



*The Honors College Mentoring
Program proudly presents...*

THE MENTEE HANDBOOK

The Advice and Guidance of
WCU Upperclassmen

Dear First Year Student,

Congratulations on your acceptance to Western Carolina University and the Honors College!

Throughout the pages in this handbook is advice, guidance, instructions, and general knowledge about Western Carolina University and the surrounding area that we wish we had known as freshmen. Everything from operational hours of WCU facilities and how to keep off that dreaded freshman 15 to how to change the toilet paper (it's trickier than it sounds, trust me) has been included. We hope that the information provided helps you have a great first year here at WCU.

Congratulations again on your achievement. We look forward to your arrival.

Sincerely,

The Honors College Mentoring Program

Table of Contents

Before Your Arrival

Parking Permits and Health Insurance	5
Supplies Suggestions	6
Move-In	8

Upon Your Arrival

Campus Mail.....	9
Book Rentals	9

While You're Here

Guidance

Transition Tips	10
Roommate/Suitemate Etiquette	12
Freshman 15 Prevention	15
Microwave Recipes	18
Study Resources	23
Surrounding Area	24

Instructions

Changing Toilet Paper	26
Retrieving Game Tickets	28
Audit Printing	29
PawPrint	26
CatCash	30

Information

Emergency Contacts 31
Honors College Contact Information 32
Campus Resources 33
Car Pool Contacts..... 34



Before Your Arrival

Parking Permits

Unlike some college campuses, WCU allows freshmen to have cars. This can come in handy when traveling to Sylva or Dillsboro or for traveling home. To purchase parking permits (which are required to park on campus), login to your My Cat account with your 920# and password, select the “Personal Services” tab followed by the “Student” tab, and click the “Annual Student Vehicle Registration” link. You’ll want to have your license plate number and insurance information ready for the process. This year the permits are \$96.00. You’ll receive your mirror tags in the mail before arrival if you order early enough. If not, you can pick them up at the Killian Annex One Stop.

Health Insurance Waivers

WCU, like all public colleges, requires health insurance for all its students. The university provides insurance to students who are not on their parents’ health insurance plans at the cost of around \$700 a semester. However, if you already have insurance, you do not need to pay for WCU insurance.

Simply log into your My Cat account with your 920# and password, select the “Personal Services tab followed by the “Student” tab, and click the “Health Insurance Information and Waiver” link. You will want to have your health insurance information readily available to complete the process. WCU will send an email confirming that the waiver has been granted.

Supplies Suggestions

- pencils (You can never have too many.)
- printer ink and printer
- Quarters (Necessary unless you have Cat Cash, it helps with laundry, printing, drinks, snacks, etc. None of the staff on campus are allowed to make change.)
- Loose leaf paper
- notebooks
- pens
- power strip(s)/surge protector(s)
- Internet and cable cords (You'll want to buy long cords so you can set up your room the way you'd like without having to worry where the outlets are.)
- fold-up chair/futon (One desk chair is included in the room. We suggest these for extra seating capacity, but they aren't necessary.)
- hamper with wheels
- rugs
- cabinet/shelves for storage
- fridge with a separate freezer compartment (Be sure to consult with your roommate about the bigger room items. Also, consult Residential Living policy on the maximum size)
- microwave (See above note.)
- Tape
- command strips (This item is a very controversial one. Some students have problems with removal, others don't. However, here is something most don't know: if command strips remove paint off your residence, keep the strip, take pictures and send it with a letter to 3M. They'll pay for the damages.)

- pots and pans (In case you use the kitchens in the residence halls.)
- hot mits/pads if you bake
- flashlight
- fan
- alarm clock
- can opener
- umbrella (We Carry Umbrellas [WCU])
- disposable flatware/camping flatware (I'd recommend camping flatware if you don't mind doing dishes).
- organizers that hang (good for shoes, ladies).
- cleaners (Clorox Wipes are a lifesaver. Any cleaners really. Bathrooms are cleaned by the students in Balsam.)

Don't bring all of your clothes. The closets are smaller than they look. Bring your summer wardrobe to start, and when it starts getting chilly, switch it out for a winter wardrobe.

If you've accidentally forgotten something, the campus bookstore is great. You can spend financial aid money there, too. Other great places to shop include Walmart right here in Sylva. The C-store carries some kinds of food as well.

Items you may not realize are banned: mace (it's considered a chemical weapon), toy weapons (yes, this includes Nerf guns), electric blankets, and any items with exposed hot plates or coils (toaster, coffee pots, etc.). This is not a complete list of banned items, so check with Residential Living for the whole list.



Move-In

Freshmen move-in is no picnic. All the freshmen move in on the same day, August 16th, and a freshmen class can consist of upwards of 1,500 students. Here's a brief overview of freshmen move-in:

When you pull into campus, you'll be directed to the correct residence hall by both signs and traffic coordinators. You'll pull up, unload your vehicle on the sidewalk, and then move your car so the next can pull up. There will be lots of students there to help carry your stuff to your room; in fact, they will have a lot of it outside your door before you return from getting your room key.

During move-in, the elevators of the buildings are only used for heavy, large items (microwaves, televisions, and fridges (especially in the freshmen designated dorms, Scott and Walker)). Everything else will be carried, even up the stairs. Keep this in mind when you pack your stuff. Large boxes can be difficult to maneuver in the stairwells, which will have two way traffic.

When arranging your room, start with rugs and move to bigger items (futons, etc). Try to keep your roommate's side as clear as possible (especially in the freshmen designated dorms). Your roommate could arrive at any moment.

Have some fun with move-in. You only experience freshmen move-in once.

Campus Mail

The mailroom is located on the second floor of the UC. Within the first week, it is advised to go sign the proper forms and collect your mail key. You will be assigned a mailbox. You will use the address format below for standard mail and packages. Do not use your dorm room address. Your address will be:

245 Memorial Drive
Suite # (Your suite #)
Cullowhee, NC 28723

Book Rentals

WCU has a really cool book rental policy. At the bookstore, off to the right near the back is the entrance for book rental.

You'll give your CatCard to the worker, who will then look up your book list for your classes. He or she will print out a card which you'll hand to a book runner, and then you'll wait in line for your books according to the first letter of your last name.

As long as you don't severely damage your books, you can use them for the semester free of charge. You can even write and highlight in them! Just don't leave them out in the rain or light them on fire. You may need to purchase additional, less expensive texts called supplemental books. They are located on the left organized by subject and class.

Transitioning Tips

DO go to class. Even if it's at 8 am. Even if it's the end of the semester. Even if you pulled an all-nighter right before. **Go.** Most classes only allow so many absences, and they go fast.

DON'T get off to a bad start with your roommate. It's nearly impossible to get into a new room the first few weeks of class, and chances are there won't be an opening.

DO try to keep your half of the room/suite clean, or at least keep the mess to your side of the room.

DON'T just sit in your room on Tumblr/Facebook/whatever. **Go out** and meet people. This is college. There are people from all over the world who might have some similar interests. (The Honors College has a student advisory board that meets Wednesdays at 5:00 pm this semester, and WCU hosts Valley Balleyhoo, a student organization fair you can attend at the beginning of the year.)

DO try to go to the gym or be active. Even if it's just hiking from Balsam to Moore a few times a week, it will keep the dreaded Freshman 15 off. Fitness concept classes can be great options as well.

DON'T hesitate to ask questions! Ask mentors, classmates, teachers, random people in the hall. We're the Honors students. You won't come off as weird at all.



DON'T procrastinate, even if you work well under pressure. Don't do it.

DO take advantage of the natural resources that we have here. Grab a waterfall or trail guide that the Parks and Rec majors designed. Consider taking the ski class (that one always fills up super fast).

DO utilize the library. It has classic movies and tons of music in addition to a lot of school resources.

DO be aware of how many board meals and how much declining balance you have. It is very easy to forget and run out before the semester ends.

DO pay your housing fees for the next year as soon as possible so you get the dorm/room you want. The rooms get taken fairly quickly.

DO be patient when registering for classes because, during the midnight rush, the system is usually very slow. Honors students are the first to register for classes.

DO visit the Sylva pet store if you're feeling a bit down. They always have puppies for sale and you can snuggle with them.



Roommate/Suitemate Etiquette

For Roommates

A good or bad roommate relationship can make or break your college experience. So here are some tips to help make that roommate relationship golden.

- Agree upon room ground rules on day one or before you move in, even if you're rooming with a friend. Things to discuss should include:
 - guys/girls being over (You know what I mean!)
 - chores
 - sleep schedules
 - music/TV volume rules

Uphold these rules and try to be mindful of each others' lifestyle (but try not to come off as bossy).

- Talk about problems. If your roommate doesn't like lights on when he or she is trying to sleep, bring a small light for when you stay up late. Let your roommate know if you plan on coming in late. Small things like this let your roommate know you respect them.
- Clean up your stuff. If it gains a weird smell, it is time to throw it out! This also means doing dishes and laundry in a timely manner. No one wants to live with a slob.
- Have your roommate's contact information. In case "Alohomora" doesn't work, it will cost you \$10 for an RA to unlock your room. You might as well try to call your roommate.
- Shower. Please take care of your personal hygiene. It will not only make your roommate happier, but everyone else you encounter.
- Don't wake up a sleeping roommate, unless it is endangering someone's health or safety, such as finding a troll in the bathroom.

- Stay off your roommate's bed unless permission is granted. Same goes for touching their stuff on their desk.
- Be nice. Sharing is caring. You have no obligation to share everything, but if your roommate desperately needs to borrow a paperclip, be reasonable.
- Don't eat your roommate's food without permission.
- If the toilet paper runs out, replace it! See instructions in this handbook if you can't figure out how. Use "accio toilet paper" if someone forgets.
- Remember the problems we mentioned before? Discuss with your roommate about problems before discussing them with everyone else on the floor.
- If all else fails, grab your wand and use "Petrificus totalus!" But seriously, if there's a major problem, talk to your RA.

For Suitemates

For single rooms, make sure to unlock the bathroom door to your suitemate's room after use, otherwise your suitemate will not be able to get in to use it. You can tape a sticky note over your door handle to help remind you.

For Neighbors

Residence halls are like hotels. Lots of people in a small space. Here are some tips for getting along with your neighbors:

- Be mindful of all of the above.
- Watch your volume, especially late at night. No matter if you are in a building with cinderblock walls or sheetrock walls, noise still comes through. Also keep in mind that people can live above and below you!

- If over the age of 21, try not to drunkenly knock on your neighbor's door in the middle of the night; they might just “stupefy” you.
- Don't clog up the hallway with your stuff. Occasionally while you're vacuuming it makes sense. Overnight does not.
- If you choose to hang out in the hallway, let people walk through in a way that won't cause them to trip over you and break their necks.
- Don't hog the common rooms. They're a great place to make friends. Hang out every day if you'd like, but don't dominate the TV.
- In some dorms, the doors do not shut by themselves; however, this does not mean you have to slam it with your entire might every time you enter or exit your room (especially at 3:00 am when you go to the restroom or 6:00 am when you go for your morning run).
- Don't leave trash outside of your door.
- There are community kitchens, but there's a difference between eating someone's half of a leftover pizza and borrowing a pinch of salt for your soup. Be respectful and mindful of others.
- Again, if there is a major problem, “Petrificus totalus” and then talk to your RA.

For Residential Living

Residential Living at WCU works hard to provide comfortable and safe environments for its students through a dedicated professional staff and student Resident Assistant staff. In order to make a pleasant year for everyone, please refrain from tearing off stuff from other people's doors and writing/drawing crude things on their white boards. These actions aren't funny and can easily ruin the atmosphere of the residence hall community. Remember, be courteous.

Freshman 15 Prevention

Healthy Eating Options

Panda Express gives you a lot of food for really cheap, and it's still pretty good the next day when you microwave it. For healthy options, you can get the broccoli chicken or the mushroom chicken for 180 calories! Just remember to count the calories of the rice (about 330). Also, a veggie spring roll is 160 calories. Avoid anything greasy or fried. Those items come in from 300-500 calories per serving - without the rice!



McAlister's is difficult to do a calorie count for. My best suggestion is to Google their nutrition information because it seems to change. My best suggestions? A "Choose Any Two" with the French Dip or the New Yorker and a soup (about 500 calories for the meal). Most vegetarian options look healthy, but they are usually high in calories.

For Zoca's and Burger Studio, there is a large board in the downstairs of Courtyard by the copier (near Freshen's). Use these to determine calorie count, and figure out what works for you. They do not post nutrition online.

Freshen's lists a couple of smoothies that have calorie counts. All three of these are very tasty. If you are really craving ice cream, I'd get frozen yogurt with some toppings. But be sure to Google their nutrition information!





Starbucks has some suggestions of low calorie drinks. I'd go for those or a plain coffee or tea and put in some cocoa or vanilla at the sugar station. Try going for skim milk and sweet and low for even lower calories! The petite treats are nice because they list the calories. However, the larger treats, such as the slices of loaves, are very high in calories. Around 330 calories for a slice!

Upstairs lists calorie counts for some items. I recommend those. For anything else you are going to have to guess. Fruits and veggies are typically a safe bet! They have a nice salad bar tucked over near the pizza station. It's really easy to over eat upstairs and on campus. Only eat if you're hungry. Over eating can result in serious weight gain.

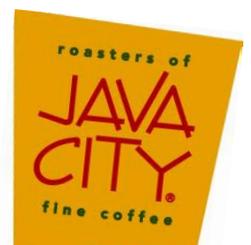
Einstein's is fairly simple because they give you calorie counts on some items. Just trust me - go for the items they give you the info for. Most others are upwards of 600 calories. The bagels are about 250-300 calories. Try for the regular coffee or tea. Both are great choices.

For Papa John's, figure out what you are going to get online and count it. This is nice for an occasional craving. The C-Store's pizzas are also good (they're in the frozen section) and provide the calorie on the packaging since they are brands like Lean Cuisine.



At Chick-Fil-A, the salad is decently low calorie. The 8 piece chicken nuggets come in at about 270 calories.

At Java City, they have some nice salads in the refrigerator case. I'd take the same tactic drink wise as with Starbucks and Einstein's.



Exercise Options

Exercise! It doesn't have to be for long, just do it!

First, if you are serious about watching your weight, you **HAVE** to know how many calories you should be eating. I suggest checking out *caloriesperhour.com* to determine that. No matter what, do not go under 1200. Your body needs enough calories to survive. If you eat only, say, 600 calories a day, your body will go into starvation mode. You will gain fat and weight.

After you have determined this, watch what you eat. Check the calories. See the two previous pages for some healthy food options on campus. Or at least low calorie in some cases. Just remember, low calorie does not mean healthy. Also, it's okay to have a treat once and a while.

What You Can Do:

- Walking. Our campus isn't so big that you'd get lost and never find your way back, but it's big enough to make you work up a sweat!
- Campus Recreation Center has Group X classes (\$10 a semester), a climbing wall, a gym for basketball, Intramural sports, and weights. You can also rent out equipment to play with!
- Reid Gym. Almost all of the Health and Wellness classes are taught here. There's also a pool!
- Base Camp Cullowhee. They organize a lot of mountain biking, hiking, rafting, and rock climbing trips. Look them up on Facebook and you'll stay up-to-date on everything going on! You can also rent equipment

Other Suggestions:

- Jillian Michael's Ripped in 30- DVD
- PopPilates
- Fitness section of Pinterest
- Couch to 5K plan

Youtube Suggestions:

- Fitness Blender
- Amanda Russell
- Strong like Susan
- Zuzkalight

Microwave Recipes

One of the laws of conjuring is that you cannot conjure food. It's true, we've tried. Allrecipes.com has a section for campus cooking. I've pulled out some favorites and added a few other things that helped me with my healthy eating habits.

Ramen:

One can seriously do a million things with ramen and make it healthy too! My personal favorite is to add two eggs to ramen. The eggs will cook to something like a sunny side up. I also add lime juice and capers to it.



Ramen noodles can also make a great crouton replacement on salad.

Adding chicken or shrimp to ramen can work wonders. Same goes for stuff like broccoli.

All the above pretty much applies to Mac and Cheese. I tend to mix eggs and some sort of chopped up lunch meat with my Mac and Cheese.

No Cook Quick Meals:



Easy, healthy breakfast sandwich: Nutella and goat cheese on whole wheat bread. It's packed with protein. If you do peanut butter instead of Nutella, it's even healthier!

Throw grilled chicken into your salad for the protein. Also, stay away from iceberg lettuce and opt for something more colorful or spinach. Iceberg lettuce is pretty much water with not too many vitamins.

Microwave “Cup”Cakes

Believe it or not, you can make “Cup” Cakes in the microwave. It takes an actual microwaveable coffee cup . It still has to be mixed together like a cake (with the brownie mix, water, and oil, but it does not need eggs). Put it in the microwave for 2.5 min (or until set up). One scoop of ice cream on top and BAM! A “cup” cake with ice cream.



Meatloaf in a Mug

Ingredients

- 1 slice white bread, torn into pieces
- 2 tablespoons milk
- 1/2 teaspoon Worcestershire sauce
- 1/4 pound ground beef
- 1 green onion, thinly sliced
- 1/4 teaspoon seasoned salt
- 1/8 teaspoon ground black pepper

Directions

1. Place the torn bread into a small bowl and pour in the milk and Worcestershire sauce. Set aside for a few minutes so the bread absorbs the liquid. Add the ground beef, green onion, seasoned salt, and pepper to the bread; mix well and place into a 10 ounce, microwave-safe mug.
2. Cook in the microwave at 70 percent power until the meatloaf is firm and no longer pink in the center, 4 to 5 1/2 minutes depending on the microwave. Remove the meatloaf from the microwave, and allow to stand 2 minutes before serving.

Pizza Bagel

Toast the bagel a little bit, put on pizza sauce, cheese and toppings, and zap in microwave for 30 seconds. Great breakfast on the go.

Microwave Eggs in a Cup

Use a ceramic coffee cup. Add a tablespoon of water and zap for about a minute, maybe more. I suggest adding salt and pepper.

Cornbread

Ingredients

- 1/2 cup all-purpose flour
- 1/2 cup cornmeal
- 2 tablespoons white sugar
- 2 teaspoons baking powder
- 1/4 teaspoon salt
- 1 egg
- 1/2 cup milk
- 2 tablespoons vegetable oil



Directions

1. Mix the flour, cornmeal, sugar, baking powder, salt, egg, milk, and vegetable oil in a microwave-safe glass or ceramic bowl.
2. Heat in the microwave on high, until a toothpick inserted into the center comes out clean (about 3 minutes), rotating the bowl halfway through cooking if the microwave does not have a rotating tray.

Microwave Baked Potato:

Ingredients

- 1 large russet potato
- 1 tablespoon butter or margarine
- 3 tablespoons shredded Cheddar cheese
- salt and pepper to taste
- 3 teaspoons sour cream

Directions

1. Scrub the potato, and stab several times with the tines of a fork. Place on a plate.
2. Cook on full power in the microwave for 5 minutes. Turn over, and continue to cook for 5 more minutes. When the potato is soft, remove from the microwave and cut it in half lengthwise. Season with salt and pepper and mash up the inside a little using a fork. Top the open sides with butter and 2 tablespoons of cheese. Return to the microwave, and cook for about 1 minute to melt the cheese.
3. Top with remaining cheese and sour cream before serving.

Butterbeer

You can't expect us to let you guys go without something yummy right? Here's a Potter inspired drink to enjoy.

Ingredients

- 2 cups of ginger ale
- 1 teaspoon of butter
- 1 teaspoon of brown sugar
- a pinch of cinnamon

Directions

1. Place the ginger ale in a 2-cup microwave-safe measuring cup and microwave on high until the soda is hot, but not boiling (about 1 to 2 minutes).
2. Gently stir in the butter to melt, and then stir in the brown sugar and cinnamon. Don't stir too vigorously to avoid the soda fizzing up. Pour the drink into mugs and serve.



Dessert

An Honors Board favorite (besides butterbeer).

Ingredients

- 1 tablespoon butter, softened
- 2 tablespoons white sugar
- 1/2 beaten egg
- 2 tablespoons sour cream
- 2 drops vanilla extract, or more to taste
- 1/4 cup all-purpose flour
- 1/8 teaspoon baking powder
- 2 tablespoons all-purpose flour
- 1 tablespoon brown sugar
- 1 teaspoon cinnamon
- 1 tablespoon butter

Directions

1. Stir 1 tablespoon of softened butter and white sugar together in a coffee mug until fluffy; stir egg, sour cream, and vanilla extract into the butter mixture. Add 1/4 cup flour and baking powder into the mixture; stir until smooth.
2. Mix 2 tablespoons of flour, brown sugar, and cinnamon together in a bowl. Mash 1 tablespoon of butter into the flour mixture with a fork or pastry cutter until mixture is crumbly; sprinkle over the cake batter in the mug.
3. Cook in microwave oven on high for 1 minute. Continue cooking in 10-second intervals until a toothpick inserted into the middle comes out clean.

Studying Resources

College is a whole different ball game than high school when it comes to studying it up. These are some time-honored tips to help you ace your exams and the finals!

Do **NOT** wait until the last second to start studying. If you spend an hour or two a day studying, then you don't have to pull all-nighters in the library come finals week.

Use the Writing Commons. Professors will tell you this. Listen and use it. Some professors even give extra credit to papers that were checked over by the writing center.

Your professors and classmates are also great resources for studying. Don't be afraid to ask your professor for help. Your professors have office hours; use them. WCU professors all want you to succeed.

It might sound silly and awkward, but ask an upperclassman if you can't figure things out. They're typically really nice, understand what you're going through, and want to help.

Your English 101 class will take you to the library and get you oriented with the system. You can also borrow stuff like flash drives and Kindles from the Technology Commons. (If you're not taking English 101, ask an upperclassman.)

Study groups are awesome, as long as you actually study. The library has private rooms that you can use. If the group gets distracted, get everyone back on task or separate yourself from the group. Your exam is more important.

Surrounding Area

Downtown Sylva

There's a really great library in town, and for the first few weeks of school, there are bands playing in the park. There are great little coffee shops, music stores, bookshops, an outdoors shop where you can get disc golf discs for reasonable prices (they might give student discounts), a bike shop that sells and repairs any kind of bike, a bowling alley that opened just last spring, a movie theater, and a pretty great night scene if you like indie local music.

Restaurants in the area include:

Pizza Hut, Sonic, Bojangles, City Lights Café and Bookstore, Burger King, Ryan's, Jade Dragon, McDonald's, Waffle House (a late night favorite), Kobe Express (by Walmart), Jack the Dipper (best ice cream place around), Colima's and El Pacifico (Mexican restaurants), Zaxby's, O'Malley's, Bogarts, Nick and Nate's, Speedy's, and more.

Dillsboro



It's smaller than Sylva, but it's quaint. There's a chocolate shop with really great homemade fudge. There's a Greek restaurant that has **SPECTACULAR** food (get the flaming cheese!). ClayMates is a great place to go to create a nice homemade gift and Dogwood Crafters has the finished products, locally made. In December, the shops all stay open late, luminaries line the streets, and there's a horse-drawn carriage

that goes through the town, and caroling. It's a jolly good time!

Restaurants in the area include:

Kostas (Greek restaurant), Huddle House, Jarrett House, and a BBQ smokehouse.



Cullowhee.

The smallest of the three, but home to our little school. If you get tired of eating dining hall food every day, there's a little strip that has a few great little cafes. If you're a vegetarian, head on to Mad Batter. They have a wide variety of vegetarian-friendly meals and **AMAZING** coffee. If you're craving

something substantial, go down old 107 to Sazon's or down the block to Rolling Stone Burrito. They'll put nearly anything in a burrito, and on Fridays you can participate in the Fire in the Hole challenge where you attempt to eat a fiery, hot taco. For late nights, Subway is open 'til 9 most of the time, and Cat's Nip Cafe makes delicious sandwiches and coffee drinks. Even bacon hot chocolate! They're also open for breakfast and lunch. Bob's is open the latest and is where to go if you want a not-chicken biscuit for breakfast, and they sell the only Coke products for miles. And you can load up on Red Bull for the 24-hour library sessions at the end of the semester!



Changing the Toilet Paper

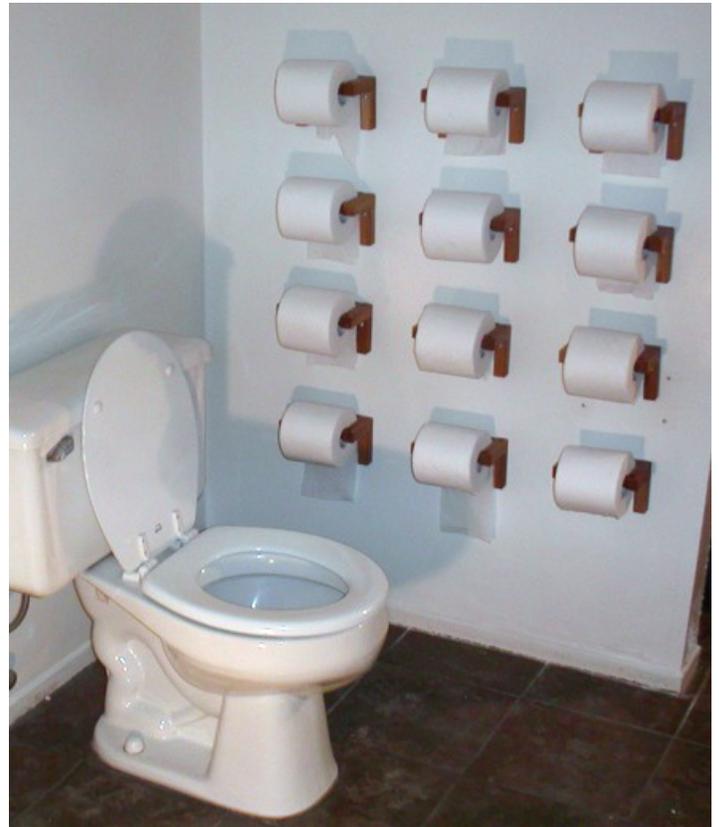
Some of you may think it's a bit silly we've included instructions on changing your toilet paper. However, it stumped all of us for the longest time, so we thought we'd pass on the clever trick.

Step 1: Completely finish the current roll of TP.

Step 2: Rip off the cardboard roll with force! (This is the step we never guessed as freshmen.)

Step 3: There should be a movable part in the little plastic metal thingamagig.

Push that part, and the roll holder should come out! (or use a table knife.)



PawPrint

Here at WCU, you can print from any copier machine on campus. All you need is a computer (which you have access to at various spots on campus), your CatCard, and some CatCash!

Step 1: Enter the following link into your web browser's URL box.

<https://pawprintdirect.wcu.edu/cps/index.jsp>

Step 2: Log in using the first part of your email (everything before the @) and your password. When the next page loads, you have options: To select black and white printing (5 cents a page), click on wcu-paw-print. To select color printing (25 cents a page), select wcu-paw-print-color.

- Step 3: Once you select your printing preference, another page will load. You can browse and select the document or type the URL of the webpage you need printed, type in how many copies you need, and the page range you need. Once all the information is entered, hit the submit button on the page.
- Step 4: You're halfway there! Your document is now on the rosters of the PawPrint system. Next, go to the copier you're nearest to. Swipe your CatCard, and on the small panel, you'll see it says "search" over/beside one of the buttons. Push that button. Then "all documents" will appear over another button, which you will also push.
- Step 5: A list of documents that are in the PawPrint system will appear. Select your document (usually listed by number of pages). It'll tell you the charge to print the document, which you will have to accept with a button. Then your document will print.

Retrieving Game Tickets

In order to attend the various athletic events held every year at Western Carolina University, students must reserve/claim their tickets in advance through a student ticketing system. Here's how to do it.

Step 1: Copy and paste the following web address into the URL box of your web browser. <https://www.ticketreturn.com/wcu/SignIn.aspx>

Step 2: For the first time logging in, you'll use your 920 # (which is assigned to you by Western Carolina) for your User ID and "guest" as the password. Once you've entered the first time, you can easily change your password.

Step 3: Once you've signed in, on the left hand side of the screen you'll see the link "Request/Claim Tickets." Click that link.

Step 4: After the page has loaded, scroll through the events and click on the one you want tickets for. (Notice you can only request tickets for home games [colored yellow on the page].) Another page will load. On this page, you'll enter the number of student tickets (1) you want to reserve in the entry box. (If you have guests who are attending the game as well, you'll enter the number of guests in the next entry box.) Then click continue.

Step 5: A confirmation page will appear confirming your tickets are claimed. You're all set to head to the game decked out in purple and gold! You must have your CatCard and bring your printed ticket will give you faster check-in.

Audit Printing

Depending on your major, you may be required to print and bring your own audit form to your advising sessions. If you don't, it's handy to know where you stand as far as your class requirements.

Here's how to look at and print it:

Step 1: Log into MyCat.

Step 2: Click on the tab labeled "Personal Services."

Step 3: Click on the tab labeled "Student."

Step 4: Click the "Student Records" link.



Step 5: Click on the "Degree Audit/Evaluation" link.

Step 6: Select the term.

Step 7: Scroll to the bottom of the page and click the "Generate New Evaluation" link. Make sure you check the little bubble with your basic degree information listed. Then generate the request.

Step 8: From there, you can see which classes you need, if your classes are double dip credits, and a bunch of other stuff. It's also super handy for when you're signing up for classes.

Step 9: To print, make sure you right click and use "print frame" instead of the normal file-print way.

Alternate Step 5: Click on "Unofficial Transcript" to view your history chronologically.

CatCash

One of the most important items you'll receive from Western is your CatCard, it is your key to residence halls, holds your declining balance, board meals for the dining hall, and your CatCash, which allows you to do laundry, print, and make purchases from the bookstore . Here's how to add CatCash to your CatCard.

Step 1: Log into your MyCat account. Select the "Personal Services" tab followed by the "Student Tab." From the links listed, select "Account and Payment Information."

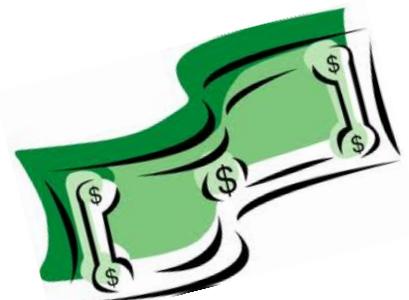
Step 2: A new window will load. From the listed links, select "Special Payments." A new window will load that is labeled "Banner Payment Portal Login." You'll log in with your 920# and your new MyCat password.

Step 3: Once logged in, you'll see a check list with options to pay certain items like housing fees. At the top, you'll see CatCash listed. Check the box and enter the dollar amount you'd like to add on the right. Then hit pay now.

Step 4: You'll enter the payment information requested and finish out the payment process.

Things to keep in mind:

- ~ Your CatCash takes about an hour to process and be put on your card. You will not be able to access it right away.
- ~ **The Banner Portal to add CatCash is inaccessible between 11:00pm to 12:05am.**



Emergency Contacts

WCU Emergencies
(828) 227-8911

Cullowhee Fire Department
911

Jackson County Emergencies
911

Jackson County Sheriff's Office
(828) 568-4355

Jackson County Transit
jctransit@jacksonnc.org
(828) 568-0233
(828) 568-3133

WCU Police Department
(828) 227-7301 (non-emergency line)
Also known as the creeper hotline
<http://police.wcu.edu>

WCU Tip Line
(828) 227-8477

WCU Counseling
and Psychological Services
(828) 227-7469
(828) 227-8911 (after hours)

R.E.A.C.H.
Domestic Violence Assistance
(828) 586-8969
(828) 586-4488
(828) 369-5544

Sylva Police Department
(828) 586-2916

WestCare Health System
Harris Regional Hospital
(828) 586-7000



Blue light phones are located throughout WCU campus. If you ever find yourself in an emergency, just pick up one of these phones and UPD will respond.

Honors College Contact Information

Unofficial Facebook Page:

<https://www.facebook.com/groups/115432771816479/>

Office Location: HC 101 Balsam Hall

Brian Railsback

Dean of the Honors College

(828) 227-2101

brailsba@email.wcu.edu

HC 105 Balsam Hall



Steve Carlisle

Associate Dean of the Honors College

(828) 227-3276

carlisle@wcu.edu

HC 102 Balsam Hall



Emily Sharpe

Director of Honors and Pre-Professional
Advising

(828) 227-3277

easharpe@wcu.edu

HC 103 Balsam Hall



Bonnie Beam

Executive Assistant

(828) 227-7383

beam@email.wcu.edu



Campus Resources

WCU Parking Services

(828) 227-7275

[http://police.wcu.edu/
parking.htm](http://police.wcu.edu/parking.htm)

Career Services

205 Killian Annex

(828) 227-7133

careers.wcu.edu

WCU Cat-Tran

(828) 227-8726

dtaylor@email.wcu.edu

Writing and Learning Commons (WALC)

Belk 207

(828) 227-7197 (writing help)

(828) 227-2274 (course tutoring)

walc@email.wcu.edu

WCU Office of Equal Opportunity and Diversity Programs

Title IX Coordinator

(828) 227-7116

Mathematics Tutoring Center (Math Lab)

455 Stillwell

(828) 227-3830

mathlab.wcu.edu

WCU Health Services

(828) 227-7640

Advising Center

2nd Floor Killian Annex

(828) 227-7753

WCU Intercultural Affairs

(Women's Center)

(828) 227-2276

WCU Student Community Ethics

(828) 227-7234

Residential Living

1 Scott West

(828) 227-7303

housingquestions@wcu.edu

One-Stop

(828) 227-7170

Student Support Services

138 Killian Annex

(828) 227-7127

sssprogram@wcu.edu

Carpool Contacts

Emily Ashe - Sylva, NC

(828) 507-9180

ecashe1@catamount.wcu.edu

Allison McAndrews - Asheville Airport

(Perfect opportunity if you live out of state)

(774) 521-7667

admcanrews1@catamount.wcu.edu

Ginny Simpson - Goldsboro, NC

(919) 223-1864

vlsimpson1@catamount.wcu.edu

Sarah Trombley - Greensboro, NC

(336) 951-7733

satrombley1@catamount.wcu.edu

Ashley Murray - Salisbury, NC

(980) 208-4194

ammurray2@catamount.wcu.edu

Theresa Sherbert - Statesville, NC

(704) 740-7347

tesherbert1@catamount.wcu.edu

Michelle McDuffie - Zebulon-Raleigh Area

(919) 274-6411

mjmcduffie1@catamount.wcu.edu

Brannigan Barker - Troutman, NC

(704) 880-0022

babarker3@catamount.wcu.edu

Wesley Myers- Advance, NC

(336) 972-7557

wmmyers2@catamount.wcu.edu

Many of these
drivers will drop
you off along the
route if you need.
Just ask!

