

**Western Carolina University Jamaica Program  
Frequently Asked Questions**

Master's in Educational Supervision - Cohorts beginning 2022

**How do I apply? .....Pg.2**

**What are the Admission Requirements for this program? .....Pg.3**

**Is this Master's program accredited?**

**Does this degree program lead to licensure in North Carolina?**

**What is the cost for each course and how do I pay this?**

**Are there payment plans for this program? .....Pg.4**

**What are the requirements of each course?**

**How many classes are taught for the Master's in Educational Supervision program?**

**Where can I access the schedule?**

**When do classes meet?**

**How do I register for my classes? .....Pg.5**

**Where do I find my textbook?**

**How do I access my Course Syllabus?**

**How do I access my Student Email?**

**What is Canvas?**

**What is MyWCU?**

**What is the penalty for missing class? .....Pg.6**

**Why is it important to complete Course Evaluations?**

**Is there an on-campus residency requirement for this program?**

**Are there scholarships available for this program?**

**Who do I contact when I need help?**

## How do I apply?

1. Submit a completed application:
  - Jamaica program applications are no longer accepted on a rolling basis. The program application will be open as new cohorts are scheduled. Please inquire about the status of your location.
  - WCU’s Graduate application portal can be accessed using the following link: <http://gradadmissions.wcu.edu/apply>
2. Submit an official copy of your academic transcript:
  - Transcripts can be mailed to our office in the US or Kingston, given to your local recruiter or emailed to Educational Outreach directly at [learn@wcu.edu](mailto:learn@wcu.edu).
3. Submit a completed admissions exam:
  - You will need to complete the following admissions exam. This is designed to take approximately three hours. The link to this exam is located here: [https://wcu.az1.qualtrics.com/ife/form/SV\\_3yBUnsLdQigsdyB](https://wcu.az1.qualtrics.com/ife/form/SV_3yBUnsLdQigsdyB)

### **Mailing addresses for transcripts:**

#### **Kingston office:**

- Attn: WCU Jamaica Program  
Quality Academics School  
77 Halfway Tree Road  
Kingston 10

#### **Main Campus (North Carolina):**

- Attn: WCU Jamaica Program  
WCU Educational Outreach  
138 Cordelia Camp Building  
Cullowhee, NC 28723

### **On Site Coordinator and Local Recruiters:**

- **On Site Coordinator, Jamaica**  
Vacant position (2022)
- **Fay Sterling - Discovery Bay Recruiter**  
WhatsApp: 876-890-9943  
Email: [whynster@yahoo.com](mailto:whynster@yahoo.com)
- **LaSonja Harrison – Kingston Recruiter**  
WhatsApp: 876-379-5523  
Email: [lasonjath@yahoo.com](mailto:lasonjath@yahoo.com)
- **Susan Davis - Montego Bay Recruiter**  
WhatsApp: 876-866-5945  
Email: [sueghamon@gmail.com](mailto:sueghamon@gmail.com)

### **What are the Admission Requirements for this program?**

- The experience of the MAEd faculty is that Jamaica has many educators who are "at promise," and these are the graduate students who are sought to enroll in the MAEd program. The following procedures have been established to identify those Jamaicans most capable of graduate study in Educational Supervision.
  - Applicants must hold the bachelor's degree from a regionally accredited university. Applicants holding a bachelor’s degree not from a UCJ accredited University must have their application accredited by WES.
  - Applicants must submit an application packet, which includes official transcripts of all undergraduate work.
  - Applicants must receive a satisfactory score on the admission exam designed for the International Concentration.

### **Is this Master’s program accredited?**

- Yes. Western Carolina University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC). WCU Jamaica programs, including the Educational Supervision program, are accredited by the University Council of Jamaica (UCJ).

### **Does this degree program lead to licensure in North Carolina?**

- No. Completion of this degree does not lead to teacher licensure in North Carolina (or anywhere else in the United States).

### **What is the cost for each course and how do I pay this?**

- Tuition for each individual course is \$725.00\* USD for Graduate classes. Tuition is due on the first day of each class and can be paid either by Cashier’s check or credit card.
  - PAY BY CHECK: Cashier’s checks must be made out to “Western Carolina University” for \$725.00\* USD and must be drawn from a US Subsidiary Bank. The Cashier’s check can be issued from any Jamaican bank [i.e. JMMB Merchant Bank Limited] but it should have a United States subsidiary bank associated with it [i.e. Citibank]. The subsidiary bank should have a US address listed. A link will soon be made available for those interested in paying online by credit card.
  - PAY BY CREDIT CARD: Students can pay by credit card by clicking on the following link. Students will be taken to a secure website where payment can be submitted. A confirmation email will be sent upon submission of payment.  
[https://wcupg.wcu.edu/C20252\\_ustores/web/classic/product\\_detail.jsp?PRODUCTID=362&SINGLESTORE=true](https://wcupg.wcu.edu/C20252_ustores/web/classic/product_detail.jsp?PRODUCTID=362&SINGLESTORE=true)

\*Tuition is subject to change year-by-year

### **Are there payment plans for this program?**

- While there are no official payment plans for this program, tuition and fees are pay-as-you-go. Unlike other University programs, cost for each semester is not due up front. Instead, tuition is due on the first day of class.
- Students may be behind ONE outstanding payment and still be eligible for course registration. Students with two or more outstanding payments will not be registered for class under any circumstance.

### **What are the requirements of each course?**

- For each course, students must attend the 10-day face-to-face portion in Jamaica. Each course, except when noted, will have an online component before and after the period of the 10 face-to-face class sessions. The online portion of each course constitutes one-third of the course.

### **How many classes are taught for the Master’s in Educational Supervision program?**

- Western Carolina University requires 30 credit hours for a Master’s degree, as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC).
- The Master’s degree in Educational Supervision is a two-year program (10 courses total). Instructors will travel to you for a 10-day evening class span of time. Students can expect to take 5 courses per year. Courses are typically held in the months of January, March, May, June and October.

### **Where can I access the schedule?**

- Students can access the course schedule on the Jamaica Program website at any time. [Jamaica.wcu.edu](http://Jamaica.wcu.edu). This will be updated regularly with any updates on class meeting dates. Updated schedules will be emailed out regularly to your Student email address.
- Students can view previous cohort schedules for an idea of the curriculum and schedule layout. The curriculum may change from cohort to cohort. As we make changes to the curriculum with this new change, updates to the schedule will be posted.

### **When do classes meet?**

- Class dates are listed on the course schedule. Students will also be notified via their student email about any updates to this schedule. As this is a tentative schedule, class dates may be changed due to extenuating circumstances. Students are responsible for monitoring their student emails for updates to the schedule. Classes meet on weekdays from 5pm – 8pm.

### **How do I register for my classes?**

- Registration is completed by Educational Outreach. Instructors will take roll at the start of each class. If for some reason, you are not on the roll, Educational Outreach should be notified. Send an email to [learn@wcu.edu](mailto:learn@wcu.edu) to rectify this. If you attended and completed the previous course, you will be registered for the next class on the schedule.

### **Where do I find my textbook?**

- Textbooks needed for class are listed on the course schedule found on the Jamaica Program website: [Jamaica.wcu.edu](http://Jamaica.wcu.edu). Students must have their textbooks prior to the first day of class as there will be pre-class assignments for each course. Students are required to obtain their own textbooks – either by purchasing online, renting through an online source, or borrowing from colleagues that have taken the course previously.

### **How do I access my Course Syllabus?**

- Your syllabus will be emailed to you approximately one month prior to the start of class. You are responsible for reviewing your syllabus and completing any pre-class assignments. Instructors will also upload your syllabus and may post assignments to Canvas.

### **How do I access my Student Email?**

- Your Student (Catamount) Email is accessed by visiting [email.wcu.edu](http://email.wcu.edu). You will receive your username and password from WCU’s Information Technology team. You are responsible for checking your Student (Catamount) Email Address. This is your official communication from the University. Your professors and the WCU Jamaica Program staff will contact you through this method. If you have any problems accessing your account, you can contact Brittany Marshall at [bmarshall@wcu.edu](mailto:bmarshall@wcu.edu).

### **What is Canvas?**

- Canvas is the platform used for completing your online coursework. Your instructors will post assignments on this platform. You will also upload your completed coursework there. Canvas can be used by visiting [canvas.wcu.edu](http://canvas.wcu.edu) OR through the MyWCU portal. Your username and password for accessing your student email will also allow you to access Canvas and MyWCU.

### **What is MyWCU?**

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- MyWCU is your one-stop access for everything you need as a WCU student. You will be able to access Canvas, your student email, Academic Transcripts etc.. Your username and password for accessing your student email will also allow you to access Canvas and MyWCU. The link to MyWCU is: [mywcu.wcu.edu](http://mywcu.wcu.edu)

**What is the penalty for missing class?**

- Attendance and participation for all face-to-face sessions is required. Classes meet for 10 day sessions and students are expected to be on time and at each class. In case of an emergency, you are responsible for contacting your instructor regarding your missed class.

**Why is it important to complete Course Evaluations?**

- Western Carolina University’s Jamaica program is accredited by the University Council of Jamaica (UCJ). This accreditation allows you to seek tuition reimbursement upon graduating from the University. In order to provide relevant and exceptional instruction for our students, we require feedback from our students to make necessary improvements.
- Students will receive a link (designated for each specific class) to the course evaluation to complete at the end of each course.

**Is there an on-campus residency requirement for this program?**

- In 2018 we announced the removal of the on-campus residency requirement for the Masters in Educational Supervision program as the program became too costly for our students. At this time, we are in a transition period as we make these changes to the curriculum but all classes will take place in Jamaica. Once available, schedules will be posted for the new cohorts. Please be sure to check your email regularly for updates on the program schedule.

**Are there scholarships available for this program?**

- While there are no scholarships specifically affiliated with the WCU Jamaica program, we do honor scholarships that are awarded to students.  
A number of scholarships are listed on [scholarships.wcu.edu](http://scholarships.wcu.edu).

**Who do I contact when I need help?**

- Brittany Marshall in Educational Outreach are your WCU Jamaica Program support for whatever you need. She is your on-campus resource for whatever you might need. Please contact her with any questions or issues.
  - Educational Outreach: [learn@wcu.edu](mailto:learn@wcu.edu) | 828.227.7397 | 866.928.4723 toll free

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- Brittany Marshall, Jamaica Program Student Services Specialist:  
[bmarshall@wcu.edu](mailto:bmarshall@wcu.edu)