



Welcome!



EDUCATIONAL OUTREACH Distance Learning Students



It is my pleasure to add my congratulations on your recent admission to both Western Carolina University and, most recently, through a highly competitive process – your admission into one of our distance learning programs.

The transition into a new college/university often can be challenging. You've been in classes beyond high school before, but as you'll find out, each institution is just a little different. We want you to understand the critical elements of our university practices so that you will easily attend to those tasks, ...and be able to get right to work toward your academic goals.

In this pamphlet, you will find detailed information on several of our university policies and business practices. We hope that having this information at hand will make your transition much smoother. Of course, we want you to also use the complementary resources on our website – and know that you have advocates here throughout the Division of Educational Outreach at WCU.

I wish you every success here at Western. Please know that my door is always open, my email and telephone available. Have a great semester!

Most sincerely,

Dr. Regis M. Gilman, Interim Dean
Educational Outreach
rgilman@email.wcu.edu

For More Information

Interim Dean of Educational Outreach
Dr. Regis Gilman, 828-227-7397

Distance Learning
Student Support Services
Amy Fahey, 866-928-4723 (toll-free)

*Programs at Western Piedmont
Community College/Burke County*
Jim Craig, 828-448-3507

*Programs at Tri-County Community College
(Murphy, Andrews, Robbinsville
and surrounding areas)*
Lonnie Dockery, 828-835-4292

Military Student Services
Services for Military Students & their Families
Dr. Regis Gilman, 828-227-7397

Programs in Asheville
*University of North Carolina at Asheville
Graduate Center*
Patsy Miller, 828-227-7423

**Asheville-Buncombe Technical
Community College**
WCU Transfer Advising Center
Sarah Nunez, 828-254-1921, ext. 182

Cherokee Center
Roseanna Belt, 828-497-7920

EDUCATIONAL OUTREACH

University Policies & Practices

Help us Help You! The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student information and education records. Before any WCU administrative office can discuss most specific issues pertaining to a student's record with third parties, we must have consent from the student. University personnel must be able to verify a student's identity before discussing the student's academic records by telephone.

To complete the release of student information online form please:

- Go to www.wcu.edu
- Choose My Cat from the menu
- Enter your University Id Number (92#) and password
- Find Release of Student Information (Home tab, bottom of page) www.wcu.edu/13035.asp
- Read the information carefully before submitting the release

If you wish to discuss your academic records by telephone with University personnel or you wish to authorize another person to discuss such information you must:

- Create a 6-digit alpha-numeric PIN for yourself (this number should not include your password, your birth date or any part of your Social Security number)
- Create a second, different 6-digit alpha-numeric PIN for another person if you so choose.

Catamount Email Account Catamount Mail is the official method for university/student communications including messages, notifications and alerts. Because of increased security measures and our commitment to guarantee email delivery from any @email.wcu.edu address, students are not able to forward their Catamount Email to another address.

Your account must undergo an initialization process when first accessed. You will not have to repeat these steps. Complete the prompts to activate your Catamount Mail. Instructions are available at <http://www.wcu.edu/it/catamountmail>

Please go to:

- www.wcu.edu
- Click on My Cat
- Find the Technology Support Section
- Find [Catamount Mail Setup Instructions](#)

Paying Tuition and Fees Please visit the Student Accounts home page.

- Go to www.wcu.edu
- Click on Current Students
- Refer to Pay Your Bills links (Taking Care of Business)

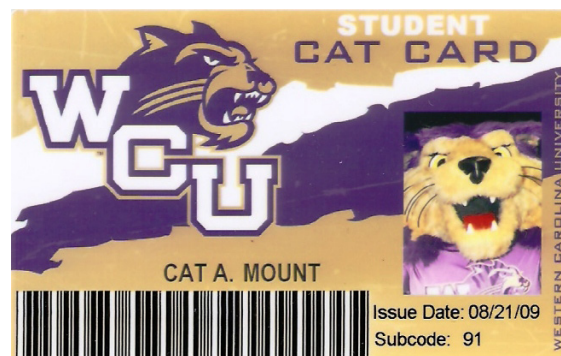
Not paying an outstanding balance according to university deadlines will result in your upcoming registration being dropped/cancelled and access to your course(s) being denied. You cannot be successful as a student if you cannot get into the WCU learning management system – Blackboard, and attend class! Please pay your fees on time.

Online Bookstore To order the textbooks for your course or courses, please:

- Go to www.wcu.edu
- Click on Current Students (Purple Banner)
- Scroll down to Services & Resources
- Find Student Life
- Click on Bookstore
- Click on Students Order Books
- Select appropriate term
(posted about one month prior to term)
- Select the course prefix for your course.
- Select the course number
- Click Continue to Course Materials.

Your textbooks will be shipped to you via UPS. Most books should arrive within 48 hours.

Your WCU Cat Card
(Student Identification Card)



In order to facilitate the production of your Western Carolina University identification card (CatCard), please submit a

recent digital photo of yourself (no pictures with hats or sunglasses please) in JPEG or Bitmap format. Please email the photo along with your name, WCU student ID number, date of birth and mailing address to CatCard@email.wcu.edu. If you prefer to mail a hardcopy photo, please mail your picture with the same information to Western Carolina University, CatCard Office, 135 Killian Annex, Cullowhee, North Carolina 28723. Even though you may not think you'll ever need this ID – you'd be surprised. So, we hope you'll do it now while you're thinking about it.

Transfer Credit Information

Please go to:

- www.wcu.edu
- Click on Current Students
- Scroll down to Taking Care of Business
- Find Transfer Credit under Register for Classes

The Degree Audit Learning to check on what courses you have remaining on your path to degree completion.

* The degree audit feature will not Provide accurate information until you are registered for courses and your complete transcript information has been evaluated.

- Go to www.wcu.edu
- Log into My Cat
- Click on the Personal Services tab
- Click on the Student tab
- Click on Student Records
- Click on Degree Audit/Evaluation
- Choose the appropriate term (if this is an option) and click submit
- You will see your current curriculum information including your major. To run a degree audit/evaluation, click on Generate New Evaluation at the bottom and middle of the page.
- Select the button next to the major for which you wish to run an audit and click the Generate Request button
- Wait patiently for the audit to generate – this may take several minutes.
- Select the button next to Detail Requirements and click submit
- You should now see your degree audit. Courses you still need to satisfy will appear with a red NO next to them.
- If you have questions about this audit, please contact your program advisor.