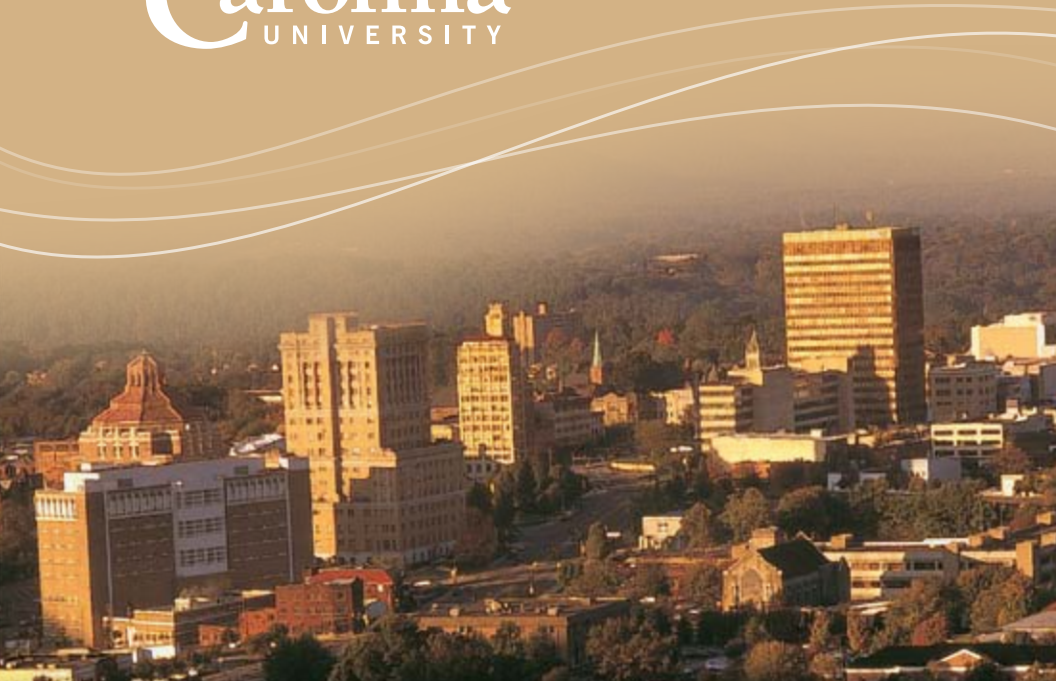


Western Carolina UNIVERSITY



2009-10 ASHEVILLE'S STUDENT SURVIVAL GUIDE
asheville.wcu.edu



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Information for WCU Programs in Asheville Students

WCU Resident Staff Offices

Are located in 120 Karpen Hall on the UNC-A campus. The offices are open Monday - Thursday from 8am - 9pm and on Friday from 8am - 5pm. During breaks, the office is open Monday - Friday from 8am - 5pm, telephone 828.251.6642 in Asheville or 828.227.7423 from Cullowhee, 828.232.2277 fax.

Students are encouraged to call the staff office for assistance.

For the WCU-Asheville webpage: asheville.wcu.edu. Click on "Student Resources" for information about services.

Location of Classes

Most WCU graduate classes meet evenings from 5 – 7:50pm or 6 - 8:50pm, or Saturdays in Karpen Hall on the UNC-A campus. The School of Nursing is located in the Haynes Building. on the Enka campus of Asheville-Buncombe Technical Community College (A-B Tech), about 20 minutes west of downtown Asheville. Engineering Technology classes meet evenings on the main campus of A- B Tech. Master of Health Science courses meet evenings at MAHEC, located at 501 Biltmore Av. in Asheville.

For directions to UNCA and a campus map:
www.unca.edu/welcome/directions.html

For directions to the A-B Tech campuses and maps:
www.abtech.edu/maps/asheville.asp

For directions to MAHEC:
www.mahec.net/images/mapBridge.pdf

UNC-A is a smoke-free campus except for a few designated areas 100 feet away from certain buildings. A review of the smoking policy (www.unca.edu/policies/Smoking%20Policy.htm) and a map of the designated areas (www.unca.edu/campusmap/smoke_free_map.pdf) can be found on their websites.

Advisement

Many faculty advisors are available to meet with students in Asheville by appointment. Appointments should be scheduled through the WCU-Asheville office or by emailing your advisor. A Directory of Faculty can be found at: itapp.wcu.edu/FacStaffDirectory/. Nursing advising should be scheduled through the appropriate nursing secretary at 828.670.8810 on the Enka campus.

Athletics

Students with a valid Cat Card are admitted to WCU—sponsored athletic events on the Cullowhee campus at no charge. For WCU athletic schedules: catamountsports.com. Admission to UNC-A sponsored athletic events will be at student rates.

Automobile Registration

Parking permits are required on the UNC-A campus. If a student is registered for more classes in Asheville than in Cullowhee, a UNC-A decal should be purchased. Decals may be purchased during registration or from the WCU-Asheville office during regular office hours. Citations are given starting the first week of classes. If a student has a valid WCU decal or if his/her class meets at A-B Tech or another Asheville location, it is not necessary to purchase a UNC-A decal. Maps showing appropriate parking lots are available in the WCU-Asheville office or at: www.unca.edu/campusmap/. After 5pm, students with valid decals may park in faculty/staff lots.

Nursing students taking classes at A-B Tech's Enka campus do not need to secure a parking decal. The Enka campus does not require parking decals. However, Engineering Technology students taking classes at A-B Tech's main campus do need to secure a parking decal from the Business office at A-B Tech, located in the Simpson Building. There is no charge for the decal. The office is open Monday - Thursday, 8:30am - 8:00pm and on Fridays, 8:30am - 4:30pm. A-B Tech is a tobacco-free campus. Health Science students taking classes at MAHEC do not need to secure a parking decal.

Bookstore

Students are encouraged to purchase textbooks online at: books.wcu.edu. The WCU Bookstore in Asheville, located in Karpen Hall 102, sells textbooks for Asheville classes only, and maintains limited hours during the beginning of each semester. Hours of operation include the day of regular registration from 4:30 - 6:30pm and the first two weeks of classes, Monday - Thursday, from 3:30 - 6:30pm. The bookstore at Enka (for nursing student only) is normally open from 11:30am - 1:30pm during orientation and the first day of classes. The schedule for each semester can be found at: asheville.wcu.edu/.

Cancellation of Classes

At times of uncertainty about the cancellation of classes due to inclement weather, announcements will be placed on the UNC-A Snowline, 828.259.3050, local radio and television stations, or on the University's website: www.wcu.edu or Asheville's website: asheville.wcu.edu (click the icon for "Weather Announcements").

When UNC-A cancels classes, WCU Programs in Asheville will also cancel classes. When A-B Tech cancels classes, WCU's Nursing and Engineering Technology classes are also cancelled. Students should check Web Cat for further instructions from professors.

Career Services

Career services and job placement assistance is available from the WCU Career and Academic Planning Center in Cullowhee. For WCU Career services, go to: careers.wcu.edu/ or call 828.227.7133. The UNC-A Career Center, located in 259 Highsmith University Union, maintains an extensive career-information library that is available to WCU students.

Computer Support

For computer information services and assistance, please refer to WCU's Help Desk, by calling toll-free 1.866.928.7487 or Emailing: itshelp@email.wcu.edu. WCU's Information Technology website: www.wcu.edu/it.

Computer Labs

The Asheville Graduate Center and WCU provide a computer laboratory in Karpen Hall 036. The laboratory equipment includes 20 Dell Optiplex 745s computers with 17" monitors. They are linked to the Internet, with access to resources located on the main campus in Cullowhee. During the semester, this lab is open Monday - Thursday from 7:30am - 10pm and Friday from 7:30am - 5pm. Your UNC-A One Card provides access to this lab as well as fourteen other computer labs on the UNC-A campus. A list of the labs, equipment, and hours is available on the UNC-A website, <http://www.unca.edu/compcenter/labs/>. New Hall 008 is an open lab and staffed by lab assistants. Hours include 8:00am -11pm Monday - Thursday, 8:00am - 5pm on Friday, 12 noon - 8pm on Saturday and Sunday. Students planning to save work on a PC must bring a CD, or flashdrive. The computers are equipped with the Deep Freeze program, that deletes new programs and files saved when the computers are re-booted. Sometime during this academic year, students will need to type their 92#s when asked for "Username" on campus computers. The only buildings on the UNC-A campus that have wireless capabilities include parts of Ramsey Library, parts of Karpen Hall, and Highsmith Student Union.

Copiers

All copy machines on the UNC-A campus are operated by the UNC-A One Card. You may deposit money on your cards at the One-Card office, 120 Highsmith Union, the Automatic Deposit Machines (ADM) located at 153 Highsmith Union outside the Copy and Shipping Center or the ADM located in Ramsey Library to the left of the circulation desk. There are no coin-operated copy machines on the UNC-A campus.

Counseling Services

WCU students enrolled in Asheville are entitled to services from the Counseling Center at UNC-A, which is located on the lower level of the Weizenblatt Heath Center. Students must present their UNC-A One Card for admission. Services include short-term individual or group counseling and outreach programs. Any discussion of personal, professional or life issues is held in confidence. For hours of operation, information or emergencies, call 251-6517 or visit: www.unca.edu/counselcenter.

Email

All students receive Catamount Mail accounts that can be accessed through My Cat. It is the official communication method for university communications including messages concerning notifications and alerts. Due to increased security measures and Western's commitment to guarantee Email delivery from any @email.wcu.edu address, students are not able to forward their Catamount Email to another address. Catamount Mail FAQs, including the initialization process, can be found at: www.wcu.edu/10623.asp.

Food Service

Cafeteria services are located in the Dining Hall. Cafe Ramsey, located in Ramsey Library, has fresh gourmet sandwiches, salads, wraps, fresh fruit, hummus, specialty coffee drinks, yogurt smoothies, and bakery treats. Rocky's Convenience Store is located in Room 134 Highsmith University Union. For dining hours of operation and specials, visit: www.dineoncampus.com/unca.

Health Insurance

All students enrolled full-time (nine hours or more for graduate students and twelve hours or more for undergraduate students) must enroll in the mandatory insurance UNLESS they can demonstrate proof of insurance. The only students exempt include non-degree seeking students, distance learners, or those doing study abroad. Graduate students carrying less than nine hours are not automatically enrolled, but do have the option to purchase the insurance as long as they are enrolled in three hours or more per semester. All international students are required to carry student health insurance. Graduate students who already have health insurance must WAIVE out of the insurance plan within the first week of class of each semester, or during the open enrollment period. To waive the insurance online, go to: studenthealth.wcu.edu.

Health Services

WCU students enrolled in Asheville are entitled to Student Health Services at UNC-A, located in Room 201 of the Weizenblatt Health Center. Students must present their UNC-A One Card for admission. During the fall and spring semesters, the hours of operation are 8am - 5pm, Monday, Wednesday, and Friday, and 8am - 6:30pm, Tuesday and Thursday. Summer hours are limited. Please call 828.251.6520 for an appointment, but walk-ins are accepted. Outpatient evaluation is free to all who have paid their WCU student fees. However, there is an additional charge for lab work, supplies, certain medications, and after-hours care. For after-hours emergency care, call the Mountain Area Health Education Center at 828.257.4740 (a charged service) and identify yourself as a WCU student at UNC-A. For additional information, visit: www.unca.edu/shs

Identification Cards

All Western students enrolled in Asheville classes should secure a UNC-A One Card from the One Card office, located in 120 Highsmith University Union. The ID cards are required for all library and other student services on the UNC-A campus. There is no charge for the initial One Card. Take a copy of your class schedule with you to verify that you are enrolled in a WCU class in Asheville. You can print your schedule from your My Cat account. Please go to www.unca.edu/onecard or call 828.251.6767 for information about the One Card. Money should be placed on your card for use of the copy machines on campus.

Regular hours: Monday-Friday, 8am - 5pm.

Special hours: During registration and first week of classes, 8am - 6pm.

Western students may also wish to obtain a Western Cat Card. The Cat Card can be used only for library privileges at UNC-A. It cannot be used to obtain any other UNC-A Services. It can be used to obtain services and attend athletic events in Cullowhee. To obtain a Cat Card, email a head and shoulder photo with name, 92#, and birthdate to catcard@email.wcu.edu. Please include your address and instructions for mailing.

Library

Hunter Library at WCU is an important resource for your academic success. Many library resources and services are available online. Get started by visiting the library homepage: <http://www.wcu.edu/404.asp>. WCU students can also conveniently use library resources and services at Ramsey Library on the UNC-A campus.

Ramsey Library's hours are geared to UNC-A's class schedule. Occasionally, you will find Ramsey Library is closed on some class nights and some weekends. Schedules for Ramsey and Hunter Libraries are available at each university's internet site.

Standard Hours for Ramsey Library (at UNC-A):

Monday - Thursday	8am - midnight
Friday	8am - 6pm
Saturday	10am - 6pm
Sunday	1pm - midnight

For special hours on holidays, semester breaks, etc:
bullpup.lib.unca.edu/library/cal/index.html or call:

Hours of Operation	828.251.6546
Circulation	828.251.6336
Reference	828.251.6111
Administration	828.251.6545

Standard Hours for Hunter Library (at WCU):

Monday - Thursday	7:30am - 1am
Friday	7:30am - 7pm
Saturday	10am - 7pm
Sunday	noon - 1am

Nursing and Physical Therapy students have privileges at MAHEC Library, located at: 501 Biltmore Avenue Hours: 8am - 6pm, Monday - Friday. Contact Info: 828.257.4444, info@mahec.net.

Research Assistance

Hunter Library and Ramsey Library offer research assistance in person, by telephone, or through Ask-A-Librarian email links on the libraries' websites: www.wcu.edu/1614.asp. Call Hunter Library's Reference Desk at: 828.227.7465 (toll-free 866.928.5424). Reach Ramsey Library's Reference Desk at: 828.251.6111.

Databases Available on Campus or from Home

In addition to books, periodicals, journals, printed indexes, media materials, and maps, over 100 databases are available to you in the libraries or online. Most databases contain full-text articles or citations with abstracts. Specialized databases help you locate statistics, encyclopedia articles, tax research, college catalogs, government documents, and more.

You can use these databases either on campus or from home. There are two public computers capable of accessing WCU databases in Ramsey Library. Please ask at the Reference Desk. To connect from home you need to know your student identification (92) number. For assistance, call Hunter Library's Reference Desk: 828.227.7465 or toll-free at: 866.928.5424. Instructions on finding books, articles in magazines, journals, and newspapers and using interlibrary loan are also available online at Hunter Library: www.wcu.edu/3245.asp.

Use of Library Materials

You will need a UNC-A One Card or WCU Cat Card to check books out and to use materials placed on reserve by your professors. You may keep books for three weeks and renew for additional three-week intervals. Periodicals must be used in the library building.

ABC Express & Interlibrary Loan

ABC (Asheville, Boone, Cullowhee) Express is a document delivery service operated by the libraries of Appalachian State University, UNC-Asheville, and Western Carolina University. If one of the other two libraries owns the item, ABC Express can have it for you in one to four days. Complete instructions for using ABC Express are available online at: wncln.wncln.org/screens/help_abc_express.html or at the Reference Desk of any of the three libraries.

Interlibrary Loan can help you get those materials that you can't obtain through ABC Express. As a WCU student taking classes at UNC-A, you can use the Interlibrary Loan services at either library. Just be sure to request service from the library that you want the material delivered to.

Instructions and forms for ordering through UNC-A are available at: bullpup.lib.unca.edu/library/rr/ill.html.

Those for WCU can be found at: www.wcu.edu/1628.asp.

Media Requests

Students have access to media equipment that is available in most classrooms. If you have other special needs, please present your requests at least twenty-four hours in advance to the WCU-Asheville office at 828.251.6642. Students have free access to video/DVD checkout from UNC-A's Media Center located on the ground floor of Ramsey Library.

Public Safety

The Public Safety Department is a service-oriented law enforcement agency located in Vance Hall of the Governor's Village at UNC-A. Public Safety officers are on duty twenty-four hours a day, seven days a week, and the office is staffed Monday - Friday twenty-four hours a day.

All UNC-A Department of Public Safety officers are sworn police officers and have been certified by the North Carolina Department of Justice, Criminal Justice Standards Division. They are authorized to enforce all NC General Statutes and motor vehicle laws. The department serves the campus community in a number of ways:

- Crime prevention programs
- Vehicle assistance (jump starts and key extractions)
- Enforcement of NC General Statutes
- Enforcement of university regulations
- Lost and found
- General university information and directions
- Student escort service

The Public Safety officers and security personnel will gladly provide after-dark escorts on campus upon request. To request an escort, call: 828.251.6710. Escorts are not provided during daylight hours except in medical emergencies. For additional information, please visit their website: www.unca.edu/publicsafety.

Recreational Facilities

With a valid UNC-A One Card, WCU-Asheville students may use the Justice Sports, Health, and Physical Education Complex. Facilities include a weight and fitness room, activity and racquetball courts, indoor walking/jogging track, indoor pool, dance studio, locker room facilities, and outdoor facilities. A complete list of facilities and hours of operation can be found on their website: www.unca.edu/recreation or by calling the front desk at: 828.232.5650.

Registration

Dates, class schedules, and instructions for early and regular registrations are available online through your My Cat account or in pdf format at: http://www.wcu.edu/registrar/registration_information1a.asp#reg.

Class schedules are also available in the WCU-Asheville office and at: <http://asheville.wcu.edu>.

Student Self-Service—My Cat

My Cat is a web portal system that is fully integrated with the University's student records system. It allows you to obtain up-to-the-minute information on course offerings, your academic record, billing statements, and financial aid information.

My Cat gives you control over your class schedule by allowing you to add and drop courses in compliance with the University calendar.

Available information on My Cat

You have the ability to do the following:

- Drop and add courses
- Print enrollment certification
- View your schedule
- View and pay your fees
- View and update address information
- View holds
- View grades
- View your institutional coursework and degree audit
- View transfer credit and more

Registration Instructions

Students are able to register through My Cat on Monday-Sunday (24-7). WCU will continue to conduct regular registration in-person in Asheville for the fall and spring semesters on the Thursday evening prior to the beginning of classes.

To be able to register and do drop-adds on the Web, you need to know:

1. Your username (student ID - 92 number).
2. Your password (Personal Identification Number - PIN)
3. A registration access number (undergraduates only) that you will obtain from your advisor, or the department of your major.

PIN (Personal Information Number)

New student PIN numbers are a six-digit number set to your birthdate, mmddyy.

If you wish to change your PIN, please do so through My Cat.

If you have forgotten your PIN you may contact the ITS Help Desk at: 828.227.7487 or 866.928.7487.

Registration Access Number (Pertains to Undergraduates Only)

The Registration Access Number (RAN) is required (for undergraduates only) to access the registration and schedule option in My Cat. It is required for your initial registration each semester. The RAN is a randomly generated six-digit number that is given to you by your advisor to ensure that you have discussed your course scheduling. Should you be unable to contact your advisor, the department of your major and the WCU-Asheville office will also have this number.

Getting Access

- Go to the WCU home page: www.wcu.edu
- Select My Cat from the top of the page.
- Enter your username (Student ID number- 92.....).
- Enter your password (Personal Identification Number PIN).
- Click on “Personal Services”, then the “Student” tab, and then the option you need.

If you have questions please contact the ITS Services Help desk at: 828.227.7487 or toll-free: 1.866.928.7487.

Web Cat

Web Cat is your window to Distance Education at Western. To access Web Cat, visit Western’s homepage at: www.wcu.edu and choose My Cat or Web Cat at the top of the page.

Ticket Information

Discounted tickets (at faculty/staff rates) are available to students with a current UNC-A One Card at the Information Desk in the Highsmith Center. They can be reached at: 828.232.5000, <http://uncatickets.com>. Tickets are limited and advanced purchase is recommended. The Highsmith University Union is open 9:30am - 4:30pm for purchase of tickets.

Writing Center

Peer-to-peer counseling is available by appointment in the Writing Center, Room 136 Ramsey Library. Please visit their website for additional information: www.unca.edu/uwc/hours.htm.

Veteran’s Affairs

Information concerning veteran benefits should be addressed to the University Registrar’s office at: 828.227.7216. Forms can be downloaded at: www.gibill.va.gov/.

WCU Calendars

Events calendar - calendar.wcu.edu

Academic calendar - www.wcu.edu “Current Students”, Academic Calendar”

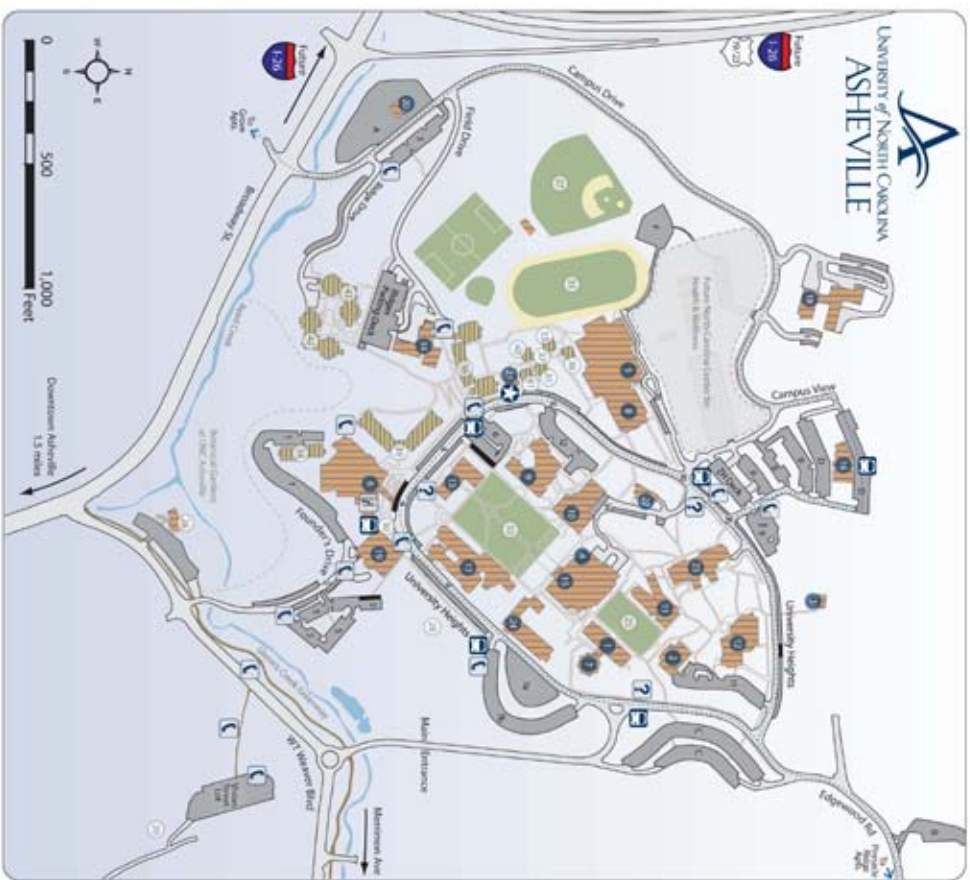
Your Library ONLINE

Your best bet for reliable research anywhere you are.

Your library online delivers prompt assistance and high-quality, relevant content available for you to access from anywhere on or off campus, anytime of day or night, absolutely free.



www.wcu.edu/library



MAP KEY TO CAMPUS

KEY LOCATIONS

- 1 Admissions
- 2 Bookstore
- 3 Campus Information
- 4 Campus Police
- 5 Dining
- 6 Summer Recourses

ACADEMIC BUILDINGS

- 1. Graduate Hall (GR)
- 2. Carol East, Thurston (CE/T)
- 3. Cooperative Campus Ministries
- 4. Graduate (GR)
- 5. Elliott & Trivette Center (ET/C)
- 6. Education (ED)
- 7. Helmsdonk Lecture Hall (HLH)
- 8. Junior Gym (JG)
- 9. Kaplan Hall (KH)
- 10. Lenoxy Hall (LH)
- 11. Law Hall (LH)
- 12. New Hall (NH)
- 13. Phillips Hall (PH)
- 14. Physical Plant (PP)
- 15. Ransaw Library (RL)
- 16. Ransaw Center (RC)
- 17. Ransaw Center Hall (RCH)
- 18. Sam Alton Faculty Management Complex (SAM)
- 19. University Hall Dining Hall (UH)
- 20. University Publications (UP)
- 21. Vance Hall (VH)
- 22. Westcott Hall (WH)
- 23. Westcott Health Center (WHC)
- 24. Zeln Hall (ZH)

CAMPUS OPEN SPACE

- 25. A.C. Reynolds Green
- 26. Starvation Garden
- 27. Madison Field
- 28. Madison Field
- 29. Ripston Courtyard
- 30. Reed Plaza
- 31. Strauss Plaza
- 32. University Quad/side

RESIDENCE HALLS

- 33. Acker Hall
- 34. Anderson Hall
- 35. Gardner Hall
- 36. Governors Hall
- 37. Governors Village
- 38. Hilly Hall
- 39. Johnson Hall
- 40. Mason Hall*
- 41. Scott Hall*
- 42. South Ridge
- 43. West Ridge

*Former Village Inn/Inn at the Green, now Mason, Scott, and West Ridge

PARKING INFORMATION

WAITROTS & VENDORS:

Obtain parking permits from Campus Police line 211 2300 on Sun Mon-Fri, except holidays and breaks

COMMUTER STUDENT PARKING

Lines: K, N, Q, A, C, D, E, and 211 6 (VA) parking deck (see 19)

RESIDENT STUDENT PARKING

Lines: 1, 3, Ridge parking deck, Ridge Drive and Yvonne Street Lot

Residents must park in resident parking areas at all times

FACULTY/STAFF

Lines: 4, 6, 7a, 11, 12, 14, 16, 18, A, B, C, D, E, J

Street parking on or near side of University Heights

MAP KEY SYMBOLS

- Buildings
- Campus Information
- Residence Hill
- Quick Campus Map
- Parking Lot
- Emergency Phone
- Campus Police
- Recycle
- Water Tap
- Bus/Share Stop
- Building Along Computer System (BACS)

Operating Hours: 8:00am - 5:00pm
 Operating Hours: 8:00am - 5:00pm
 Operating Hours: 8:00am - 5:00pm
 Operating Hours: 8:00am - 5:00pm

Campus Information: (828) 251-4400 Campus Police: (828) 251-6710

For more information visit our web: www.unca.edu