

QUICK START

Guide for new **Catamounts** at WCU

During our virtual orientation, students can video-chat about computer purchasing, downloading Microsoft Office, campus wireless, or any WCU-IT related issues by going to [Calendly.com/techcommons/orientation](https://calendly.com/techcommons/orientation) and setting up an appointment with our technicians using Zoom.

If needing assistance with a device, please be sure to have administrator access and know all usernames and passwords associated with the device.

Students, if you are feeling tech savvy, please use the instructions below to do it yourself.

DEVICE SETUP GUIDE

► **WANT TO RESET YOUR PASSWORD ANYTIME, ANYWHERE? VISIT [PASSWORD.WCU.EDU](https://password.wcu.edu) TO ENROLL.**

► **TO SETUP YOUR DEVICE TO PRINT ON CAMPUS, GO TO [GO.WCU.EDU/MOBILITY](https://go.wcu.edu/mobility) AND SELECT YOUR DEVICE TYPE FOR INSTRUCTIONS.**

WIRELESS

1. Connect to **WCU-Guest** and select **accept**.
2. Go to **wireless.wcu.edu** and select **Recommended Option** for a one time set up.
3. Enter your WCUid (everything before the @ in your WCU email) and password.
4. Follow the steps on the screen to complete setup.


* For troubleshooting guides, visit **wifi.wcu.edu**.

CAMPUS GUEST WIFI

1. Go to **WCU-Guest**.
2. Hit **Accept** in the browser.

* Open your browser of choice. If a browser doesn't automatically open.

MICROSOFT OFFICE

1. Go to **email.wcu.edu** and log in using your WCUid (everything before the @ in your WCU email) and password.
2. Click the  in the top left corner of your screen.
3. Click the **"Office 365"** & click on **"Install Office"** drop down menu on the right corner of the screen and select **"Office 365 apps"**
4. The setup file will download to your **"Downloads"** folder. To start the installation, locate and click the setup file
5. Once setup is complete open an Office program & use your full WCU email to log in. If the option to log in doesn't pop up automatically, click on **"Sign In"** in the top right corner.

MULTIFACTOR AUTHENTICATOR APP

1. Go to **multifactor.wcu.edu** (preferably on a computer) login with your WCUid (everything before the @) & password
2. Under my account, select **activate mobile app** & select generate **activation code**.
3. On your phone, download the **Microsoft Authenticator App**. In the App, select **Add (+) account** & select **work or school account**.
4. Allow the App to use your camera & scan the QR code on your computer screen. Your WCU account should pop up after that. On your computer, under **My Account**, select **"Change Method."** In the drop down menu, select **Mobile App** & hit **"save."**

NEED HELP?



828.227.7487



ITHelp@WCU.EDU



TECHNOLOGY COMMONS
ON THE GROUND FLOOR
OF HUNGER LIBRARY

* FOR HOURS AND MORE INFORMATION
GO TO [ITHelp.WCU.EDU](https://ithelp.wcu.edu).

VIRTUAL ONESTOP STUDENT SERVICES

Students can visit the Virtual OneStop to check on their account status and make a payment via check, cash or money order:

► **Webpage:** onestop.wcu.edu ► **Phone:** 828.227.7170

PARKING

Bringing a car to campus? Maps, parking regulations, parking permits and regular parking related updates can be found at parking.wcu.edu. Please note that requests for parking permits must be submitted online via the parking portal at parking.wcu.edu. Please allow 24 hours for requests to be processed. Questions? Call 828.227.7411.

Parking signup for fall begins June 1, 2020.

Freshman.....	\$400
Sophomore.....	\$400
Junior.....	\$400
Senior.....	\$324
Graduate.....	\$324
Commuter.....	\$324
Storage.....	\$100 (first come, first-served)
Motorcycle.....	\$42

CAT TRAN

On campus shuttles are provided by Cat Tran, the Catamount Transportation system. Campus shuttles provide service when classes are in session during the Fall and Spring semesters. The shuttles are equipped with ADA lifts for those passengers with mobility constraints and the buses have two way radios for communication and safety. For details on shuttle routes and times visit cattran.wcu.edu.



Use the nextbus app to track buses on campus: www.nextbus.com.



FINANCIAL AID AND STUDENT ACCOUNTS



Full-time Student	North Carolina Undergraduate	Out-of-State Undergraduate
Tuition	\$500.00	\$2,500.00
Required Fees	\$1,489.50	\$1,489.50
Health Insurance *	\$1,313.50	\$1,313.50
Book Rental	\$153.00	\$153.00
Room (standard double)	\$2,570.00	\$2,570.00
Residential Technology Fee	\$89.00	\$89.00
Meal Plan	\$2,193.50	\$2,193.50
TOTALS	\$8,308.50	\$10,308.50

* *Students with proof of insurance may waive the health insurance fee upon completion of the waiver process. Health Insurance premium rate is pending final approval from the NC Department of Insurance.*

- ▶ eBills are sent to student's catamount email address.
- ▶ Authorized users make payment through Bill+Payment.
- ▶ A 2.85% convenience fee is assessed for payments made by MasterCard, VISA, Discover or American Express - **Electronic checks are FREE.**
- ▶ Go to myWCU to set up a payment plan.

ACCEPT TERMS & CONDITIONS AND AWARD

1. Log into **myWCU**.
2. Select "View Financial Aid Awards and History" or "View All Financial Aid Information."
3. Choose 2020-2021 Academic Year
4. Select the "Award Offer" tab and review your financial aid award..
5. Review your financial aid award for any funds that require you to "take action".
6. Select "Accept/Decline/Modify" for each fund requiring action.
7. A terms and conditions acknowledgment will be displayed to you the first time accepting each fund. After reading and acknowledging the terms and conditions, submit your decision.

FEDERAL STUDENT LOANS

1. Complete entrance counseling at **studentaid.gov**.
 - a. Once logged in, select “Complete Counseling.”
 - b. Select “Start Entrance Counseling.”
 - c. Follow prompts to complete entrance counseling.
2. Sign master promissory note (MPN) online at **studentaid.gov**.
 - a. Once logged in select “Complete a Master Promissory Note.”
 - b. Select “Subsidized/Unsubsidized.”
 - c. Follow prompts to sign the MPN.

FEDERAL DIRECT PLUS LOANS

1. Apply for the PLUS loan at **studentaid.gov** by clicking on “Request a Direct PLUS Loan” after signing in. ****Note: Parent applying for loan will sign in using his or her information, NOT the student’s information.**
2. Sign master promissory note (MPN) online at **studentaid.gov**.

DIRECT DEPOSIT

1. Log into myWCU.
2. Select the “View Bill — Make a Payment” in the “Accounts & Payments” section.
3. Select the “Refunds” tab and then “Set up Account.”
4. Choose an existing account or set up a new account. If setting up a new account, provide the bank account information, the billing information and click “Continue.”
5. Select the box to indicate your authorization to have your account debited for this payment only.

TITLE IV AUTHORIZATION

You may authorize payment of education related expenses and prior year expenses by following these instructions:

1. Log into myWCU.
2. Click the “Menu” button on the top.
3. Select “Account & Payments.”
4. Select “Account & Payments Home.”
5. Select “Title IV Authorization.”
6. To make the authorizations, click “Submit.”
7. To disapprove the authorizations, click on the down arrow next to “Authorize,” select “Rescind,” and click “Submit.”

RELEASE OF STUDENT INFORMATION

1. Log into myWCU.
2. Click the “Menu” button on the top.
3. Select “Personal Information.”
4. Select “Update Release of Information Security Codes.”
5. Follow prompts to create a 6-digit code for yourself as well as one for another person should you wish someone other than yourself to have access to your personal information.

MEAL PLANS & CAMPUS DINING!

BOARD MEALS

- Used at Courtyard Dining upstairs and the Lodge at Brown Hall
- All you care to eat

DECLINING BALANCE

- Used at all dining locations
- Rolls over from Fall to Spring
- Expires at the end of the academic year
- Works like cash

MEAL EXCHANGE

- Exchange a block meal for a preset combo at a retail location
- All retail locations besides Chili’s and the P.O.D. market at Norton Hall participate in Meal Exchange

MEAL PLANS

- ▶ **Unlimited Premium - \$2,514.50**
Unlimited board meals, 1 exchange meal per day, \$214 in declining balance
- ▶ **Unlimited Basic - \$2,193.50**
Unlimited board meals, no exchange meals, \$107 in declining balance
- ▶ **Block 150 - \$1,765.50**
150 exchange meals usable at the dining halls or participating retail locations, \$535 in declining balance
- ▶ **Commuter Block 80 - \$1,262.60**
80 exchange meals usable at the dining halls or participating retail locations, \$588.50 in declining balance
- ▶ **Commuter Block 40 - \$904.15**
40 exchange meals usable at the dining halls or participating retail locations, \$428 in declining balance
- ▶ **Commuter Declining Balance - \$749.00**
\$749.00 in declining balance

LATE NIGHT DINING

STEAK N’ SHAKE | Monday-Friday: 10:45am-2:00am

Accepts Declining Balance and Exchanges

MOE’S SOUTHWEST GRILL | Monday-Sunday: 10:45am-1:00am

Accepts Declining Balance and Exchanges

COURTYARD DINING HALL | Thursday-Saturday: 10:00pm-12:30am

Accepts Block Meals, Declining Balance and Exchanges

GRUBHUB MOBILE ORDERING

Here’s how you do it:

- Join Grubhub
- Create an account, then go to My Grubhub ▶ Settings ▶ Campus dining
- Affiliate with WCU and add any payment method, including your campus card!
- Get \$10 off your first delivery order of \$15+ with code ORIENTATION

*See details at <https://grhb.me/Orientation2020>

We’re hiring!

Check out **careers.aramark.com** to see all positions available!



For locations and menus, visit **westerncarolina.campusdish.com**



JOBS ON CAMPUS

- **WORK STUDY** (for students who are eligible) is part of Financial Aid
- **NON WORK-STUDY** (available to all students) is part of Human Resources
- **OFF CAMPUS** (available to all students)

Students interested in working on campus will find a variety of opportunities available to them. Departments pay minimum wage or higher depending on the job. Students can search and apply for jobs through jobcat.wcu.edu.

Jobs examples include:

Office Assistants • Stage Crew • Tutors • Computer Specialists
Residence Hall Assistants • Ticket Takers at games
Intramural Sports- referees and officials
Recreation Center staff • Lifeguards • Facilities staff
Base Camp-kayak instructors and raft guides
Library Assistants • Book Store staff • Campus Tour Guides
Ramsey Center set up crew members • IT student staff

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Center for Career and Professional Development connects on and off-campus employers with student talent. The Center helps students explore major and career paths as well as develop the skills necessary for success after graduation. For more information visit: <http://careers.wcu.edu>

BANKING ON CAMPUS

Student employees are paid every two weeks by direct deposit. Students may choose to join the State Employees Credit Union or keep their home banking institution. The Credit Union is within walking distance from campus. In addition to the Credit Union, Wells Fargo and BB&T ATMs are available on campus.

Minimum Requirements for Non-Work Study Employment :

- First semester students can work without a GPA
- 2.0 GPA or higher for undergraduate student workers
- 25 hours a week combined during semester, 40 hours a week during Summer when not enrolled in classes, 20 hours per week is the limit for Non-Resident Alien F1/J1 Visa students that are eligible for student employment
- Registered for at least 6 credit hours for undergraduate (Spring and Fall), Registered for at least 3 credit hours (Summer) – 0 credit hours if enrolled in Fall for 6 credit hours
- All newly hired students paid by Western Carolina University for employment must complete the Eligibility Verification Form (or Form I-9) prior to the start of work or training. This is a requirement of U.S. Citizenship and Immigration.

- Section 1 of the I-9 can be completed via remote use of the kiosk as part of the onboarding process.
- It must be completed on or before the first day worked. Two **original** forms of identification are required when you meet with Human Resources as outlined as acceptable documents in Lists A, B and C on the form by the US Citizenship and Immigration Services. **Copies will not be accepted under any circumstances.**
- Typical forms used are Social Security cards, drivers licenses, unexpired passports, or a birth certificate. **Originals Only. Social Security numbers are also required for payroll.**
- **Without a completed I-9, the student CANNOT begin working.**
- If no social security card, student will be sent to Franklin to file for a new one. If you are not aware, the card is mailed in an envelope marked social security card enclosed.
- Students will be required to complete tax withholding documentation for both state and federal withholdings to be paid.
- Direct deposit is mandatory. A voided check or letter from the student's banking institution is required to initiate direct deposit of a student's paycheck.

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		



For I-9: No copies of Identification- ONLY unexpired originals

Non Work Study Student Employment Website: go.wcu.edu/studentjobs

SUMMER CHECKLIST

- ☐ **Health Insurance** - Go online to waive or enroll in the Student Blue Health Insurance: www.bcbsnc.com/wcu
- ☐ **Complete Residential Living Paperwork and Select Meal Plan** - Complete your online contract and select the preferences of the building you want to live in, meal plan you want, and roommate that you want to live with.
[CLICK HERE TO COMPLETE YOUR ONLINE CONTRACT AND SELECT YOUR NEW STUDENT PREFERENCES](#)
- ☐ **Pay Fall Tuition Bill** - Bills will be emailed to the student's WCU email address in mid-July. Students will be dropped from classes if the tuition bill isn't paid by the August 1 deadline.
- ☐ **Submit Final Transcripts** - Submit any final official transcripts. For entrance in the fall term, the final college transcript deadline is July 15. Please keep in mind that transcripts can take 1-3 weeks to arrive to WCU and to be processed, therefore you should request your transcripts to be sent as soon as final grades have been posted. Failure to submit final college transcripts will result in your course schedule for the fall semester being dropped. You can verify whether we have received your Final College Transcript in your myWCU portal at myWCU.wcu.edu. If you are enrolled in summer classes elsewhere, please notify Admissions via email at admiss@wcu.edu to avoid having your schedule dropped. Please include your full name and 92# in the email.
- ☐ **Financial Aid** - The deadline for completing all financial aid requirements for the 2020-21 academic year is July 15.
- ☐ **Parking Permits** - Register your vehicle online at parking.wcu.edu. Permits are virtual. License Plate Recognition Software will read the vehicle's license plate.
- ☐ **Catamount Community Courses** - These courses will be available on July 15th; you will receive an email via your catamount email with instructions on accessing these courses.
- ☐ **Roommate** - Contact roommates in mid-July to work out what they will be bringing or sharing (refrigerator/microwave, etc.). Housing assignments and roommate assignments will be sent to your Catamount email address.
- ☐ **CatCard** - Please submit your CatCard photo online via myWCU. When you arrive on campus to move into your Residence Hall, your CatCard will be available for pickup at check-in. If you will not be living on campus, you can pick up your CatCard in Brown Hall opening weekend.
- ☐ **Health and Wellness** - Create a cheat sheet of the student's medical history.
- ☐ **Move-in Information** - Thoroughly review move in instructions from the Department of Residential Living and special instructions from specific populations (band, athletes, CatCamp, etc.). Be sure to follow check-in schedule, road signs with directions, and instructions given by volunteers and university personnel on campus.
- ☐ **Book Rental** - The WCU Bookstore will begin issuing books to students on Wednesday, August 12 through move in weekend for students with a zero balance on their account.
- ☐ **CatCash** - CatCash can be added to the student's account at any time. This money can be used like a debit card for printing, vending machines and the University Bookstore.
- ☐ **One Book** - New, first-year students at WCU enjoy a common reading experience each year. This year we are reading *The Big Thirst*, by Charles Fishman. This book is also connected to the 2020-2021 campus interdisciplinary theme: Water. For more information, visit onebook.wcu.edu.