REGULATIONS SUBJECT TO CHANGE

Every effort has been made to assure the accuracy of this catalog to the extent possible at press time. However, changes in or elimination of provisions contained herein on any and all matters, including courses, course descriptions, designations of faculty, fees, and other charges, admission and degree requirements, and academic policies and procedures, may be made and applied before the next catalog is published. Students should contact the appropriate department head, dean, or other administrative office for current information.

Western Carolina University does not intend to enter into a contractual relationship with any student or other person through the issuance of The Record and does not intend to create any cause of action against the State of North Carolina, The University of North Carolina, the Board of Governors, the President, Western Carolina University (WCU), WCU's Board of Trustees, WCU's Chancellor, or any other officer, agency, agent, or employee of the state, The University of North Carolina, or WCU.
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GRADUATE SCHOOL CALENDAR

Fall Semester 2004

August 19, Thursday, 4:30-6:30 p.m.
August 22, Sunday, 10 a.m.
August 23, Monday, 8 a.m.-4 p.m.

August 25, Wednesday, 8:30 a.m.-1:00 p.m.
August 25, Wednesday, 1:30-3:00 p.m.
August 26, Thursday, 8 a.m.

August 26-September 1, Thursday-Wednesday
September 4-September 6, Saturday-Monday
September 7, Tuesday, 8 a.m.
October 1, Friday

October 14-17, Thursday-Sunday
October 18, Monday, 8 a.m.
October 25-November 12, Monday-Friday
November 19, Friday

November 22, Monday
November 24-November 28, Wednesday, 8 a.m.-Sunday
November 29, Monday, 8 a.m.
November 29, Monday

December 10, Friday
December 11-17, Saturday-Friday
December 18, Saturday, 2 p.m.
December 19, Sunday

Spring Semester 2005

January 6, Thursday, 4:30-6:30 p.m.
January 6, Thursday, 9 a.m.
January 7, Friday, 9 a.m.-4 p.m.

January 10, Monday, 8 a.m.

1 A late registration fee of $10 will be charged.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10-14, Monday-Friday</td>
<td>Late registration and schedule changes in Graduate School office in Cullowhee¹</td>
</tr>
<tr>
<td>January 17, Monday</td>
<td>Martin Luther King Jr. birthday holiday</td>
</tr>
<tr>
<td>February 15, Tuesday</td>
<td>Last day to drop a course with an automatic “W”</td>
</tr>
<tr>
<td>February 28-March 6, Monday-Sunday</td>
<td>Spring holiday</td>
</tr>
<tr>
<td>March 7, Monday, 8 a.m.</td>
<td>Classes resume</td>
</tr>
<tr>
<td>March 21-April 8, Monday-Friday</td>
<td>Academic advising for summer and fall semester and early registration in Cullowhee</td>
</tr>
<tr>
<td>March 24-27, Thursday, 8 a.m.-Sunday</td>
<td>Easter holiday</td>
</tr>
<tr>
<td>March 28, Monday, 8 a.m.</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 18, Monday</td>
<td>Last day for completed theses/dissertations to be submitted to the Graduate School for students completing degree requirements in May</td>
</tr>
<tr>
<td>April 25, Monday</td>
<td>Last day to withdraw from a course for mental health, medical, legal, or administrative reasons</td>
</tr>
<tr>
<td>April 29, Friday</td>
<td>Last day for written results of comprehensive examination(s) to be submitted to the Graduate School for students completing degree requirements in May</td>
</tr>
<tr>
<td>April 30-May 6, Saturday-Friday</td>
<td>Last day for students completing programs in summer or fall to file applications for graduation in the Graduate School</td>
</tr>
<tr>
<td>May 7, Saturday, 2 p.m.</td>
<td>Final examinations for all classes/semester ends</td>
</tr>
<tr>
<td></td>
<td>Commencement</td>
</tr>
<tr>
<td></td>
<td><strong>Summer Term 2005</strong></td>
</tr>
<tr>
<td>May 9-24, Monday-Tuesday</td>
<td>Mini-session</td>
</tr>
<tr>
<td>May 9-July 6, Monday-Wednesday, 8 a.m.-5 p.m.</td>
<td>Assisted registration for Asheville classes, WCU office, 120 Karpen Hall, UNC-Asheville</td>
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<tr>
<td>May 31, Tuesday, 9 a.m.-4 p.m.</td>
<td>Registration in Cullowhee in the Graduate School</td>
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<tr>
<td></td>
<td>Classes begin</td>
</tr>
<tr>
<td>June 1, Wednesday, 8 a.m.</td>
<td>Summer session (ten-week session)</td>
</tr>
<tr>
<td>June 1, Wednesday-August 5, Friday</td>
<td>First summer session (five-week session)</td>
</tr>
<tr>
<td>June 1, Wednesday-July 1, Friday</td>
<td>Independence Day holiday</td>
</tr>
<tr>
<td>July 4, Monday</td>
<td>Registration in Cullowhee in the Graduate School</td>
</tr>
<tr>
<td>July 6, Wednesday, 9 a.m.-4 p.m.</td>
<td>Classes begin</td>
</tr>
<tr>
<td></td>
<td>Second summer session (five-week session)</td>
</tr>
<tr>
<td>July 6, Wednesday, 8 a.m.</td>
<td>Last day for completed theses/dissertations to be submitted to the Graduate School for students completing degree requirements in August</td>
</tr>
<tr>
<td>July 6, Wednesday-August 5, Friday</td>
<td>Last day for written results of comprehensive examination(s) to be submitted to the Graduate School for students completing degree requirements in August</td>
</tr>
<tr>
<td>July 8, Friday</td>
<td>Commencement</td>
</tr>
<tr>
<td>July 18, Monday</td>
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</tr>
<tr>
<td>August 5, Friday, 7 p.m.</td>
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¹ A late registration fee of $10 will be charged.
# TELEPHONE NUMBERS

Area Code 828

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<thead>
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<th>Department</th>
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<tbody>
<tr>
<td>Graduate School</td>
<td>227-7398</td>
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<tr>
<td>Academic Affairs</td>
<td>227-7495</td>
</tr>
<tr>
<td>Bookstore</td>
<td>227-7346</td>
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<tr>
<td>Career Services</td>
<td>227-7133</td>
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<td>Colleges</td>
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</tr>
<tr>
<td>College of Applied Sciences</td>
<td>227-7271</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>227-7646</td>
</tr>
<tr>
<td>College of Business</td>
<td>227-7412</td>
</tr>
<tr>
<td>College of Education and Allied Professions</td>
<td>227-7311</td>
</tr>
<tr>
<td>Honors College</td>
<td>227-7383</td>
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<tr>
<td>Employment, Student</td>
<td>227-3888</td>
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<tr>
<td>Fees</td>
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<tr>
<td>Financial Aid, Loans, Scholarships</td>
<td>227-7290</td>
</tr>
<tr>
<td>Food Services</td>
<td>227-7396</td>
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<tr>
<td>Fraternities, Sororities, Clubs</td>
<td>227-7206</td>
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<tr>
<td>Student Affairs</td>
<td>227-7234</td>
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<tr>
<td>Residential Living</td>
<td>227-7303</td>
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<tr>
<td>International Students</td>
<td>227-7494</td>
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<tr>
<td>Registrar, Student Records, Transcripts</td>
<td>227-7232</td>
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<tr>
<td>Veterans Affairs</td>
<td>227-7232</td>
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# GRADUATE DEGREE PROGRAMS

<table>
<thead>
<tr>
<th>Programs/Degrees</th>
<th>Admission Tests</th>
<th>Supervising Department</th>
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</thead>
<tbody>
<tr>
<td>Accountancy/M.Ac.</td>
<td>GMAT or GRE</td>
<td>College of Business</td>
</tr>
<tr>
<td>Art/M.F.A.</td>
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<td>Art</td>
</tr>
<tr>
<td>Biology/M.S.</td>
<td>GRE Gen.</td>
<td>Biology</td>
</tr>
<tr>
<td>Business Administration/ M.B.A.</td>
<td>GMAT</td>
<td>College of Business</td>
</tr>
<tr>
<td>Chemistry/M.S.</td>
<td>GRE Gen.</td>
<td>Chemistry and Physics</td>
</tr>
<tr>
<td>Communication Disorders/ M.S.</td>
<td>GRE Gen.</td>
<td>Human Services</td>
</tr>
<tr>
<td>Art*</td>
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<td>Biology; Educational Leadership and Foundations</td>
</tr>
<tr>
<td>Biology*</td>
<td>GRE Gen.</td>
<td>Chemistry and Physics; Educational Leadership and Foundations</td>
</tr>
<tr>
<td>Chemistry*</td>
<td>GRE Gen.</td>
<td>B-K, Elementary and MGE</td>
</tr>
<tr>
<td>Elementary Education*/ **</td>
<td>GRE Gen.</td>
<td>English; Educational Leadership and Foundations</td>
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<tr>
<td>English*</td>
<td>GRE Gen.</td>
<td>Mathematics and CS; Educational Leadership and Foundations</td>
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<tr>
<td>Mathematics*</td>
<td>GRE Gen.</td>
<td>B-K, Elementary and MGE</td>
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<tr>
<td>Middle Grades Education*</td>
<td>GRE Gen.</td>
<td>English; Educational Leadership and Foundations</td>
</tr>
<tr>
<td>Music*</td>
<td>GRE Gen.</td>
<td>Social Sciences; Educational Leadership and Foundations</td>
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<tr>
<td>Physical Education*</td>
<td>GRE Gen.</td>
<td>Human Services</td>
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<tr>
<td>Reading/***</td>
<td>GRE Gen.</td>
<td>Human Services</td>
</tr>
<tr>
<td>Social Sciences*</td>
<td>GRE Gen.</td>
<td>Human Services</td>
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<td>Special Education*</td>
<td>GRE Gen.</td>
<td>Human Services</td>
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<td>Behavioral Disorders</td>
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<tr>
<td>Mental Retardation</td>
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<tr>
<td>Severe/Profound Disabilities</td>
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<tr>
<td>Counseling</td>
<td>GRE Gen.</td>
<td>Human Services</td>
</tr>
<tr>
<td>School Counseling/ M.A.Ed.*</td>
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</tr>
<tr>
<td>Community Counseling/ M.S.</td>
<td>GRE Gen.</td>
<td>Human Services</td>
</tr>
<tr>
<td>Educational Administration</td>
<td>GRE Gen.</td>
<td>Educational Leadership and Foundations</td>
</tr>
<tr>
<td>Two-Year College/ M.A.Ed.</td>
<td></td>
<td>Educational Leadership and Foundations</td>
</tr>
<tr>
<td>Educational Supervision</td>
<td>GRE Gen.</td>
<td>Educational Leadership and Foundations</td>
</tr>
<tr>
<td>Curriculum-Instruction/ M.A.Ed.*</td>
<td></td>
<td>B-K, Elementary and Middle Grades Education; Educational Leadership and Foundations</td>
</tr>
<tr>
<td>International Studies/ M.A.Ed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English/M.A.</td>
<td>GRE Gen.</td>
<td>English</td>
</tr>
</tbody>
</table>

*Programs leading to recommendation for North Carolina teacher licensure.

**Elementary Education and Reading do not have M.A.T.
<table>
<thead>
<tr>
<th>Programs/Degrees</th>
<th>Admission Tests</th>
<th>Supervising Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Two-Year College Teaching/M.A.Ed.</td>
<td>GRE Gen.</td>
<td>English; Educational Leadership and Foundations</td>
</tr>
<tr>
<td>Entrepreneurship/M.E.</td>
<td>GMAT or GRE</td>
<td>College of Business</td>
</tr>
<tr>
<td>Health Sciences/M.H.S.</td>
<td>GRE Gen.</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>History/M.A.</td>
<td>GRE Gen.</td>
<td>History</td>
</tr>
<tr>
<td>Human Resources/M.S.</td>
<td>GRE Gen.</td>
<td>Human Services</td>
</tr>
<tr>
<td>Individually Approved Multidisciplinary Studies</td>
<td>GRE Gen.</td>
<td>Educational Leadership and Foundations</td>
</tr>
<tr>
<td>Mathematics/Two-Year College Teaching/M.A.Ed.</td>
<td>GRE Gen.</td>
<td>Mathematics and Computer Science; Educational Leadership and Foundations</td>
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<tr>
<td>Music/M.M.</td>
<td>GRE Gen.</td>
<td>Music</td>
</tr>
<tr>
<td>Nursing/M.S.N.</td>
<td>GRE Gen.</td>
<td>Nursing</td>
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<tr>
<td>Physical Education, Two-Year College Teaching/M.A.Ed.</td>
<td>GRE Gen.</td>
<td>Health and Human Performance; Educational Leadership and Foundations</td>
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<tr>
<td>Physical Therapy/M.P.T.</td>
<td>GRE Gen.</td>
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<tr>
<td>Project Management/M.P.M.</td>
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<td>College of Business</td>
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<tr>
<td>Psychology</td>
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<tr>
<td>Clinical/M.A.</td>
<td>GRE Gen.</td>
<td>Psychology</td>
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<tr>
<td>School/M.A. (Level II)*</td>
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<td>Psychology</td>
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<td>Public Affairs/M.P.A.</td>
<td>GRE Gen.</td>
<td>Political Science and Public Affairs</td>
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<tr>
<td>School Administration/ M.S.A.*</td>
<td>GRE Gen.</td>
<td>Educational Leadership and Foundations</td>
</tr>
<tr>
<td>Technology/M.S.</td>
<td>GRE Gen.</td>
<td>Engineering Technology</td>
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</tbody>
</table>
THE UNIVERSITY

A member of The University of North Carolina, Western Carolina University offers courses in the arts, sciences, technologies, humanities, and professions. Students can elect degree programs at the bachelor, masters, or doctoral levels. As a regional comprehensive institution, it serves the people of North Carolina from its residential campus at Cullowhee and through off-campus instruction in Asheville and other locations.

Mission

Teaching and learning constitute the central mission of Western Carolina University. The university seeks to create a community of scholarship in which the activities of its members are consistent with the highest standards of knowledge and practice in their disciplines.

The commitment of the community to service, research, and creative activities complements the central mission and extends the benefits of its scholarship to society. As a major public resource for Western North Carolina, the university assists individuals and agencies in the region through the expertise of its faculty, its staff, and its students.

Aspirations

Western Carolina University aspires to provide an environment in which students, faculty, and staff jointly assume responsibility for learning where the free exchange of ideas, and in which intellectual challenge, and high standards of scholarship prevail.

The university aspires to prepare students to become responsible citizens in a global community. By working both independently and collaboratively, graduates of the University should demonstrate:

- the ability to think critically, to communicate effectively, to identify and resolve problems reflectively, and to use information and technology responsibly;
- proficiency in the intellectual and technical skills of a disciplined study in the arts, sciences, humanities, technologies, or professions;
- an appreciation for the creative and performing arts; and
- a basis for continued personal development and lifelong learning.

To encourage and protect the free and open interchange of ideas, the university strives to provide experiences that foster the development of respect among all its members toward the larger communities of which it is a part. Accordingly, the university encourages its students, faculty, and staff to display the following traits of citizenship:

- behavior characterized by honesty, integrity, and responsibility;
- service to others;
- awareness of and sensitivity to the concerns of diverse people and cultures; and
- commitment to stewardship of the natural and cultural environment.

Location

Western Carolina University is located in the scenic Appalachian mountain ranges at Cullowhee, North Carolina. The university consists of the main campus in Cullowhee and resident credit centers in Asheville and Cherokee. A faculty of about 350 serves a student body of almost 7,500 in resident-credit and extension classes.

The Cullowhee campus is in a rural valley between the Blue Ridge and Great Smoky Mountains, fifty-two miles west of Asheville and seven miles south of Sylva on North
Carolina Highway 107. The location, at the southern end of Cullowhee Valley in the heart of the Tuckaseigee River basin, gives it an unusually attractive setting. The closest commercial airport to the university is located in Asheville, and there is airline service to Asheville. Private taxi service is available.

The central campus consists of about 233 acres, including beautifully wooded areas and modern academic, student residence, recreation, and athletic facilities. The Blue Ridge Parkway, Great Smoky Mountains National Park, Cherokee Indian Reservation, Fontana Lake, and numerous resort areas offer golfing, skiing, fishing, hunting, hiking, water sports, and other recreational opportunities nearby.

Governance

Western Carolina University, a constituent institution of The University of North Carolina, functions under the jurisdiction of the Board of Governors of The University of North Carolina and the Board of Trustees of Western Carolina University. Policies of the Board of Governors are administered by the president and the General Administration of The University of North Carolina. The Board of Trustees receives its authority by delegation from the Board of Governors.

The chancellor is the chief administrative officer of the university. The Faculty Senate, the principal policy-recommending body of the faculty, operates under the provisions of a faculty constitution and bylaws.

Accreditation

Western Carolina University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award bachelor’s, master’s, education specialist’s, and doctor’s degrees. In addition to this institutional accreditation, other special accreditation by appropriate agencies includes these:

AACSB International - The Association to Advance Collegiate Schools of Business
American Chemical Society
American Dietetic Association
American Speech-Language-Hearing Association
Commission on Accreditation of Allied Health Education Programs in cooperation with the Council on Accreditation of the American Health Information Management Association and the Joint Review Committee on Educational Programs for the Emergency Medical Professions
Commission on Accreditation in Physical Therapy Education
Commission on Collegiate Nursing Education (CCNE)
Council for Accreditation of Counseling and Related Educational Programs
Council on Social Work Education
Foundation on Interior Design Education Research (FIDER)
National Accreditation Council for Environmental Health Science and Protection
National Accrediting Agency for Clinical Laboratory Sciences
National Association of School Psychologists
National Association of Schools of Music
National Council for Accreditation of Teacher Education
National Council for Teachers of English
National Kitchen and Bath Association Endorsement
North American Society for Sport Management/National Association of Sport and Physical Education
North Carolina Board of Nursing
North Carolina Criminal Justice Education and Training Standards Commission
North Carolina Department of Public Instruction
Project Management Institute, Inc.
Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. (Manufacturing Engineering Technology and Electronics Engineering Technology)
The university is a member of appropriate state and national associations and organizations to which its professional programs are related. These include but are not limited to:

- Academy of Criminal Justice Sciences
- American Association of Colleges for Teacher Education
- American Association of Colleges of Nursing
- American Association of Higher Education
- American Association of State Colleges and Universities
- American Council on Education
- American Society of Allied Health Professions
- Association for Theatre in Higher Education
- Association for Continuing Higher Education
- Association of Governing Boards of Universities and Colleges
- College Entrance Examination Board
- Conference of Southern Graduate Schools
- Cooperative Education Association
- Council of Graduate Schools in the United States
- Institute for International Education, Inc.
- International Council for Small Business
- Mathematics Association of America
- National Association of Student Financial Aid Administrators
- National Business Education Association
- National University Continuing Education Association
- North American Association of Summer Sessions
- North Carolina Academy of Science
- North Carolina Association of Colleges and Universities
- North Carolina Bar Association
- North Carolina Political Science Association
- Southeastern Theatre Conference
- Southern Atlantic States Association for Asian and African Studies
- Southern Regional Education Board
- Southern States Communication Association
- Speech Communication Association
- United States Distance Learning Association
- United States Institute for Theatre Technology
GRADUATE STUDENT LIFE

Residential Living. The university’s residence halls are an integral part of campus life, offering a variety of experiences that contribute to intellectual, personal, and social development. The residence halls are staffed by Resident Directors, professional staff responsible for both community and personal growth and development.

The residence halls are open to all students, undergraduate and graduate, to the extent available. Freshmen are required to live on campus. This requirement may be waived if the student is married or lives with parents in Jackson, Macon, Haywood, or Swain County. Waivers for other reasons are decided upon by the Associate Director for Residence Life.

A variety of accommodations are available; however, most rooms are designated for double occupancy. Each room is furnished with computer data ports, single beds, study desks, chairs, dressers, and closets. Students provide their own pillows, bed linens, towels, lamps, clocks, wastebaskets, and telephones. They also bring radios, stereos, and televisions. Cable television is provided in student rooms, as well as designated public areas. Other amenities include vending machines, washers, and dryers. Mail service is provided to all residential students at the mail station located in Hinds University Center. Mailing addresses are assigned by the Department of Residential Living and will be provided when students receive housing assignments. Local telephone service is included in the housing fee. Long distance is not provided, but access can be obtained through the use of a personal calling card.

Room Reservations and Advance Partial Payment. Any new, transfer, readmitted, or graduate student may reserve a room in the residence halls by submitting the advance partial payment of $100 and a signed Residence Hall Agreement to the Office of the Controller. Returning students are to submit the signed agreement with $150 advanced partial payment. These payments for the fall semester should be submitted no later than June 1. Although no advance partial payment is required for the spring semester (January), deadline for submission of the Residence Hall Agreement is December 1. All checks should be made payable to Western Carolina University. Advance partial payments and Residence Hall Agreements received after the deadline will be accepted on a space-available basis. Financial aid awards may not be used to cover advance partial payments.

Students may move into the residence halls the weekend prior to August orientation and the beginning of classes. Information on the designated move-in day will be provided with assignment information. Unless the Department of Residential Living is notified of late arrival, reservations expire at noon on the first day of classes.

Residence Hall Agreement. Each student residing in a residence hall signs the Residence Hall Agreement with the University for the entire academic year, or any part of the year remaining when the student moves into the residence hall. The agreement outlines the responsibilities of the student and the University, and is a legally binding contract. It may be cancelled by the student or the University under conditions outlined in the agreement.

Summer Terms. Students who begin their enrollment in summer terms (May, June, or July) are not required to submit the advance housing payment but must submit the Residence Hall Agreement if they wish to reside on campus. If, however, you are attending the Academic Success Program, on-campus housing is required.

Refund Policy. Students who have paid the advance housing payment and choose not to attend Western are eligible for a 100 percent refund if notification of cancellation is received prior to June 1 (December 1 for spring). Cancellations received after June 1 and prior to acceptance of residence hall room keys (or the first day of classes) will be subject to a $50 administrative processing fee. Students who move out of the residence halls after acceptance of keys will be eligible for a pro-rated refund, but they will be assessed a $200 breach of contract fee.

Housing for Married and Graduate Students. Robertson Hall is available for married students, and consists of thirty-seven efficiency and five one-bedroom apartments. Madison Hall is available for graduate students and offers forty-one private rooms with private baths and is an air-conditioned, nonsmoking hall.
Residence Hall Regulations. The Department of Residential Living, in order to provide a positive environment conducive to individual and community living and learning, has established specific policies and regulations related to personal conduct. These policies are available in the Student Handbook. In an effort to meet a variety of student desires and needs, each residence hall may have variations of certain policies, including visitation hours and smoking options. Please refer to the Student Handbook upon move-in to familiarize yourself with these policies and regulations, as well as student rights and responsibilities.

Off-Campus Housing. Students who plan to live off campus must make their own living arrangements. Students who move from the residence halls to off-campus locations must officially check out of their residence hall rooms and are subject to a breach of contract fee of $200 if the move occurs during the period of the Residence Hall Agreement. Students living off campus are still governed by the rules and regulations of the University while on campus.

Meals
Western Carolina University provides food services for students at several convenient campus locations:

- Brown Cafeteria (on the upper campus)
- Cyber Cafe (Dodson Cafeteria)
- Dodson Cafeteria (on the lower campus)
- Hinds University Center (Food Court)
- Java City (Hunter Library)

For breakfast, lunch, and dinner, these facilities serve all students who participate in a board plan or choose to purchase a la carte food items. Students living in university residence halls are required to participate in a campus board plan; other students may purchase a meal plan or pay for their meals on an individual basis.

Law Enforcement
The University Police Department is responsible for providing law enforcement, criminal investigation, and security services on campus. University Police Department officers are certified by the N.C. Attorney General’s Office and meet all standards set by the Attorney General for law enforcement officers in this state.

All crimes that occur on the campus of WCU should be reported to the University Police Department. Emergencies should be reported by dialing 911; non-emergencies may be reported by dialing 227-7301. Reports may also be filed by visiting the University Police Department, located in the University Outreach Center Annex, or by contacting an officer on patrol. Officers may also be summoned by activating any of the emergency blue-light callboxes, which are placed at various locations throughout campus.

Information regarding crime statistics and crime prevention programs is available in the University Police Department. This same information is made available online at http://police.wcu.edu. For Clery Act Report Information, see the Student Affairs homepage.

Traffic and Parking. The University Police Department is responsible for the administration of WCU’s parking system, vehicle registration, and traffic and parking regulations enforcement. State statutes provide that campus traffic and parking regulations have the force of law, and violators may be subject to the penalties such law prescribes.

Everyone parking a vehicle on campus must register that vehicle with the University Police Traffic Office and display a current decal or visitor’s permit on that vehicle. Parking and traffic regulations literature is made available in the Traffic Office, located in the University Outreach Center Annex. These same regulations are made available online at http://police.wcu.edu.

The Traffic and Security Committee, composed of students, faculty, and staff, functions as an appellate board for faculty and staff members wishing to contest parking citations which they have received. Appeals concerning student violations are heard by a similar SGA appellate
committee. Citation appeal forms are available in the Traffic Office. For more information, contact the University Police and Traffic Services Office at 227-7301, between 8 a.m. and 5 p.m., Monday-Friday.

Health Services

Routine medical care is provided by the University Health Center. General health care is provided free of charge through payment of the student health fee. The Health Center offers a comprehensive women's health clinic and a limited pharmacy program for students. There is a charge for these specialty services. Students enrolled in less than six hours may be subject to additional charges for special procedures and lab work.

The Health Center does not assume responsibility for complicated or chronic mental or physical illness, surgical and dental operations, X-ray procedures, and needs that require the care of specialists. However, referral service is available.

The Center's medical staff include physicians, physician assistants, registered nurses, laboratory personnel, a nutritionist, and a wellness coordinator. The Health Center is located in the Bird Building where consultation hours are posted. For emergency referrals and health service information, please call 828-227-7640. In the event of medical emergencies, please dial 911.

A complete medical record is required of all students entering the university. Additional information for updating during the period of actual attendance may be requested. All students are required by North Carolina General Statute 130-A-155.1 to have the following current immunizations: diptheria-pertussis-tetanus or tetanus-diptheria, measles (rubeola), rubella, and polio. Evidence of the immunizations must be in the student's records at the time of registration. If this evidence is not present, the student will not be allowed to register for classes. Information concerning the immunization requirements is located on the University Health Center's Web site.

Insurance. Group medical insurance is available to students on a voluntary basis and may be obtained any time during the term. The university strongly recommends that students avail themselves of these coverages where appropriate or have coverage from some other source. Health insurance coverage is mandatory for international students. International students must purchase or prove coverage of comprehensive medical insurance before being allowed to register for classes. The insurance must be paid in full in advance and be in effect for the entire academic year.

Information concerning all insurance programs is available from the University Health Center, Bird Building, 828-227-7640.

Counseling and Psychological Services. The Counseling and Psychological Services Center provides free and confidential individual and group counseling, crisis counseling, assessment and referral services, outreach presentations and programs, and consultation and training services to the campus community. Appointments can be made by calling 828-227-7469, Bird Building (second floor).

Career Services and Cooperative Education

Career Services Office. The Career Services Office offers career counseling and testing, cooperative education, and job search assistance.

Educator Licensure Assistance. All students and alumni seeking initial or subsequent education licensure will find assistance in the Office of Field Experience and Licensure in Killian Building, 828-227-7314.

Other Facilities and Services

Mail Service. Students residing on campus are assigned a residence hall mailbox with their room assignment. All other students may rent a mailbox in the Cullowhee Post Office. U.S. postal regulations do not permit receipt of mail addressed as general delivery after an initial
thirty-day period. A postal commodity machine offering stamps, envelopes, post cards or aero grams, overseas services, and other features is located in the lobby of the A.K. Hinds University Center.

**Books and Supplies.** The WCU Bookstore offers students a wide variety of merchandise, including textbooks, course materials, WCU clothing and gift items, art supplies, cosmetics, stationery, and other miscellaneous articles for personal use. An extensive selection of books is offered for class use and pleasure reading and books may be special-ordered if not in stock. All books for 500-, 600-, 700-, and 800-level courses are sold by the store. Books for graduate students taking courses numbered below 500 are sold by the book rental department located in the store. Graduation caps, gowns, invitations, and class rings also may be purchased at the bookstore. For more information visit the Web site at www.wcubookstore.wcu.edu.

**Bank Services.** A branch office of Wachovia Bank and Trust Company is located in Cullowhee. ATM machines installed by Wachovia Bank and BB&T are located in the Hinds University Center. In addition, branch offices of Wachovia, Carolina Community Bank, Century South Bank of the Carolinas, First Charter Bank, First Citizens Bank and Trust, Community Bank and Trust Company, Jackson Savings Bank, Macon Bank, and the State Employees Credit Union are located in or near Sylva.

**Schools for Elementary and High School Students.** Cullowhee Valley School, located near the campus in Cullowhee, is a Jackson County school, grades K-8. Smoky Mountain High School and Fairview Elementary School, also Jackson County Schools, are located on the Sylva highway about five miles from the university.

**Recreation and Fitness.** The facilities of Reid Health and Physical Education Building, including the Fitness Center, Breese Gymnasium, and A.K. Hinds University Center make possible a rich recreational program. Indoor and outdoor recreation includes tennis, volleyball, basketball, swimming, handball, softball, badminton, shuffleboard, racquetball, table tennis, and archery.

The Fitness Center provides Cybex Circuit Selectorized equipment and a free weight room for strength training along with a complete line of cardiovascular equipment. Also provided by the Fitness Center are programs and activities such as land and water aerobics, personal training, body composition analysis and a variety of fitness related programs offered throughout the year.

Cullowhee's location offers excellent opportunities for hiking, whitewater rafting, fishing, skiing, hunting, golfing, boating, and camping. Students may easily visit the Great Smoky Mountains National Park, Blue Ridge Parkway, and other nearby places of interest.

**Wellness Program.** The goal of the Wellness Program is to provide students, faculty, and staff a positive and healthy environment in which to live and grow. The program provides services on health and wellness issues, including health presentations; resources to help individuals with projects and personal issues; a wellness resource library; and events centered on national awareness topics such as fitness, nutrition, AIDS, and alcohol. For further information, call 828-227-7640.

**Ramsey Regional Activity Center.** The largest multi-purpose facility west of Charlotte, with a seating capacity of 8,000, the Liston B. Ramsey Regional Activity Center is host to a wide variety of programs and activities. Through a network of movable curtains, the main arena can be transformed from a major concert venue or sports arena to a more intimate theatrical setting. Notable performer and speakers have included Aerosmith, Tim McGraw, Ludacris, Bon Jovi, U.S. Senator Bob Dole, Danny Glover, and Nobel Peace Prize winner Lech Walesa, in addition to numerous other campus programs.

The “RAC” is home to Western’s athletics offices, and is the home court for Catamount basketball and volleyball teams. The staff of the Ramsey Center provides leadership for the annual CullOWHEE! ArtsFest series, consisting of a variety of cultural arts events that range from dance and symphony orchestra performances to concerts by nationally known musical entertainers and acclaimed authors. Also available in the building are conference facilities, an in-line hockey rink, and five handball courts. For a current schedule of events, visit us at ramsey.wcu.edu.
Testing Services. The Catamount Academic Tutoring Center oversees group administrations for academic tests including: The Graduate Record Examination (Subject Tests only), the Praxis Series, Medical College Admission Test, Scholastic Aptitude Test, Law School Admission Test, and the National Counselor Exam. For more information about any of these tests, contact the Catamount Academic Tutoring Center at 828-227-2273. Administration of the Miller Analogies Test, the College Level Examination Program (CLEP) and the verbal portion of the SAT (for pre-Nursing students) is handled through Counseling and Psychological Services, located in the Bird Building.

GRE Workshops. During fall and spring semesters, the Graduate School sponsors a free GRE preparation workshop for students who plan to apply for admission to a graduate degree program. The workshops are designed to help students prepare to take the three sections of the GRE General Test (verbal, quantitative, and analytical writing). For more information on workshop dates and to reserve a space in a workshop, contact the Office of Research and Graduate Studies at 828-227-7398.
GRADUATE STUDY AT
WESTERN CAROLINA UNIVERSITY

Graduate study is a personal experience, and the selection of a graduate school is one of the most important decisions a student is called upon to make. At Western Carolina University, graduate study is characterized by small classes, personal interaction with faculty members, and a pleasant atmosphere conducive to the pursuit of individual educational goals.

Western Carolina University is a state-supported coeducational institution with a student body of almost 7,500, of which over 1,400 are graduate students. Including its credit and noncredit instructional courses, continuing education offerings, and workshop, conference, and service programs, the university serves more than 12,000 persons each year. The Graduate School offers programs leading to fifteen master's degrees in over fifty professional and academic areas and the Education Specialist degree and the Doctor of Education degree.

The Graduate School provides programs to prepare members of the teaching profession for licensure at the master's and sixth-year levels, to prepare persons to teach in higher education, and to meet the needs of persons working in or preparing to work in other occupations and professions. A student interested in any of the following programs should request additional information from the Graduate School or the head of the appropriate department: accountancy, history, art, biology, business administration, chemistry, college student personnel, communication disorders, counseling, educational leadership, educational supervision, elementary education, English, entrepreneurship, health sciences, human resources, mathematics, middle grades education, music, nursing, physical therapy, project management, psychology, public affairs, reading, school administration, special education, or engineering technology.

The university operates on a semester system, with two semesters making up the regular academic year. In addition, a summer term offers a wide variety of courses for both graduates and undergraduates.

Further information may be obtained by writing the Graduate School, Western Carolina University, 440 H.F. Robinson Administration Building, Cullowhee, North Carolina 28723-9022, or by telephoning 828-227-7398 or 800-369-9854.

Western Carolina University Programs in Asheville

Western Carolina University offers a broad range of instruction at the graduate level and a limited number of advanced undergraduate degree programs in specialized areas in Asheville. These programs of instruction, intended primarily for the adult professional, are taught late afternoons, evenings and weekends. Western Carolina University utilizes the educational facilities and resources of the University of North Carolina at Asheville and is affiliated with the Asheville Graduate Center.

The graduate programs offered in Asheville include: accountancy (M.Ac.); business administration (M.B.A.); comprehensive education, with concentrations in elementary education (M.A.Ed.), English education (M.A.Ed., M.A.T.), math education (M.A.Ed., M.A.T.), middle grades education (M.A.Ed., M.A.T.), reading education (M.A.Ed.), social science education (M.A.Ed., M.A.T.) and special education (M.A.Ed., M.A.T.); community counseling (M.S.); educational administration in two-year college (M.A.Ed.); educational leadership (Ed.S., Ed.D.); educational supervision (M.A.Ed.); entrepreneurship (M.E.); health sciences (M.H.S.); human resources (M.S.); nursing (M.S.N.); public affairs (M.P.A.); school administration (M.S.A.); school counseling (M.A.Ed.); technology (M.S.); and two-year college teaching (M.A.Ed.). Students enrolled in the counseling and certain secondary education and two-year college teaching programs will have to enroll in some coursework offered only in Cullowhee.

Western Carolina University administers its programs in Asheville through a staff whose offices are located in Room 120, Karpen Hall, on the campus of the University of North
Western Carolina University Department of Nursing is located on the Enka campus of Asheville-Buncombe Technical Community College, 1459 Sand Hill Rd., Candler, NC 28715, telephone # 828-670-8810.

Research and Service Facilities

Division of Continuing Education and Summer School. As the instructional outreach unit of Western Carolina University, the Division of Continuing Education and Summer School extends the resources of the campus to the region, state, nation, and world using a variety of delivery systems and formats. The division's offerings include conferences, workshops, seminars, summer school, and off-campus courses leading to degrees, in cooperation with academic colleges and departments.

To obtain information or to be placed on a mailing list for programs in your area of interest, call 828-227-7397 or 800-WCU-4YOU (928-4968), or visit http://cess.wcu.edu.

Highlands Biological Station. The Highlands Biological Station is a field station for biological research and education in the Southern Appalachian Mountains. The station is an interinstitutional center of The University of North Carolina. It is administered by Western Carolina University. Thirty-four colleges and universities are currently members of the consortium that helps to support the station, but faculty and students are drawn from throughout the country.

The station is located on the crest of the Blue Ridge Mountains about thirty miles southwest of Cullowhee. It lies within an area of high biotic and environmental diversity and is ideally situated for a variety of field studies. Its facilities are open to graduate students and senior investigators who are engaged in research on the habitats and organisms of the Southern Appalachians. The station offers six two-week courses each summer at the advanced undergraduate/graduate level. It also offers a fall semester-in-residence program in cooperation with the Carolina Environmental Program at UNC-Chapel Hill. The station maintains a well-equipped laboratory, housing for students and investigators, and a dining hall. A grant-in-aid program provides financial assistance to graduate students conducting research on the biota of the region.

Further information is available from the Executive Director, Highlands Biological Station, PO Box 580, Highlands, North Carolina 28741; 828-526-2602; www.wcu.edu/hbs.

Hunter Library

The Hunter Library considers providing high quality service to students and faculty as its primary mission. Librarians provide both individualized research assistance and classroom instruction. The library is open more than 110 hours per week during the semester.

The collections and services that support student and faculty research include:

- Main book collection consisting of over 679,000 books and bound periodicals. This is augmented by the cooperative agreement with UNC Asheville and Appalachian State University through the use of a shared online catalog and delivery service. Students can readily borrow items from these other libraries and generally receive them in 2 days of less. The combined collection is approximately 1 million volumes.
- 95+ electronic databases and 8,000+ electronic journals that can be accessed remotely
- Free document delivery service that provides access to articles from approximately 25,000 journal titles that can be accessed remotely
- Electronic reserves collection that can be accessed remotely
• 1,200 print journal subscriptions
• Free interlibrary loan service for all students and faculty
• Microfiche collection of 1.5 million pieces
• Government documents providing access to over 227,000 government documents representing both the federal government and the North Carolina government
• Special Collections containing manuscript collections, books, photographs and other resources documenting the history of Western North Carolina and Southern Appalachia, the history of the Cherokee Indians, and literary works and papers of Western North Carolina authors
• The Map Room collection contains more than 122,000 sheet maps and an extensive collection of digital mapping data with Geographic Information Systems (GIS) technology to support it
• Media Collection, an extensive collection of CDs, videotapes, DVDs and other media in its Curriculum Materials Center (CMC)
• Curriculum Materials also maintains collections of state-adopted textbooks, curriculum guides, children’s literature and other classroom instructional materials in support of the university’s professional education programs.

Myron L. Coulter Faculty Center for Excellence in Teaching and Learning. The Coulter Faculty Center provides services designed to assist and support all part and full-time faculty and Graduate Teaching Assistants in seeking, achieving and maintaining excellence in their teaching. Training and guidance is available for those who wish to use instructional technology in their teaching. The center also sponsors workshops, presentations, faculty teams, and other activities and events designed to encourage instructors to talk and reflect about effective teaching and exchange creative ideas for enriching student learning. The Center’s web site is located at http://facctr.wcu.edu/ and includes a GTA page. <http://facctr.wcu.edu/gta.html>

Activities and services most relevant for GTAs include:

• consultation on course syllabi, course development, teaching goals, active learning, and applications of instructional technology
• Faculty Sandbox <http://facctr.wcu.edu/sandbox.html>, a place where faculty and GTAs can develop instructional materials via computer
• computer classroom orientation and training
  • TEACHING <http://facctr.wcu.edu/discussion.html>, an email discussion list for faculty and GTAs on any aspect of teaching and learning
  • Schedule <http://facctr.wcu.edu/learningops.html> of semester presentations and workshops
  • Open Classrooms Project <http://facctr.wcu.edu/openclassroom.html> where faculty and GTAs have the opportunity to observe faculty teaching classes
  • Videotaping of classes upon request
  • Training in the use of WebCT to enhance classroom courses
• Faculty Forum <http://facctr.wcu.edu/forum.html>, a monthly publication featuring evocative opinion pieces of WCU faculty
  • MountainRise, an ejournal on the scholarship of teaching and learning
  • Renaissance of Teaching and Learning Booklet Series published each semester
• a lending library of professional literature on college teaching that is located in Hunter Library 240

The Coulter Faculty Center can be reached at 828-227-7196.
University Writing Center. The UWC recognizes the specific needs of graduate students, including the needs of graduate students for whom English is a second language. Trained graduate assistants work one-on-one to assist their fellow students across the curriculum with any aspect of graduate level composition or research. Visit the center’s Web site at www.wcu.edu/writingcenter for hours, online resources, staff information, and helpful links. For more information or to make an appointment, call 828-227-7197 or visit the center in Hunter Library.

Center for Regional Development. Western Carolina University’s Center for Regional Development (CRD) is a service and technical assistance unit that extends the resources of the university to the region. Through planning, research, data collection and analysis, specialized training, conferences, and workshops, the CRD serves as a catalyst for economic development and community capacity building. University staff, faculty members, and students serve business and industry, educational organizations, local governments, nonprofit agencies, and community-based organizations in western North Carolina. Components of the CRD include a federal Economic Development Administration University Center (which offers data research and technical assistance in economic development projects and community capacity building initiatives), Western North Carolina Tomorrow (a citizenship leadership and education organization which addresses issues affecting the future of the mountain region), and the Smoky Mountain Development Corporation (which manages a small business incubator and administers the Small Business Administration 504 loan program for ten counties.)

Office of Regional Affairs. The Office of Regional Affairs serves as the University’s liaison with local, regional, state, and federal governments and agencies, and with regional civic and economic development organizations. The office seeks to enhance relationships and partnerships with public and private entities, supports initiatives to secure funding and legislative priorities, and focuses on local and regional economic development.

International Programs and Services. The Office of International Programs and Services (IPS) coordinates and supports many types of international programs and activities at Western Carolina University, such as student and faculty exchanges through the International Student Exchange Program (ISEP), the University of North Carolina Exchange Program (UNC-EP), and WCU bilateral programs; K-12 International Outreach Program to the public schools; Phi Beta Delta Honor Society for International Scholars; international university linkages; the Japan Global Partnership Program; and academic programming. The office also assists the Host Family Association, the International Club, and the sponsorship of the annual International Festival and International Education Week.

Mountain Aquaculture Research Center. The center was established within the College of Arts and Sciences at WCU in 1988. Its mandate is to foster biotechnologically based research to support the economic sustainability of the aquaculture industry in Western North Carolina. Facilities include an office, an analytical laboratory, on-campus fish-rearing laboratories utilizing biofiltered recirculated water and trout hatchery, and rearing facilities at the Lonesome Valley Aquaculture Research Station, Cashiers, North Carolina. Research activities of the center are of both a basic and an applied nature. They are conducted by the center personnel in collaboration with faculty and students (graduate and undergraduate) in the Departments of Biology and of Chemistry and Physics and also include collaborative research activities with the N.C. Wildlife Resources Commission, the N.C. Cooperative Extension Service, and the commercial trout industry. Areas of research interest include culture characteristics of all-female and/or triploid rainbow and brook trout, identification of DNA markers associated with sex and other genetic traits of interest in commercial trout production as well as in fisheries management, study of the physiological responses of fish to stressors (thermal, pH, etc.), identification of biochemical measures and genetic markers associated with levels in these responses, and monitoring impact and control of fish farm effluents.

Mountain Heritage Center. The center collects, interprets, and disseminates knowledge about the southern Appalachian region and its people. Its research and artifact collections promote public awareness of the region’s rich natural and cultural heritage using publications,
exhibitions, and demonstrations presented both on campus and throughout western North Carolina. The center also collaborates with public schools in preparing programs for educational enrichment and provides a learning experience for university students through internships.

**Children’s Developmental Services Agency.** The Center in the College of Education and Allied Professions is a service agency for the seven counties of Cherokee, Clay, Graham, Haywood, Jackson, Macon, and Swain, including the Eastern Band of the Cherokee Indians. Projects are variously funded by the North Carolina Department of Health and Human Services, Division of Women’s and Children’s Health; the Smoky Mountain Center for Mental Health, Developmental Disabilities, and Substance Abuse Services; and Western Carolina University. The center provides for families developmental evaluation, intervention, recommendations for services, treatment, and guidance for newborns, infants, toddlers, preschool children with, or at-risk for, developmental disabilities. Special services are provided or located if necessary, and progress is followed until the child enters a school program. The center affords opportunities for training and research relevant to the university’s academic programs in birth through kindergarten teacher licensure, child and family relations, communication disorders, counseling, elementary education, health information management, health services management, nursing, nutrition and dietetics, physical therapy, psychology, recreational therapy, social work, and special education.

**Speech and Hearing Center.** The fundamental mission of the Speech and Hearing Center (SHC) is to provide quality clinical education for undergraduate and graduate students majoring in the discipline of communication disorders. As a critical adjunct, the SHC provides diagnostic, treatment, and consultative services to citizens with known or suspected speech, language, and/or hearing disorders in its service area of western North Carolina. The SHC also strives to serve as a community resource for allied professionals and agencies requiring information about human communication and its disorders. The center derives its strength from a combined academic/clinical orientation that directly fosters the delivery of state-of-the-art services. The SHC’s services are available to persons of all ages. In addition to traditional speech/language/hearing services, the SHC offers the following:

- Newborn Hearing Screening;
- Otoacoustic Emission Diagnostic Testing;
- Brain Stem Evoked Response Screening for Newborns;
- Augmentative Communication Evaluation;
- Interdisciplinary Evaluation;
- assistance with assistive technology;
- training on various topics related to communication disorders.

**Office of School Services.** The Office of School Services in the College of Education and Allied Professions works to coordinate university faculty and staff resources to assist local schools with the achievement of local and state education goals. The office disseminates information on services offered by the university, receives requests for assistance from school districts, and directs requests to the appropriate campus college, department, or unit. Reports of services provided by WCU are compiled annually.

**Office for Rural Education.** The Office for Rural Education in the College of Education and Allied Professions helps rural elementary and secondary schools improve the quality of their programs by conducting various types of studies, performing practical classroom research, providing instructional and administrative support services, and assisting in identifying alternative types of funding and instruction. The office also sponsors summer residential programs including youth leadership institutes and a program for the gifted students.

**Reading Center.** In conjunction with university programs for the preparation and licensure of reading teachers and specialists, the Reading Center provides diagnostic and remedial services and reading improvement courses for children and college students. A resource room in the center provides literature, mathematics, social studies, and science materials, as well as teacher resources of all kinds. The staff provides consulting services, conducts workshops and conferences, and provides a variety of reading services for public schools in the area. The center is located in Killian Building on the campus in Cullowhee.
Office of the CIO. The Office of the Chief Information Officer (CIO) is responsible for providing information technology (IT) services to the entire campus community. These services provide access to computing resources that students, faculty members, administrators, and staff members need as they learn and apply the products of learning, and contribute to the university's community of scholarship. The university is in the process of reorganizing these services and resources campus wide under a new division that provides planning and technical guidance in the integration of varied new and existing campus information technologies. Located in the University Outreach Center and Forsyth Building, the division is headed by the Chief Information Officer (CIO).

The central computing facility uses Compaq Alpha systems to handle core business processing and email. Core business processing on the Alphas includes student records, financial, and alumni systems from Systems and Computer Technology Corporation, and several applications developed by division staff. Email from off campus gets delivered through one of the Alpha systems. All students receive a WCU email account that allows them to communicate with their peers, faculty members, and university offices. The Campus Pipeline portal is the primary tool used by students to access email and other campus and course related news.

There are over 3,000 microcomputers in offices, classrooms, and lab facilities on campus, most connected to the campus network. Student residence halls are on the campus network and have two network ports per room. There are three general student microcomputer lab facilities which are open at least eighty hours per week. The lab located in Hunter Library is open 24 hours from Sunday afternoon through Friday night during fall and spring semesters. The IT division supports both Windows and Macintosh operating systems and various microcomputer application programs. Faculty, students, and staff may call IT Services at 227-7ITS (227-7487) if they need help with any IT services or resources.

Software programming languages on the central system include BASIC, C, FORTRAN, Pascal, COBOL, and MACRO, with Datatrieve and Focus as common report-retrieval languages. Other software that is centrally licensed, but with a limited number of licenses available, include SPSS for Windows and Minitab for Windows. These statistical analysis programs are accessed over the campus network in student labs and computer classrooms. The University of North Carolina has a grant from SAS Institute that makes a wide range of SAS software available for faculty and student use, including at home use. For large research problems and special applications, faculty and students may access the computer resources of the North Carolina Supercomputing Center located in Research Triangle Park, North Carolina.

The campus network connects to the North Carolina Research and Education Network (NC-REN), which provides WCU with access to two-way videoconferences as well as an OC-3 (155-megabit) data path to the Internet. The WCU World Wide Web server at http://www.wcu.edu has general information about Western. The IT Services Web site at http://its.wcu.edu provides a variety of useful IT related information. The university is also an active member of EDUCAUSE.

North Carolina Center for the Advancement of Teaching. The North Carolina Center for the Advancement of Teaching (NCCAT) was established by the North Carolina General Assembly in 1985 as a statewide center to recognize and support outstanding North Carolina pre-kindergarten through twelfth-grade school teachers and to enhance teaching as an art and profession. The center is located west of the WCU campus. A unit of The University of North Carolina, it is governed by a board of trustees, and its programs and activities are conducted by a professional staff of administrators and faculty.

Centers and Institutes affiliated with Research and Graduate Studies

Research Administration. Research and Graduate Studies/Research Administration serves as the official source of information about contract and grant possibilities and is the office through which all members of faculty and staff channel their proposals for university approval. The research administration staff assists faculty, staff, and students in the preparation of proposals.
Public Policy Institute. The WCU Public Policy Institute promotes effective public policies for the region through research, reports, and conferences. Faculty interested in public policy may be selected as Faculty Fellows or Senior Faculty Fellows to work on projects in the Public Policy Institute.

Center for International Research and Policy. The mission of the center is to advance the science and art of research through the free exchange of ideas across professional disciplines, culture, and countries.

Center for Advancing the Balance between Nature and Technology. The center promotes the balance of technological advancement and environmental preservation and is affiliated with the Office of Research and Graduate Studies.
FEES, EXPENSES, AND FINANCIAL AID

Western Carolina University holds its charges to the minimum commensurate with the provision of needed service. The following schedule of fees, due and payable by the payment deadline for each semester, will be effective beginning with the fall semester of the 2004-2005 academic year. The university reserves the right to alter any charges without prior notice upon direction from appropriate governing authorities.

Fees Per Semester

I. Full-time Graduate Student

Tuition and required fees, North Carolina $1,506.55
Tuition and required fees, out-of-state $6,261.55

RESIDENCE HALLS

Standard Residence Hall
- Single room $1,697.00
- Double room $1,013.00

Robertson Apartments (married housing)
- Efficiencies $1,950.00
- One Bedroom Apartments $2,120.00
- Madison Hall (graduate housing) $2,091.00

MEAL PLANS

75-All-you-care-to-eat meals per semester $1,190.00
plus $790 declining balance
12-All-you-care-to-eat meals per week $1,010.00
plus $180 declining balance
5-All-you-care-to-eat meals per week $885.00
plus $405 declining balance
Declining Balance $900.00
Commuter Declining balance points $50.00 or more

PER SEMESTER CHARGES DETAIL

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<th>North Carolina Graduate</th>
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</tr>
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* Required fees include: Health Services, $91.00; Student Activity, $260.75; Athletics, $204; Athletic Facilities, $60.50; Documents Fee, $3.30; Education and Technology Fee, $70; ASC Fee, 50¢; Student Recreation, $67.50.
** Textbooks are available to graduate students by purchase only.
*** With standard residence hall—double room rate.
**** The all you care to eat meal plans combine an “All-You-Care-To-Eat” program located at Brown Cafeteria and a declining balance account that can be used at the other food-service locations on campus. “All-You-Care-To-Eat” plans include block meals that can be used any time during the semester, within normal facilities operating hours. Declining Balance meal purchases are deducted throughout the term from a student’s available balance of declining balance points. During the semester, any student with a declining balance account may make additional pre-payments in minimum increments of $50 to increase their balance.
Western Carolina University is a publicly supported institution. Tuition payments and other required fees meet only a part of the total cost of the education of students enrolled. On the average, for each full-time student enrolled in an institution of The University of North Carolina, the State of North Carolina appropriates $8,229.00 per year in public funds to support the educational programs offered.

**Meal Plan.** University policy requires students who live in a residence hall to purchase one of the meal plans from the previously listed fee schedule. Special dietary requirements are accommodated by contacting WCU Dining. The deadline for students to change board plans is the last day of course drop/add, for each semester.

Unused balances that remain in declining balance meal plan accounts at the end of each academic term are not refundable. However, unused balances will be automatically rolled over from fall to spring semester for continuing students only. Unused balances cannot be rolled over to the next fall semester.

Participation in any of the previously described meal plans is optional for commuting students. Commuting students have the additional option of a declining balance plan in an amount of $50.00 or more, per semester.

**II. Part-time Graduate Student**

(8 or fewer hours)

<table>
<thead>
<tr>
<th>Semester Hours Enrolled</th>
<th>North Carolina Student</th>
<th>Out-of-State Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$ 238.43</td>
<td>$ 1,427.43</td>
</tr>
<tr>
<td>2</td>
<td>289.73</td>
<td>1,478.73</td>
</tr>
<tr>
<td>3</td>
<td>529.15</td>
<td>2,906.15</td>
</tr>
<tr>
<td>4</td>
<td>580.45</td>
<td>2,957.45</td>
</tr>
<tr>
<td>5</td>
<td>631.75</td>
<td>3,008.75</td>
</tr>
<tr>
<td>6</td>
<td>870.18</td>
<td>4,436.18</td>
</tr>
<tr>
<td>7</td>
<td>921.48</td>
<td>4,487.48</td>
</tr>
<tr>
<td>8</td>
<td>972.78</td>
<td>4,538.78</td>
</tr>
</tbody>
</table>

For each course scheduled for audit, a charge will be made equal to the credit hour value of the audited course.

**III. Asheville Student**

Fees for all Western Carolina University resident-credit courses taught in Asheville are the same as on the Cullowhee campus. All UNC-A credit courses in which a student enrolls carry an additional cost per credit hour regardless of the fees paid for credit from Western Carolina University.

**IV. Other Fees**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$40</td>
</tr>
<tr>
<td>Graduation fee</td>
<td>$30</td>
</tr>
<tr>
<td>Cap, gown, and hood obtained through WCU Bookstore</td>
<td></td>
</tr>
<tr>
<td>Late registration fee</td>
<td>$10</td>
</tr>
</tbody>
</table>

Certain courses in some fields require laboratory or materials fees in addition to the costs listed in this section. Textbooks are available to graduate students by purchase only.

**Payment of Fees.** All charges are due and payable on or before the published payment deadline for each term. Payment by check, in the exact amount of the bill, is recommended. In accordance with state policy, a processing fee of $25 is assessed for returned checks.
Late Registration. With approved reason for delay, a student may register for classes after the regular registration date with the payment of a late registration fee. Students entering late must show satisfactory reason and obtain approval from the Dean of Research and Graduate Studies, who reserves the right to reduce the number of hours for which a late entrant may register.

Textbooks. Graduate students purchase all textbooks regardless of course level. Textbooks for courses numbered 500 and above are available for purchase at the WCU Bookstore. Graduate students may purchase textbooks for courses numbered below 500 at the book rental department located in the WCU Bookstore.

Withdrawal
Students who withdraw from one or more courses during a term, but who remain enrolled in the university, must follow the procedures published in the master class schedule booklet in order to be officially removed from the class rolls. Grading policies applicable in the event of withdrawal are stated in the Academic Regulations section of this catalog.

Students withdrawing from the university during a term must secure a withdrawal form from the office of the assistant to the vice chancellor for student affairs, obtain the necessary signatures, and return the form to the assistant to the vice chancellor for student affairs. If an emergency prevents a student from completing the withdrawal process before leaving the campus, the student should call, write, or arrange for a friend or relative to contact the Office for Student Affairs.

Students who interrupt or terminate their education at the university during or at the end of a term for any reason are responsible for clearing any indebtedness in the following areas: residential living, bookstore, financial aid office, cashier’s office, library, university police department, academic departments, and health services.

Refund Policies
Academic Year Tuition and Fees. During a fall or spring semester, a full-time or part-time student who withdraws from the university before the first day of classes will be refunded 100 percent of tuition and fees. Students who withdraw from the university beginning the first day of classes are entitled to refunds of tuition and fees in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of classes</td>
<td>95 percent</td>
</tr>
<tr>
<td>1 to 11 calendar days following the first day of classes</td>
<td>90 percent</td>
</tr>
<tr>
<td>12 to 28 calendar days following the first day of classes</td>
<td>50 percent</td>
</tr>
<tr>
<td>29 to 57 calendar days following the first day of classes</td>
<td>25 percent</td>
</tr>
<tr>
<td>58 calendar days following the first day of classes</td>
<td>0 percent</td>
</tr>
</tbody>
</table>

Students who withdraw from the university as a result of involuntary recall to military service, pursuant to a presidential order authorizing the call-up of reservists, and who are thereby prevented from receiving credit for the courses in which he/she is enrolled, will be entitled to a full refund of tuition and fees. Refunds of room and board charges will be prorated based on the number of days the dormitory room was occupied and the meal ticket was used. Students having the declining balance meal plan will be refunded the actual account balance at the time of withdrawal.

Students who reduce their course loads during the registration period for the semester as defined in this catalog, but who continue to be enrolled in the university, will have their tuition and fees adjusted fully to reflect only the number of semester hours in which they remain enrolled. Part-time students are eligible for a refund based on the semester hour tuition rate. Full-time students are eligible for a refund only when course loads are reduced below the minimum hours required to qualify as full-time. No adjustment will be made for reduced loads after the close of the registration period. However, students who drop all courses must withdraw from the university. They are, therefore, eligible only for the partial refunds that apply to university withdrawals.
Summer School Tuition and Fees. A student who withdraws from summer school on or before the first day of classes will be refunded 100 percent of tuition and fees. Students who withdraw after the first day of classes are eligible for refunds through the first 50 percent of the summer terms. The refund prorations for summer school are available from the university cashier's office.

Summer school students who reduce their course loads by one or more semester hours within three days following regular registration or on or before the date of the second class meeting, whichever is later, will have tuition and fees adjusted to reflect the number of semester hours in which they remain enrolled.

Room and Board. Refunds of room and rent for any semester or summer term will be calculated at the same rate as tuition and fees.

Meal tickets refunds for standard plans will be calculated based on a prorated daily balance. Meal ticket refunds for declining balance plans will be based on the actual balance remaining on the student account at the time of withdrawal. All-you-care-to-eat meal plans have a standard declining balance component. Refunds for all-you-care-to-eat plans will be based on the policy applicable to each component. Refunds will not be made for the last two weeks of a semester or for the last week of a summer session.

Exceptions. Exceptions to these policies may be made if a student withdraws from the university for reasons of hardship. These reasons are defined as (1) death of the student, (2) death in the student's immediate family, (3) a medical condition that compels withdrawal upon recommendation of the Director of the Student Health Service, or (4) a mental health condition that compels withdrawal upon recommendation of the Director of Counseling and Psychological Services. The vice chancellor for student affairs must approve, and notify the university cashier's office, of any refunds or account adjustments for hardship situations. The university cashier's office will take appropriate action to make final settlement of the student's account. Any other exceptions require approval by the chancellor.

All refunds, regardless of the source of payment, will be made by a check payable to the student.

Graduate Assistantships
Teaching, research, and service assistantships are available for a limited number of well-qualified graduate students. Graduate assistantship application forms are available from the Graduate School. Applicants for graduate study who wish to be considered for such assistantships should complete an application form and submit it to the Graduate School. In addition, the applicant may want to address a letter of application to the head of the intended major department or attach a letter to the application form. Consideration for possible appointment to an assistantship can then be given after a decision has been made concerning admission to graduate study. Stipends vary from approximately $6,000 to $7,500, based on a twenty-hour per week work assignment. In addition, the in-state and/or out-of-state portion of tuition may be waived for some, but not all, of these assistantships.

Students receiving assistantships will be expected to be registered as full-time students. Continuation of the appointment depends upon satisfactory performance of duties and upon satisfactory academic achievement (3.0 GPA on all graduate coursework attempted). In order to have a graduate assistantship, students must be admitted into a graduate program and must provide their Social Security card.

Chancellor's Fellowships
A limited number of chancellor's fellowships are available to well-qualified graduate students each fall semester. The awards, based on merit, are intended to encourage and assist superior students in pursuing graduate studies in the minimum time possible. The value of each fellowship is $6,000 per academic year and carries no work requirement. Students are required to be registered for a minimum of nine semester hours each semester. Application deadline is April 15. Forms are available from the Graduate School.
Graduate School Study Grants
Each semester the Graduate School awards a number of Graduate School study grants. These grants are designed to support well-qualified graduate students by paying $300 per semester. Students must register for a minimum of three semester hours. There is no work requirement and the awards are made on the basis of merit as reflected by the student’s application file. Application deadline is May 15 for fall semester and November 15 for spring semester. Forms are available from the Graduate School.

Morrill Family Fund for Research in Education
Established by Maurice B. and Anna C. Morrill, this fund is to help provide and promote desirable research relating to the improvement of teaching at any educational level. The purpose is to enhance abilities of graduate students in education to produce and use quality research. Application forms are available in the Office of the Dean, College of Education and Allied Professions, 222 Killian; Office of Research and Graduate Studies, 440 H.F. Robinson Administration Building; all departmental offices, College of Education and Allied Professions; and Office for WCU Programs in Asheville, 120 Karpen Hall. Deadline is September 1.

Financial Aid
The university maintains an Office of Financial Aid. This office can furnish more detailed information concerning loans, work-study, and other work opportunities. The various types of aid are described in the undergraduate catalog, and a financial aid brochure is available upon request.

Veterans Assistance
The university is approved for the training of Veterans Affairs benefit recipients. This institution is approved under the provisions of Title 38 United States Code, Chapter 36. Persons eligible and entitled under provisions of Chapters 30, 31, 32, 34, 35 and Section 901 and 903, and Title 10 United States Code, Chapters 106 and 107 may enroll in programs approved by the North Carolina States Approving Agency. All inquiries concerning veteran educational benefits should be addressed to the Veterans Affairs Certifying Office, Office of Registrar, Western Carolina University, Cullowhee, North Carolina 28723, or interested parties may call 828-227-7216.

Disability Services
Western Carolina University is dedicated to providing reasonable accommodations necessary to students with disabilities. Academic accommodations are provided through the Office of Student Support Services, Killian Annex, Room 248, 828-227-7127. Section 504/ADA issues are handled through the Office for Student Affairs, 460 H.F. Robinson Administration Building, 828-227-7234.

Explanation of Out-of-State Tuition Rate
North Carolina General Statute 116-143, 1-2-3 governs tuition status. Each student will be subject to the following:

To qualify for in-state tuition, a legal resident must have maintained his or her permanent domicile in North Carolina for at least twelve months immediately prior to his or her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education.

Student residential classification, for purposes of applicable tuition rates, is required to be changed if, since original establishment of a student’s current classification, the state of legal residence has changed.