Frequently Asked Questions for Prospective Online Students and Applicants

I have questions about an online program, who should I contact?

For general questions about undergraduate programs contact Distance Learning at distance@wcu.edu or 828-227-7397 for graduate programs and Graduate School grad@wcu.edu or 828-227-7398

Can you complete an entire undergraduate degree online?

All of our bachelor's degree programs are 100% online except for Engineering Technology, which has some face to face courses. Our programs are considered to be degree completion programs so students are required to have some transfer credits before enrolling.

Will my credits transfer?

Credits earned elsewhere may be approved as credits toward a degree at Western Carolina University. Only work passed with a grade of C or better may be considered for credit at WCU. Credits must be from an institution accredited by a nationally recognized regional accrediting agency (appropriate regional accreditation, such as SACS or its equivalent). You can view our Credits Earned Elsewhere page for additional information and to use our transfer course look up tool and equivalency finder.

Official evaluations are conducted once all official transcripts have been received and you have been accepted to the university. Prospective undergraduate students can request a preliminary unofficial evaluation by e-mailing unofficial transcripts to distance@wcu.edu.

How do I apply to a distance program?

Admission to Distance Learning programs is a two stage process. Stage one is acceptance to the university. Stage two is acceptance to the program. Our applying for admissions page will guide you step by step through the two stage admissions process.

What is the deadline to apply for admission?

Most undergraduate programs accept students on a rolling basis until the program reaches capacity. Students are encouraged to apply as far in advance as possible. Several undergraduate programs do have specific deadlines:

- BS in Emergency Medical Care: January 15 for fall semester
- RN to BSN Program: September 10 for spring semester and March 10 for fall semester.
- Criminal Justice: June 1 (for fall); November 17 (for spring)

You can contact Distance Learning at distance@wcu.edu or 828-227-7397 if you would like to check if applications for your program are still being accepted.

For Graduate Programs you can visit the Graduate Admissions Deadlines page

How will I know if I have been accepted?

The Office of Admissions will notify you of your university (stage 1) admission via U.S. mail. Admissions decisions are usually made within two weeks of receiving your application, transcripts and related documents. Program decisions for most programs are generally sent via e-mail within two weeks of your stage 1 acceptance. Emergency Medical Care decisions are sent in early May and RN to BSN decisions are sent in mid-April for fall and mid-October for spring.

Frequently Asked Questions for Newly Admitted and Current Online Students

When is tuition due?

Students who have pre-registered will be billed approximately three weeks before the first payment deadline which is early July for the fall and late November for spring. Students who do not pay by the first deadline will be dropped for non-payment. For students who register after the first payment deadline, payment is due by the first day of classes. Students who do not pay by the deadlines risk being dropped for non-payment.

Paper bills are not sent to students. Students will receive notification that their bills have been posted in myWCU via their WCU e-mail.

If your tuition charges are being paid by a third party; please fax the information from the payer to the Financial Aid Office at 828-227-7042 so that your schedule won't be dropped for nonpayment.

For additional information consult the Billing and Payment schedule.

I have a hold on my account. How do I get it cleared?

Registration holds must be cleared with the office that placed the hold. In most instances, there should be contact information for the originating office within the hold information in myWCU. You can also refer to the Registrars registration website to see a list of error messages and their meaning.

How do I access myWCU?

Please see the myWCU homepage for information about how to obtain or reset your myWCU account username and password.

How do I access my student email?

Student email is accessible once you are fully admitted to your program (stage two). Before you have access to this email, we will only communicate with your personal email (the one you provide in the application). After you become a student and are ready to register, we will only communicate with your student (Catamount) email.

To access your student email for the first time, simply log in to your myWCU account and click on the link near the bottom-right of the page for "Office 365." To log on without accessing myWCU, go to email.wcu.edu and use your myWCU account credentials to log in.

How do I run a degree audit?

The degree audit is one of the most important tools we have for students. This is the complete record of your program requirements, what you have satisfied with transfer work, and what you have registered for or taken with WCU.

Please see our How Do I guide for instructions about how to run the audit.

How many classes am I required to take?

Students can take as many or as few courses as they wish during any given semester. If you are receiving financial aid, you must register for at least 6 (six) hours. To be considered a full-time student you must register for at least twelve (12) hours.

*Note: Some programs only offer certain courses once a year, or even once every two years. Be sure to communicate with your advisor to stay aware of the classes on such a cycle.

Who is my advisor?

You can go to our Advising and Registration page to view the current list of Advisors for Distance Learning programs. You can also access your advisor's name through myWCU, once you have been accepted into your program and returned your intent to enroll form.

How do I register?

Registration is completed online through your myWCU account. Check out our How Do I guide for detailed step by step instructions. Make sure to consult with your advisor before registering for classes. Once open, registration will remain open through the first week of classes.

How do I search for Distance Learning Classes?

Check out our How Do I guide for Searching for Classes for a complete walk through of the course search tool in myWCU and on our website.

Can I take a class at another school while I am student at WCU?

As long as you are in good academic standing, then you are free to take classes at other colleges. Before registering, it is essential to discuss your intentions with your advisor, so you can verify the transferability of courses before you commit to taking them. Approval for all

transfer courses besides Universal General Education Transfer Courses (UGETC) from a NC Community College, must be obtained by submitting the [Transient Permission Form](#).

If you are planning to take a class at a NC Community College, you can use [our NCCCS Equivalency page](#)

 If you are planning to take your class at any other college or university, you can use the [Look-up Tool](#) to verify transferability.

You can also use [UNC Online](#) to find an equivalent course at one of the 15 other UNC System schools.