Application to Western Carolina University Jamaica Program

Please see the Admission Requirements following the link below to obtain a detailed list of items needed to apply to the University.

Applications should be submitted to the Western Carolina University (WCU) Jamaica Program – Kingston office. http://www.wcu.edu/WebFiles/PDFs/Jamaica-Program-Admission-Requirements-Sept2016.pdf Or visit Jamaica.wcu.edu and click on *Jamaica Program Admission Requirements*.

Upon submission of application

Students having been accepted to the University will receive an acceptance letter issued by WCU Admissions or WCU Graduate School.
This letter provides the student with information on the program they have been admitted to as well as their Student ID, traditionally called the 920 number as all student's identification number begins with a 920.

Students accepted to the WCU Jamaica Program will receive an activation email with their Catamount Mail credentials. The WCU account username is everything before the '@' symbol in your email address; i.e. learn1@catamount.wcu.edu – learn1 is the username.
During the initial login, students will be prompted to change their password.

To reset the password, visit https://letmein.wcu.edu

John Smith,

You are eligible for a WCUid which is needed to access online services at Western Carolina University. Follow the instructions below to obtain your account now.

IMPORTANT: This email is intended for John Smith. It is critical that John Smith activate the WCUid account.

Steps to activate your WCUid Account: |_____@catamount.wcu.edu

1. Go to https://activate.wcu.edu/xyz6ip
   If the link doesn't work, copy and paste the entire URL into your browser's address bar and press enter
2. Verify your name and enter your 92#: 920_____
3. Set your initial password for your WCUid Account

Disclaimer: Please do not respond to this email. It was automatically sent from an account that is not monitored.
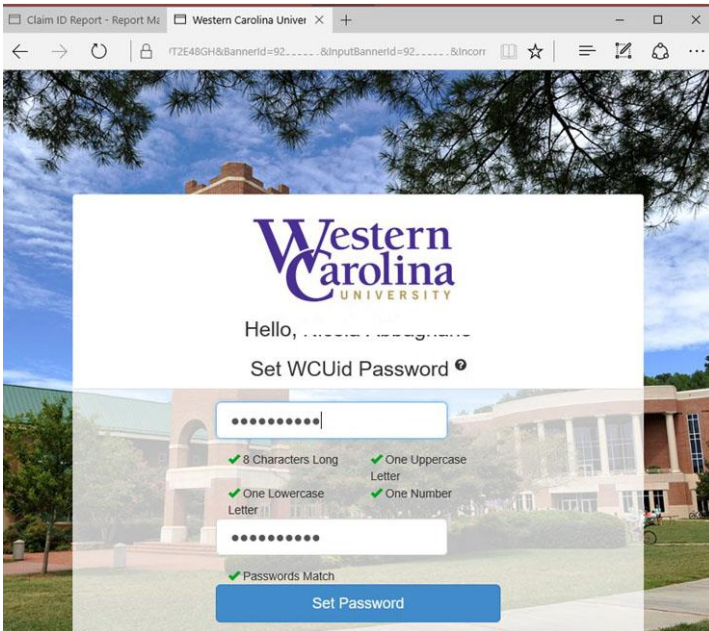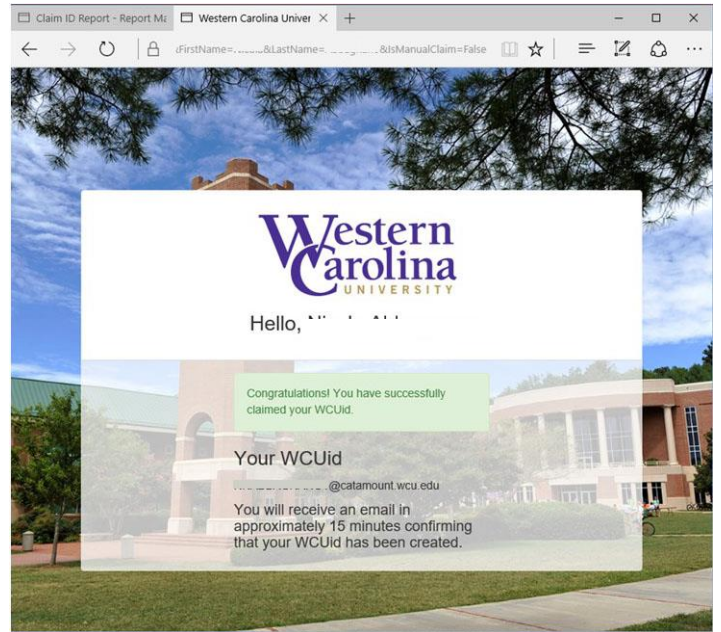
If you have questions, please contact the Office of Undergraduate Admission or the Graduate School directly.

Western Carolina
UNIVERSITY

Undergraduate Admissions – 828.227.7317
Graduate School – 828.227.7398

Step 1:

Using the link provided in the activation email, students will be able to claim their WCUid.
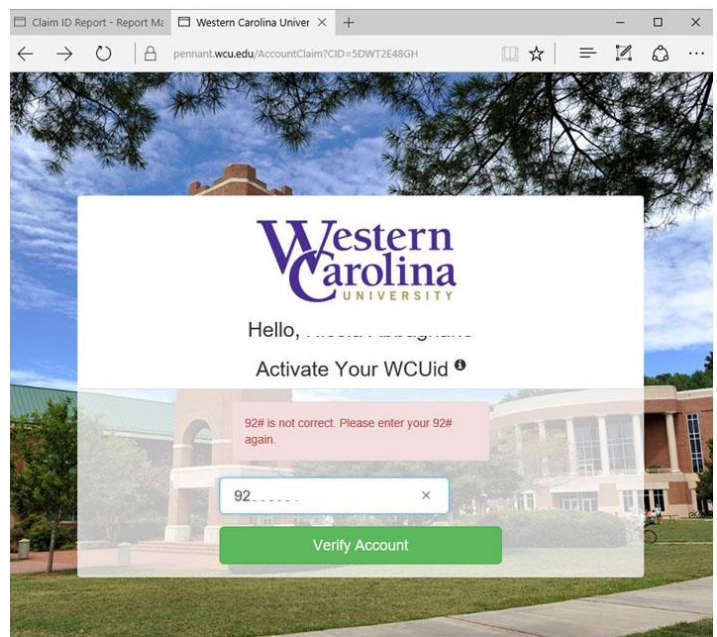

Step 2:

Students will verify their name and enter their 92#.

This is provided in the activation email.

Step 3:

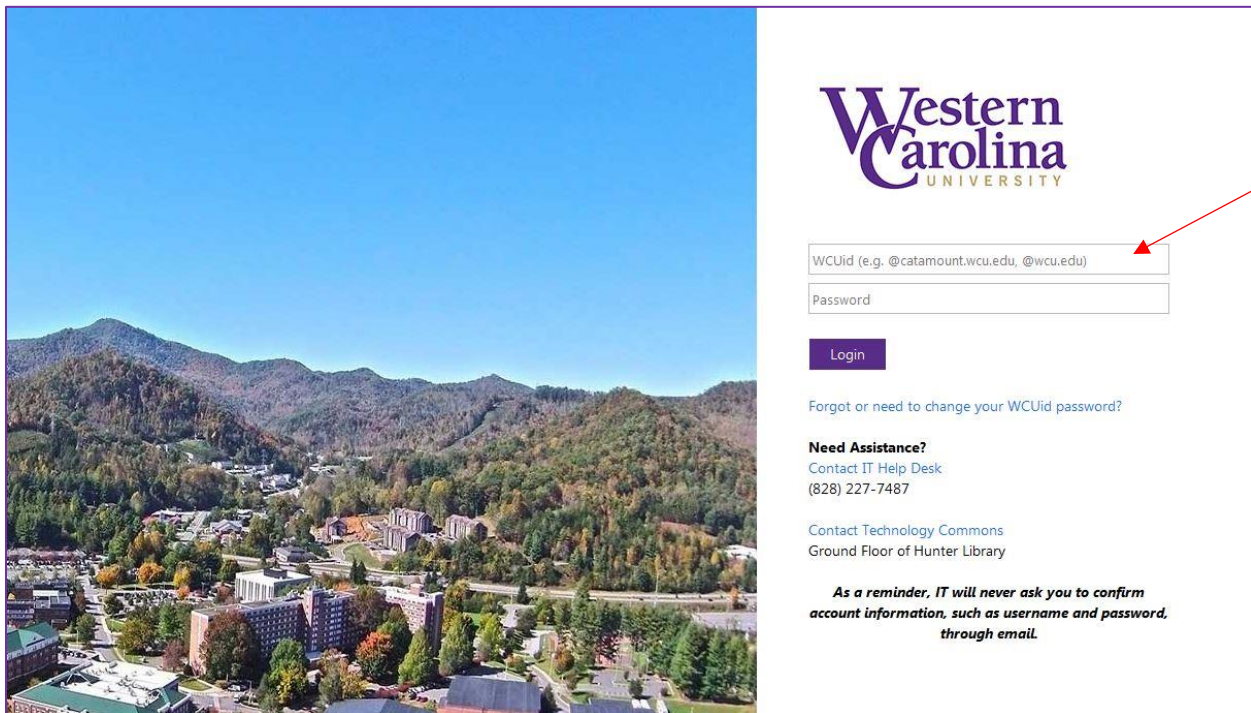Students will set their initial password for their WCUid Account.

It is the student's responsibility to check the Catamount E-Mail account.

While no one can force a student to check this, Catamount Mail is the official communication method for University/student communications including messages concerning notifications and alerts as well as course information from instructors. Instructors will often send assignments and updates to course work to students Catamount email.

Using Catamount Email

Students can access Catamount email, by visiting **studentmail.wcu.edu**.
In the boxes provided, students should type in their WCUid – everything before the '@' symbol in their Catamount email address and their password, created during the email activation process.

MyWCU Portal

The WCUid created for each student is also used to access the myWCU portal.
The myWCU portal is a great resource for students as it is a one stop shop to everything a WCU student could ever need. Through the MyWCU portal, students are able to access their Catamount email, Blackboard, transcript requests and various other resources.

To login, visit **mywcu.wcu.edu** and click on myWCU Log in.

In the boxes provided, students should type in their WCUid – everything before the '@' symbol in their Catamount email address and their password, created during the email activation process.

The screen below shows only some of the various resources available to WCU students.
The myWCU portal provides Quick Links for students to easily access these resources.
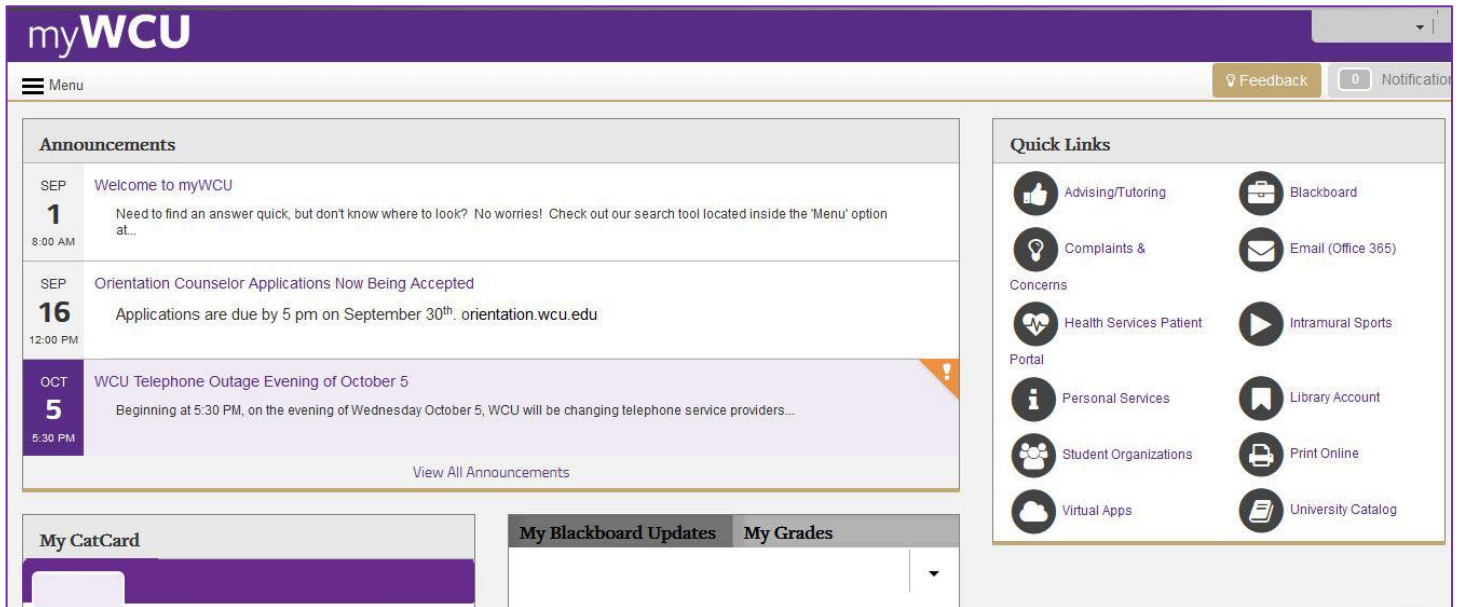
- **Catamount Email**
  In addition to being able to use the website studentmail.wcu.edu to access the Catamount email, students are also able to access their student email directly through the myWCU portal.

  To access the Catamount student email account through myWCU, students should click on "Email (Office 365) on the right side of the myWCU home page.
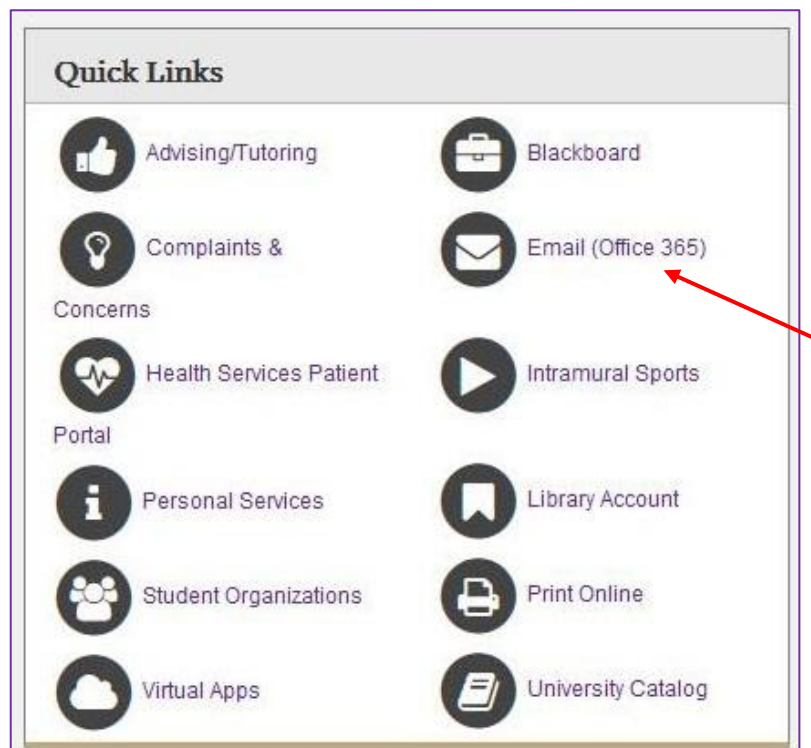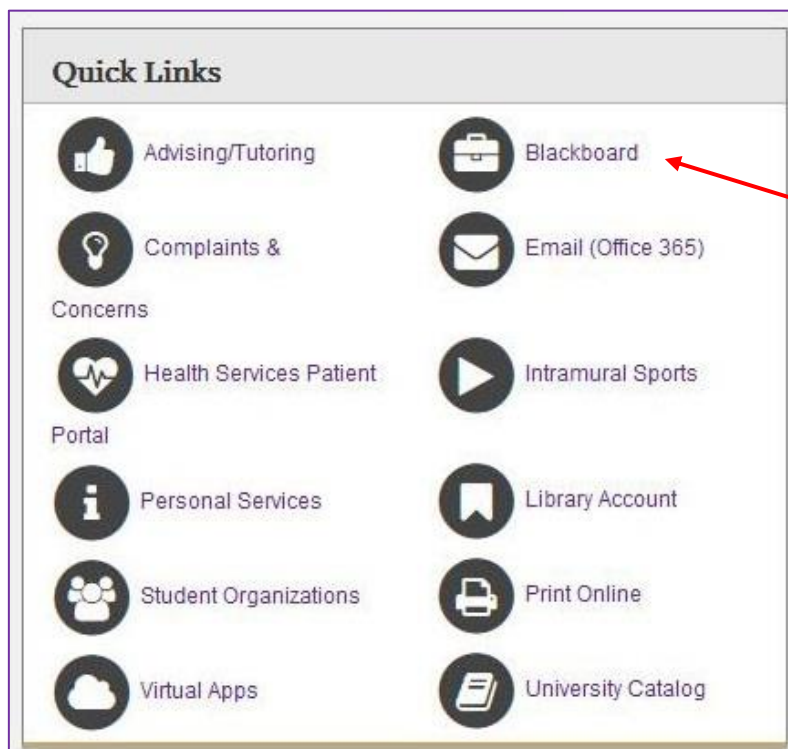
- **Blackboard**
Blackboard is an online portal where instructors are able to post assignments and other course information for students to access.

  Course work for the Western Carolina University Jamaica program is part online and part face-to-face.
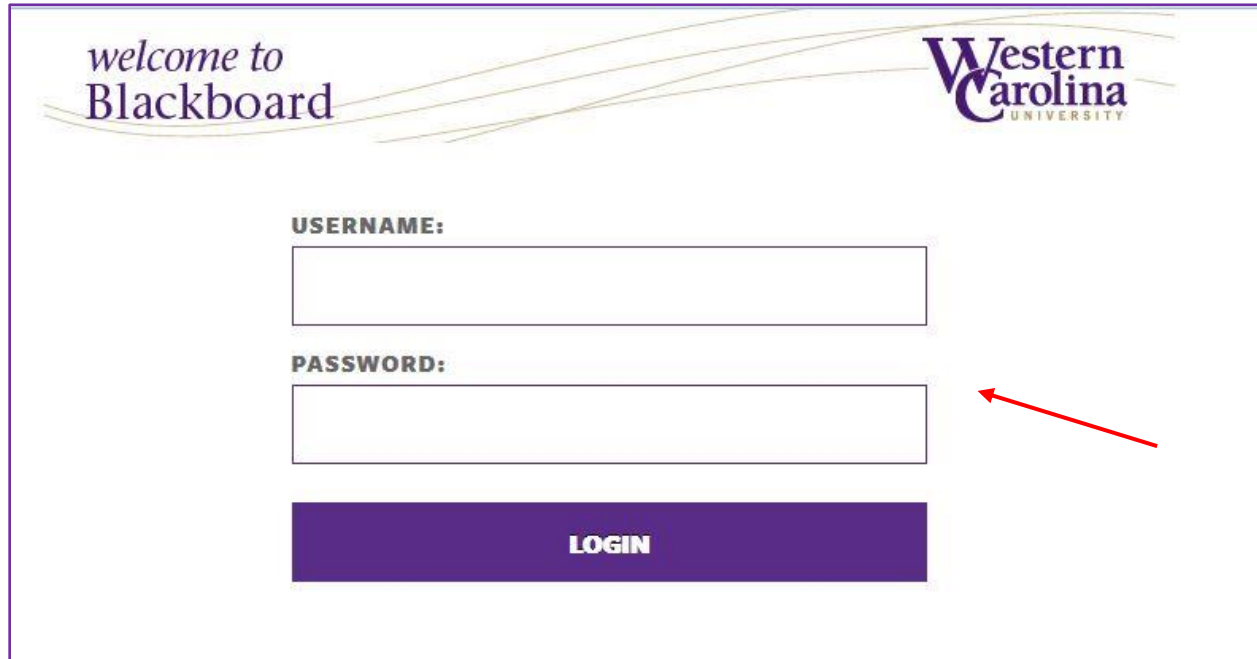
  Along with your Catamount email, instructors will provide you with information throughout the course of the class.

  Students are able to access Blackboard through the same Quick Links table on myWCU. This is located at the top of the right column in the Quick Links table. Additionally, students can access Blackboard directly at wcu.blackboard.com.
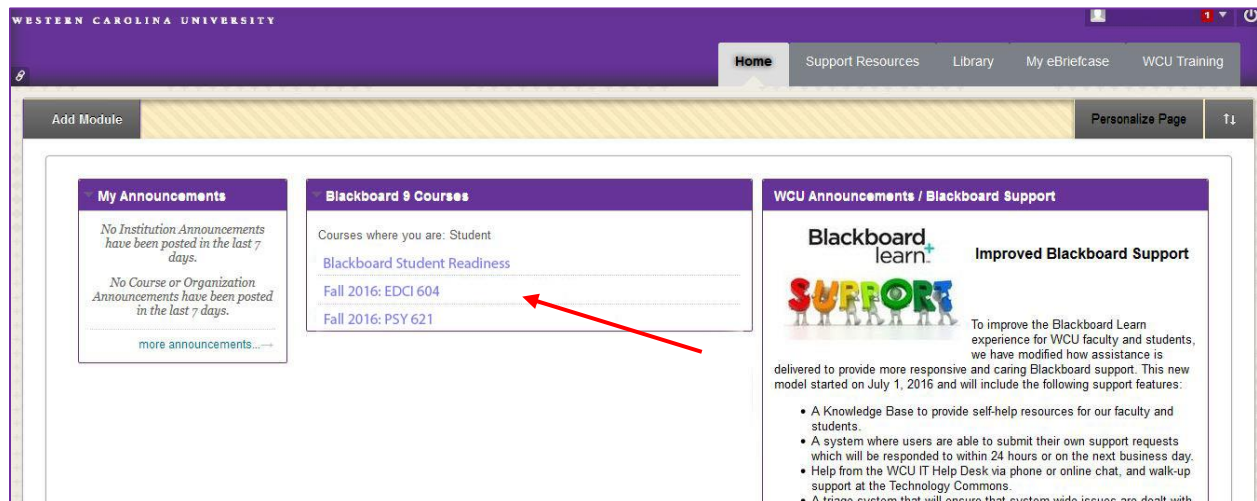
  Upon clicking on the "Blackboard" Quick Link, students will be taken to a page where they will be prompted to log in.

Students will be able to use their WCUid to log into blackboard, just as they would when logging into myWCU. Each student is designated a WCUid. The Username is everything before the '@' symbol in their Catamount email address and their password, created during the email activation process.

Once the student has logged into their Blackboard account, they will be able to view all of their courses.

Instructors will post assignments and other pertinent course information onto Blackboard for students to access throughout the length of the course.
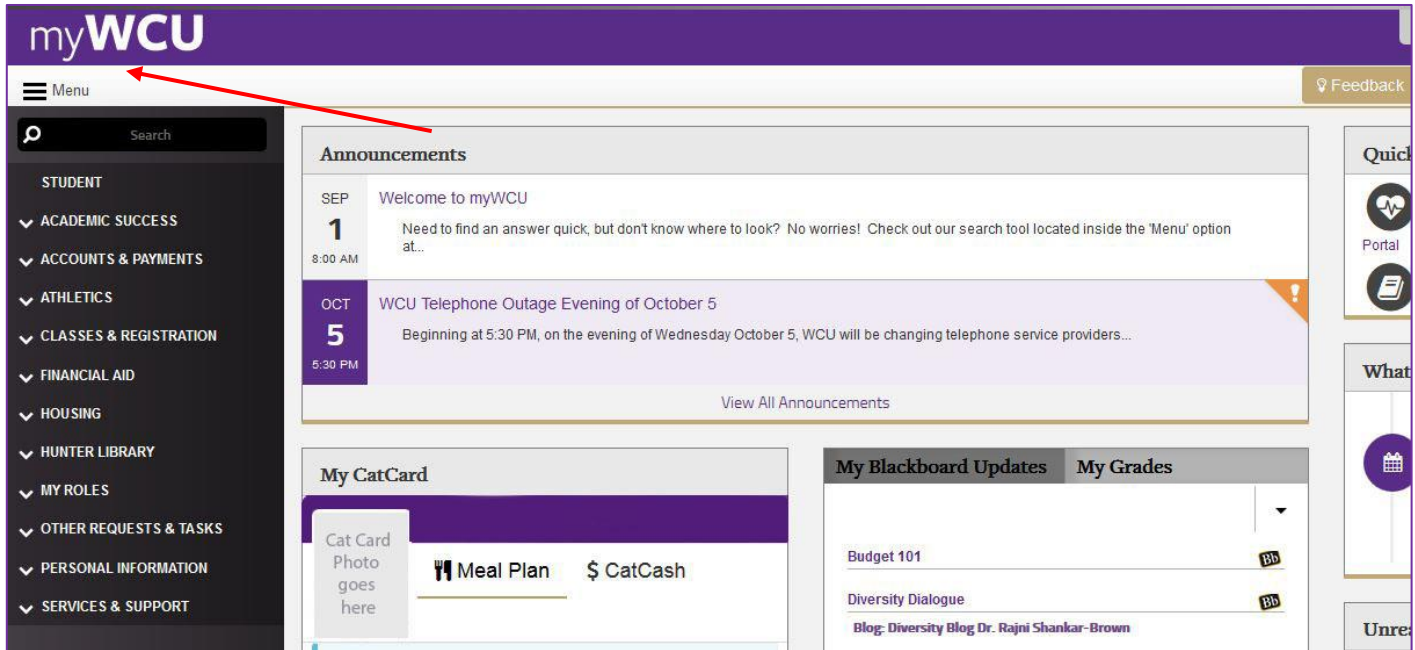
- **Transcripts**

  Students are able to order and review transcripts directly from the MyWCU portal.

Viewing Unofficial Transcripts

Step 1: Click on "Menu" on the top left of the MyWCU page.

Step 2: Select 'Academic Success'.

Step 3: Select 'View Unofficial Academic Transcript on the drop down menu.

Step 4: Click Submit.

Unofficial transcripts can be printed directly from the browser.
Students should be advised that this is an unofficial transcript and will not be accepted by the Ministry of Education.

Ordering Official Transcripts

Step 1: To order an official transcript, students can click on "Order Official Transcript", located on the myWCU menu.
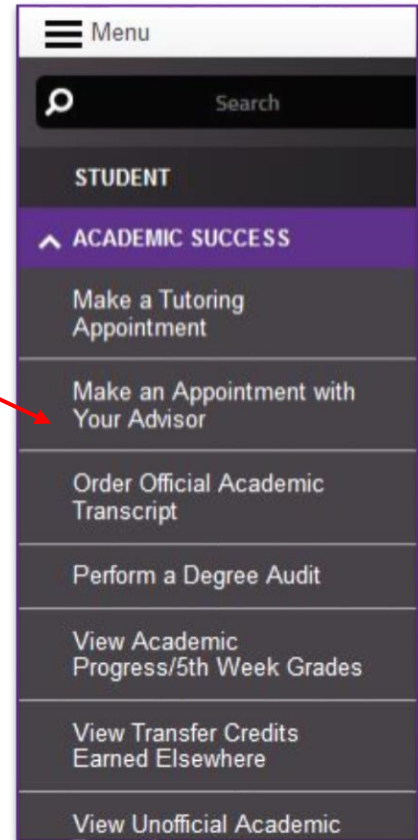
Step 2: Select either "Order a PDF Transcript" or "Order a Printed Transcript".
Students should note that there is a small fee to order a PDF transcript, however, the PDF transcript will be sent via email and will take much less time to receive.

Step 3: Select Mailing Address.
Students will be prompted to select a Recipient College Code, if the transcript will be sent directly to another school. Transcripts can also be sent to the student directly or to another person.

◁▷ Personal Information | Student | Accounts and Payments | Financial Aid

Select Mailing Address

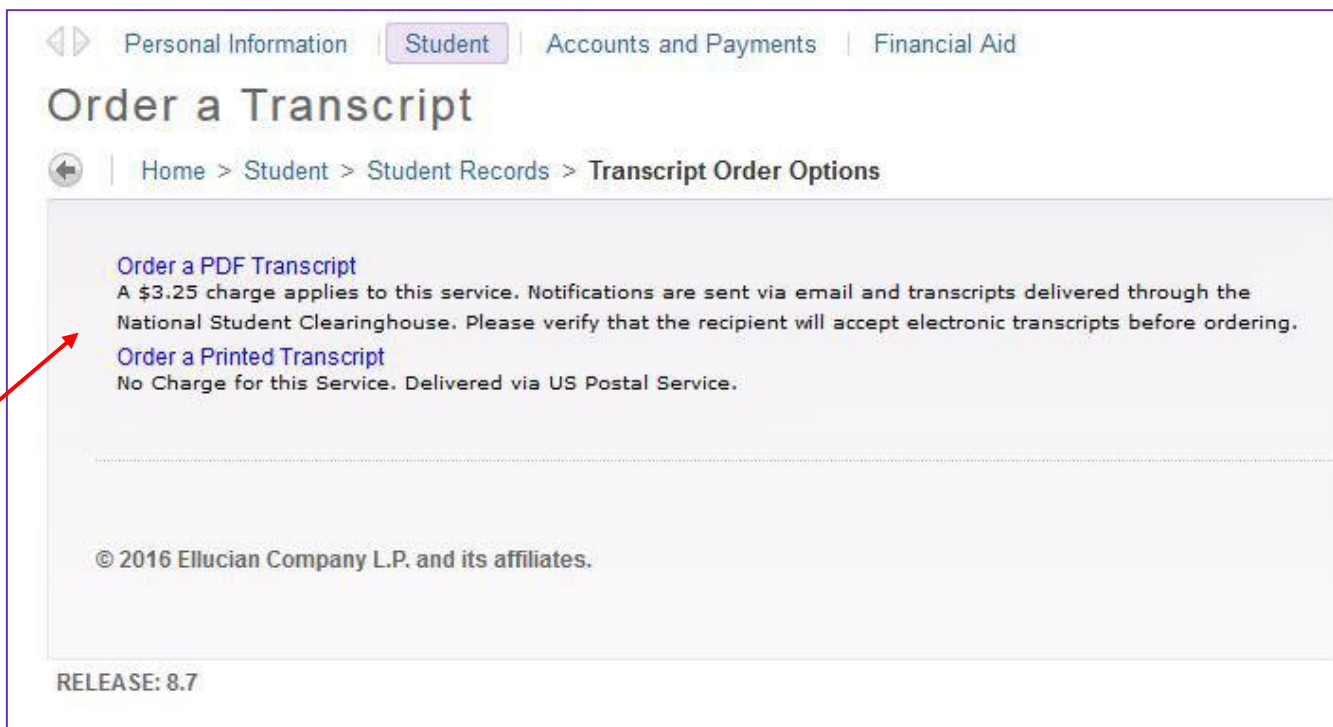◀ | Home > Student > Student Records > Request Official Hardcopy/Printed Transcript

ⓘ Select an address where your transcript should be **delivered** using the following address designations:

1. Recipient college code (or type **PICKUP** to pickup at the One Stop)
2. **OR** one of your personal addresses
3. **OR** the name of the person receiving the request (you will enter the address on the next page)

*The mailing address listed on your student record will be printed on the transcript. Please **view your address** and make any necessary updates BEFORE requesting your transcript.

If you attended WCU before 1987, you must fill out the **Official Transcript Request** form to release your record.

Recipient College Code:	[ ] **Look Up College Code**
One of Your Addresses:	None ▾
Issue to:	[ ]

[Continue]

View Holds ■ **Academic Transcript** ■ **View Address** ■ **View Previous Transcript Requests**

Step 4: Select Transcript Type
Unless students are requesting transcripts be sent to their home address, students will be required to fill out the Transcript Recipient Form.

To receive an Official Transcript, students must select "Official" next to the red asterisk.

Select Transcript Type

◀ | Home > Student > Student Records > Select Transcript Type

ⓘ Edit the information below as needed.

❶ **A transcript type must be selected to continue.**
✱ indicates required field

Transcript Type: ✱	Official ▾
Issued To:	Issued To
Street Line 1:	Street Line 1
Street Line 2:	Street Line 2
Street Line 3:	Street Line 3
City:	City
State or Province:	State or Province ▾
Zip or Postal Code:	Zip or Postal Code
Nation:	Nation ▾
Area Code:	Area Code
Phone Number:	Phone Number
Extension:	Extension
International Access Number:	Int'l Access Number

[Continue]

Step 5: Transcript Request Information
Student will be prompted to select the number of copies to be issued. Students may select to have their transcript printed as soon as possible or to delay the request until degree completion.

There is no charge for standard mailing of the transcript. There is only a charge for rush fee and for PDF copies.

Transcript Request Information

Home > Student > Student Records > Transcript Request Information

ℹ️ If you have courses that are IN PROGRESS, you **must** select a term. Selecting "None" will result in printing a transcript wit

Number of Copies (Up to 5): 1

In Progress Cut-off Term: Spring 2008 ▾

Print Transcript: As soon as possible ▾

Delivery Method: ✱   Standard Mailing - No Charge ▾

Continue

Transcript Request Confirmation

Home > Student > Student Records > Transcript Request Confirmation

Issued to:

Street Line 1:   138 Camp Building

Street Line 2:   Camp Bldg

City: Cullowhee

State or Province: North Carolina

Zip or Postal Code: 28723

Nation: United States of America

Course Levels: All course levels

Copies Ordered: 1

Official Transcript: Yes

Delivery Method: Standard Mailing

Cost of Order: No charge

Print Transcript: As soon as possible
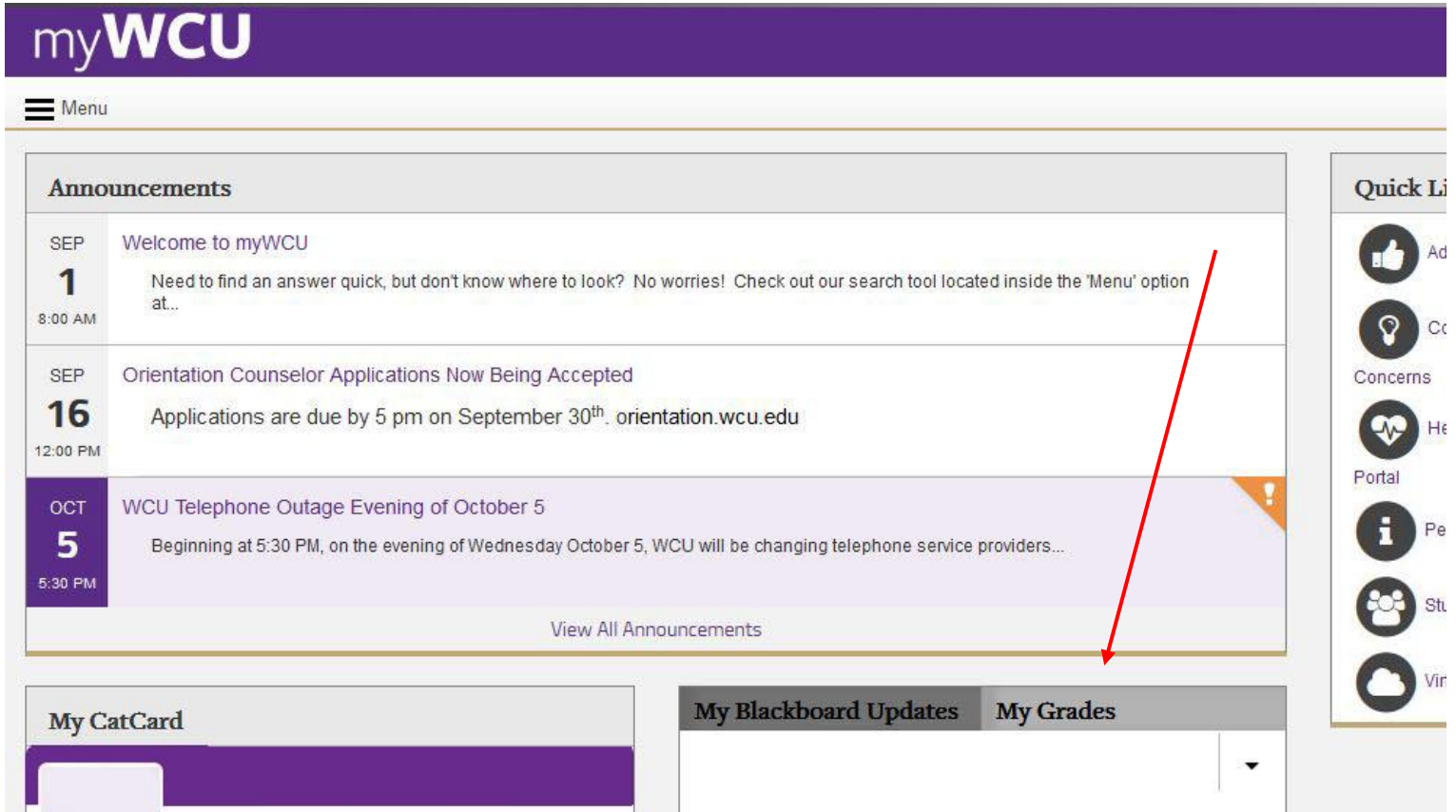
Submit Request

Step 6: Confirmation Information should be checked for any incorrect information.

Click to submit request.

- **Grades**

  Students can view their grades on the MyWCU home page.

  Step 1: Select the "My Grades" tab on the bottom right side of the screen.

Step 2: Using the drop down menu, select a specific term to see grades from that particular semester.
Term GPA and Cumulative GPA are automatically calculated on this screen.