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.

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](https://letmein.wcu.edu)
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.
**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](http://mywcu.wcu.edu) and click on myWCU Log in.

![myWCU portal login page]

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.
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.

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.
- **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.

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.

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.
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

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.