myWCU INSTRUCTIONS

Accept Terms & Conditions and Award

1. Log into myWCU
2. Select "View/Accept Awards" in the Financial Aid section
3. Choose the aid year then Submit
4. Select the "Terms and Conditions" tab
5. Read and accept Terms and Conditions
6. Select the "Accept Award Offer" tab. Follow instructions to accept or decline all or part of your award offer

Federal Student Loans

1. Complete entrance counseling at **studentloans.gov**
2. Once logged in select Complete Counseling
3. Select Start Entrance Counseling
4. Follow prompts to complete entrance counseling
5. Sign master promissory note (MPN) online at **studentloans.gov**
6. Once logged in select Complete a Master Promissory Note
7. Select Subsidized/Unsubsidized
8. Follow prompts to sign the MPN

Federal Direct PLUS Loans

1. Apply for the PLUS loan at **studentloans.gov** by clicking Request a Direct PLUS Loan after signing in. **Note: Parent applying for loan will sign in using his or her information, NOT the student's information
2. Sign master promissory note (MPN) online at **studentloans.gov**

Add or Change Meal Plans

1. Log into myWCU
2. Click the "View Meal Plan Options" button in the Cat Card section
3. Choose the appropriate semester
4. Select whether you will reside on or off campus
5. Select your meal plan

Set Up Authorized Users

1. Log into myWCU
2. Click the top left Menu
3. Select "Accounts & Payments"
4. Choose the "Bill+Payment" option
5. Select the "Authorized Users" tab. Follow instructions to add/remove users

File for Graduation

- You may begin the graduation process upon completing a minimum of 90 semester hours
- A separate application must be filed for each major you have declared
1. Log into myWCU
2. Click the top left Menu
3. Select "Classes & Registration"
4. Choose "Apply for Graduation"

Monthly Payment Plan

- For more information about a payment plan, contact Tuition Management Systems directly at **wcu.afford.com** or 800-208-4785
1. Log into myWCU
2. Click the top left "Menu"
3. Select "Accounts & Payments"
4. Choose "Set Up or Change a Tuition Payment Plan"

Register a Vehicle

1. Log into myWCU
2. Click the top left Menu
3. Select "Other Requests & Tasks"
4. Choose the option to "Renew Vehicle Registration". You will need your vehicle insurance, tag, & driver's license to complete the online form

Cat Cash

- As a student:
For immediate access to cat cash, it is best to use the Cat Cash loading machines located in Courtyard, Library, OneStop, and the University Center
1. Log into myWCU
2. Click the "Add CatCash" button in the My CatCard section
3. Log in with your 92# and date of birth
4. Check the box to add Cat Cash and include the amount
5. Complete steps to process your payment

- As a faculty/staff/parent/guest/non-authorized user:
  - Follow instructions for Specialty Payments under Make a Payment

Direct Deposit

1. Log into myWCU
2. Click the top left Menu
3. Select "Accounts & Payments" then "Make a Tuition Payment"
4. Select the "eRefunds" tab and then "Set up Account"
5. Choose an existing account or set up a new account. Provide the bank account information, the billing information and click Continue
6. Select the box to indicate your authorization to have your account debited for this payment only

Release of Student Information

1. Log into myWCU
2. Click the top left Menu
3. Type "Release" in the search
4. Select "Update Release of Information Security Codes"
5. Create a 6-digit code for yourself as well as other person should you wish someone other than yourself to have access

Make a Payment

🐾 As a student/faculty/staff:
1. Log into myWCU
2. Click the top left Menu
3. Select "Accounts & Payments"
4. Click the "Make a Payment" button and process your credit/debit card* or web check payment

🐾 As an authorized user:
1. Log into your Authorized User account
2. Click the "Make a Payment" button and process your credit/debit card* or web check payment

🐾 Specialty Payments for:
- Cat Cash
- Housing Deposit
- Tuition Deposit
- Orientation Registration
1. From http://wcu.edu/ click the Quick Links in the top right corner
2. Select OneStop
3. Select Make a Payment under Student Accounts
4. Scroll down to mid-page and click on Specialty Payment Login
5. Enter the student's 92# and date of birth then check boxes for all that apply and proceed with your payment information

*convenience fee applies

1098-T Tax Notification

1. Log into myWCU
2. Click the top left Menu
3. Select "Accounts & Payments
4. Choose "Obtain 1098-T Tax Notification"
5. Follow instructions

Student Blue Health Insurance

1. Log into myWCU
2. Click the top left Menu
3. Select "Other Requests & Tasks"
4. Choose the option to "Enroll or Waive Health Insurance"
5. Select to "Waive Health Insurance" or "Register for Student Blue Health Insurance." Follow instructions

Transcript Request

🐾 For currently enrolled students:
1. Log into myWCU
2. Click the top left "Menu" and type *transcript* in the search
3. Select "Order Official Academic Transcript"
4. Choose to order a pdf or printed transcript

🐾 For alumni or students away from Western for 1 or more years:
1. Go to http://transcripts.wcu.edu
2. Select Former Student
3. Select "Order Official Academic Transcript"
4. Choose to order a pdf or printed transcript

Title IV Authorization

1. You may authorize payment of education related expenses and prior year expenses by following these instructions:
2. Log into myWCU
3. Click the top left "Menu"
4. Select "Account & Payments" then "Account & Payments Home"
5. Select "Title IV Authorization"
6. To make the authorizations, click Submit. To disapprove the authorizations, click on the down arrow next to Authorize and select Do Nothing, and click Submit

Verification/Enrollment Certification

1. Log into myWCU
2. Select "Other Requests & Tasks"
3. Click on "Request Official Enrollment Certification"
4. Click the radial button for either *Current* or *All Enrollment*
5. Click on "Obtain an enrollment certificate" for a pdf download

View My Schedule

1. Log into myWCU
2. Click the top left Menu
3. Select "Classes & Registration
4. Choose "View My Schedule"

Withdrawals

🐾 Withdraw from a Course:
- Refer to your advisor to make certain you are able to withdrawal from a course & still keep on track academically
- Check the Academic Calendar for withdrawal deadlines
1. Log into myWCU
2. Click the top left Menu
3. Select "Classes & Registration"
4. Choose "Withdraw from a Course" and follow the instructions

🐾 Withdrawal from the University: Must meet with the Advising Center