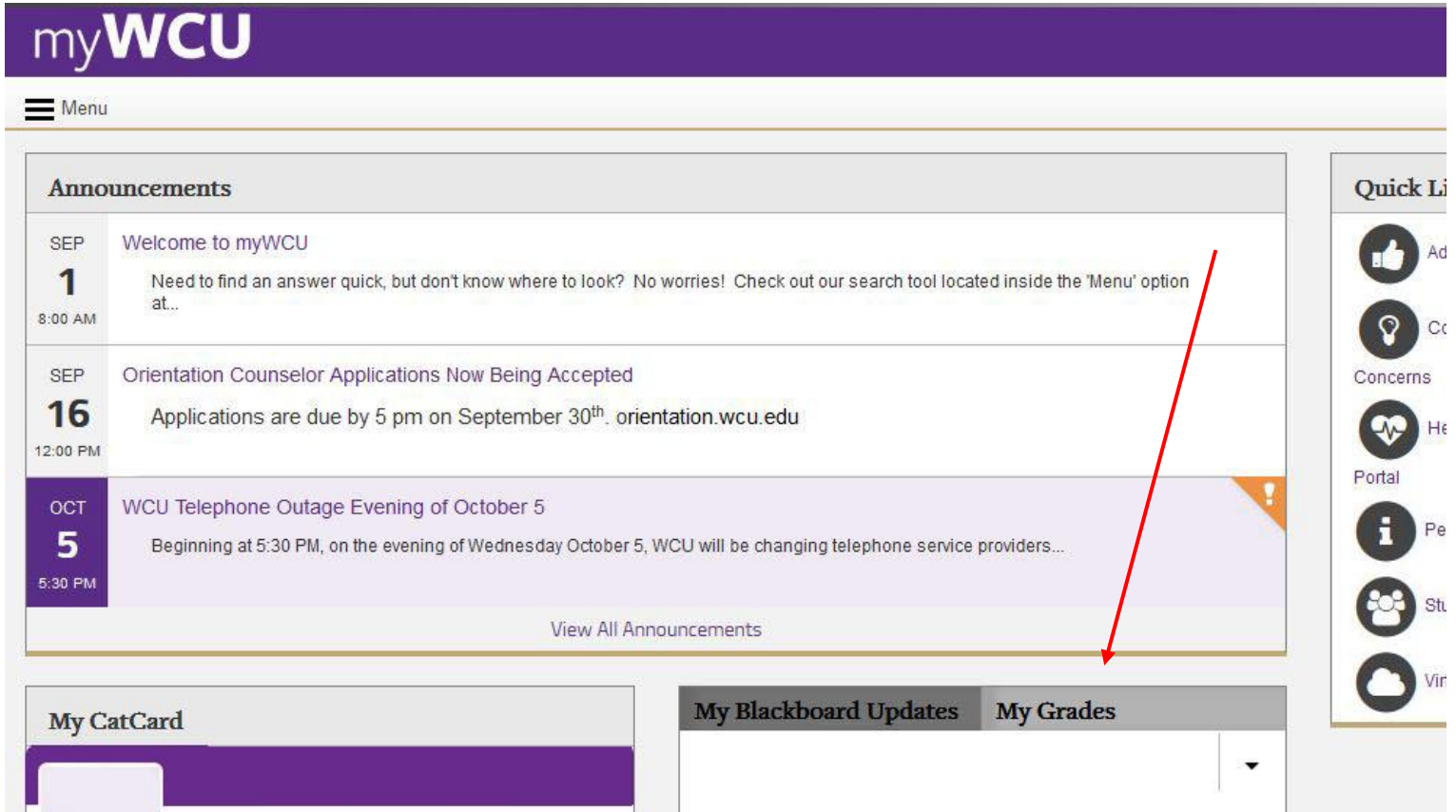
Step 6: Confirmation
Information should be checked
for any incorrect information.

Click to submit request.

- **Grades**

Students can view their grades on the MyWCU home page.

Step 1: Select the “My Grades” tab on the bottom right side of the screen.



Step 2: Using the drop down menu, select a specific term to see grades from that particular semester. Term GPA and Cumulative GPA are automatically calculated on this screen.

