



Welcome to Western Carolina University!

We hope this season finds you well.

As members of the Staff Senate and your new colleagues, we are pleased to welcome you to the WCU community. We think you will find the campus community welcoming to newcomers and very accommodating. We have prepared the following 'at a glance' guide to help you get started on the right foot. In addition to being a great place to work, western North Carolina is a great place to live. Watch for emails about campus and community events - from the fine and performing arts and summer ice cream socials on the UC lawn to Hall-o-Ween and Holiday Madrigals, there is something for everyone.

Again, welcome, we look forward to getting to know you!

At a Glance Guide - What you need to know

92# - This is your unique campus ID. It will be used for most of your interactions with departments on campus (e.g., IT, HR, etc.) and for accessing some of the software you are likely to use. You should receive this number when you are hired. If you do not, or if you have questions, [please contact Human Resources](#).

[Blackboard](#) - This is our web-based course management software. It also contains tools to help manage groups, create discussion boards, and administer polls and tests

[Campus Map](#) - Click here to help find your way around campus.

[CatCard](#) - This is your campus ID that can be used for a wide variety of things, including storing money for purchases (such as snacks & drinks, bookstore and gift shop, photocopies in the library, etc.), and identification for access to events, the library, the Campus Recreation Center, and more. Visit the CatCard Office in the One Stop Student Center to obtain your copy.

Email and Network Access - You should receive information about email and network access from your department when you start work. If you do not, or if you have any questions, contact [IT](#) or [HR](#).

[MyWCU](#) - This system contains all sorts of tools and information for students and employees. This is where employees can make changes to contact information, check leave balances, print tax documents, etc. Some employees (depending on classification) also use this site to submit monthly time sheets.

[Parking](#) - Find information about parking, including permits and maps.

[Policies](#) - All WCU policies.

[Printing \(PawPrint\)](#) - Printing access and services

[Qualtrics](#) - Click here for information about our survey software and accessing your account.

[Room reservations on campus](#) - We use 25Live to request room reservations and find out facility info. (Click to follow the link, then the “sign in” button on the upper right hand side)

[WCU Alerts](#) - Click here to access the alert system that provides information to the campus community during an emergency. The system can call or text you directly to provide emergency-related info and updates.

Benefits

[HR Benefits](#)

- Health Insurance
- Vision, dental and other supplemental insurance
- Vacation Leave
- Holidays
- Sick Leave
- Community Service Leave
- Retirement & Investment
- Disability Income
- State Employees' Credit Union
- Educational Opportunities/Tuition Assistance
- Longevity Pay
- Family and Medical Leave
- Military Leave

[Campus Recreation Center](#)

[WHEE For Life](#) (Wellness Helps Employees Excel for Life)

[Library Access](#) (including interlibrary loans and online database)

[Health Services](#) (3 visits per year for employees)

[\\$5.00 Fridays](#) - Employee lunch special every Friday at the Dining Hall

Training and Professional Development

[Training across campus](#)

Other opportunities for training and development:

[Coulter Faculty Commons](#)

[Human Resources Hub](#) (login with regular WCU username and password)

[Information Technology](#) and [IT Online Self-Service Resources](#)

[Summer Institute for Teaching and Learning](#)

Get Involved

[Athletics](#)

[Arts and Cultural Events](#)

[Mountain Heritage Center](#)

[Fine Arts Calendar](#)

[Fine Art Museum](#)

[Service Learning](#)

[Staff Senate](#)

[University Club](#)

Annual Festivals and Events

[Valley Balleyhoo](#) - Start of semester celebration (in August)

[Mountain Heritage Day](#) (usually in September)

[Hall-O-Ween @ the Village](#) - Generally 6-8pm within a week of Halloween

[Holidays at the UC](#) - A series of holiday celebrations, beginning early December

[Literary Festival](#) (usually early April)

International Festival (usually in April)

Tuck River Cleanup (usually late April)

Earth and Wellness Day (Earth Day, April 22)