



Accept Terms/Conditions & Awards

1. Scroll down to Financial Aid, select "View/Accept Awards"
2. Choose the aid year, Submit
3. Select "Terms and Conditions"
4. Read and accept Terms and Conditions
5. Select "Accept Award Offer". Follow instructions to accept or decline award offer

Direct Deposit for Refunds

1. Select "Accounts & Payments"
2. Select "Make a Tuition Payment"
3. Select "eRefunds" tab and "Set up Account" tab
4. Choose an existing account or set up a new account. Provide the bank account information, billing information and click Continue
5. Select the box to indicate your authorization to have your account debited for this payment only

Meal Plans

1. Click the "View Meal Please Details" button in the Cat Card section
2. Choose the appropriate semester
3. Select whether you will reside on or off campus
4. Select your meal plan

Monthly Payment Plan

- For information contact Tuition Management Systems directly at wcu.afford.com or 800-208-4785
1. Select "Accounts & Payments"
 2. Choose "Set Up or Change a Tuition Payment Plan"

Authorized Users

1. Select "Accounts & Payments"
2. Choose the "Bill+Payment" option
3. Select the "Authorized Users" tab, follow instructions to add/remove users

Federal Student Loans (student)

- Set up student account at studentloans.gov
1. Choose Undergraduate or Graduate/Professional Student
 2. Complete Entrance Counseling
 3. Complete Loan Agreement Master Promissory Note (MPN)

File for Graduation

- You may begin the graduation process upon completing 90 semester hours
 - A separate application must be filed for each major you have declared
1. Select "Classes & Registration"
 2. Choose "Apply for Graduation"

Health Insurance for Students

1. Select "Other Requests & Tasks" in the search menu
2. Choose to "Enroll or Waive Health Insurance"
3. Follow steps for your selection

Change of Address

1. Select "Personal Information"
2. Choose "Update Address/Phone"
3. Select the address type to be updated; i.e. *Current Student, Permanent Mailing Address, Emergency Contact, etc.*

Federal Direct PLUS Loan (parent)

- Set up parent account at studentloans.gov
1. Choose Parent Borrowers
 2. Select "Apply for a PLUS Loan"
 3. Complete PLUS Credit Counseling
 4. Complete Loan Agreement Master Promissory Note (MPN)
- *May take 7 days to process financial credit check

Payment Options

- Cash/check payments may be made in person at OneStop
- Debit/credit card & web checks may be processed online

Authorized User

1. Log into your account
2. Click the "Make a Payment" button and process your choice of card (Pay Path) or checking account

Specialty Payments at <http://specialpayments.wcu.edu>

- *Add Cat Cash
- *Housing Deposit
- *Tuition Deposit
- *Orientation Registration

convenience fee applies for debit & credit card payments

Release of Student Information (FERPA)

1. Type "Release" in the search menu
2. Select "Update Release of Information Security Codes"
3. Create a 6-digit code for yourself as well as other person should you wish someone other than yourself to have access

Transcript Request

For currently enrolled students:

1. Type *transcript* in the search menu
2. Select "Order Official Academic Transcript"
3. Choose to order a pdf or printed hard copy


For alumni or students away from Western for 1 or more years:

1. Go to <http://transcripts.wcu.edu>
2. Select *Former Student*
3. Select "Order Official Transcript"
4. Choose to order a pdf or printed hard copy
5. There is a charge for each request

1098-T Tax Notification

1. Select "Accounts & Payments"
2. Choose "Obtain 1098-T Tax Notification"
3. Follow instructions

Title IV Authorization

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

1. Select "Accounts & Payments"
2. Select "Accounts & Payments Home"
3. Select "Title IV Authorization"
4. To make the authorizations, click *Submit*. To disapprove the authorizations, click the down arrow next to *Authorize* and select *Do Nothing* and click *Submit*

Vehicle Registration

1. Select "*Other Requests & Tasks*" in the top left search menu
2. Choose the option to "*Renew Vehicle Registration*"

You will need your vehicle insurance, tag & driver's license to complete the online form



Verification of Enrollment

1. Select "Other Requests & Tasks"
2. Click on "Request Official Enrollment Certification"
3. Click the radial button for either *Current* or *All Enrollment*
4. Click on "Obtain an enrollment certificate" or a pdf download

View My Schedule

1. Select "Classes & Registration"
2. Choose "View My Schedule"

Withdrawals

-  Refer to your advisor to make certain you are able to withdraw from a course & still keep on track academically
-  Check the Academic Calendar for withdrawal deadlines

Withdraw from a Course:

1. Select "Classes & Registration"
2. Choose "Withdraw from a Course" and follow the instructions

Withdrawal from the University: MUST meet with the Advising Center