

**WESTERN CAROLINA UNIVERSITY
FIELD GUIDE FOR MILITARY
STUDENTS**





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Dear Catamount,

Greetings and welcome to Western Carolina University! Whether you are Active Duty, Guard, Reserve, Veteran, or a military-affiliated family member, I would like to say thank you for your sacrifices and dedication to our country!

We are so excited to have you as part of our university and look forward to assisting you through your educational journey. We know that military education benefits can be confusing at times, and we are at Military Student Services here to make it as easy as possible for you!

Military Student Services will be responsible for processing any military or VA education benefits you plan to use. We can also assist you with balancing your school and military obligations. If you haven't already, I encourage you to visit our military website at military.wcu.edu.

Please seek advice from Military Student Services on your military benefits as it is the responsibility of our office to certify your benefits. Other departments may have definitions that differ from those of the military funding agencies. We are here to help you navigate both WCU's procedures and your military funding agency.

The information gathered here is a great starting point. We will update this manual annually, however please keep in mind rules and regulations may change at any time. The VA website and/or your Educational Services Offices will have the most up-to-date information.

Feedback is key to ensuring we are doing an exceptional job of meeting your needs as a military-affiliated student. Please feel free to contact us at any time with questions, concerns, and feedback!

I look forward to working with you during your time as a Catamount and again, welcome to WCU!

Briana Ford
Director, Military Student Services
Western Carolina University

MILITARY STUDENT SERVICES



WCU Military Student Services is part of the Educational Outreach Department and located in the Cordelia Camp Building. Our office hours are Monday – Friday, 8 AM to 5 PM, so please stop by, call or email!

Here is a quick breakdown of what we do to assist you:

Briana Ford, Director:

- School Certifying Official
- Admissions Requirement
- Transcripts
- Student Agreements
- Veteran Advocate
- University Withdrawals

Dave Brown, Outreach Coordinator

- Recruitment
- Campus Services
- SVA Liason
- Transcript Reviews
- Veteran Advocate
- Tuition Assistance

[Directions to Cordelia
Camp Building](#)

When coming in the main campus entrance, take the first right out of the traffic circle, then turn right at the stoplight and you will see our building. Our office is located inside the left-hand glass doors as you are facing the building.



BENEFIT TYPES AND INFORMATION

Students may qualify for more than one benefit at the same time. However, students are only permitted to use one benefit for classes; no 'double dipping' is allowed. For example, you may qualify for Post 9/11 & Tuition Assistance, but you can only use one or the other for each class- you may not receive GI Bill and TA for the same course. You can, if you chose, split a semester between the two benefits. This is not recommended. There is one exception to this rule. Those who qualify for MGIB-SR (chapter 1606) and Federal Tuition Assistance, may use both benefits at the same time for the same class.

Western Carolina University does not determine your eligibility for benefits. This decision rests with the VA and/or your branch of service. Also, keep in mind, the VA does not always communicate information to the school. We depend on you to share any changes or updates to your benefits with us.

Due to the complexity of VA regulations, each situation is unique. The school cannot determine eligibility, pay rates, or months of benefits. VA regulations exclude school representatives from advising students on what actions to take regarding VA benefits. It is the students' responsibility to learn about their VA benefit options and to decide what is best for their situation. WCU Military Student Services is here to assist you in accessing that information and connecting you with resources, but WCU MSS is not responsible for making decisions for you. Per VA regulations, the school will report accurate information to the VA in a timely manner based on the student's request.

DO NOT IGNORE YOUR BILL! IF YOU ARE UNSURE OF THE BALANCE OR FEEL IT IS INCORRECT, CONTACT OUR OFFICE IMMEDIATELY! Ignoring your bill will cause you to be dropped from all your classes for nonpayment.

The following sections will breakdown each different educational benefit, what documents we need, how you will get your benefit stipends, and more.

POST 9/11 GI BILL (CHAPTER 33)

ALL STUDENTS USING THIS BENEFIT MUST CONTACT MILITARY STUDENT SERVICES EACH SEMESTER WHEN YOU REGISTER FOR CLASS TO CONFIRM YOUR BENEFITS.

- If this is your first time using this benefit, you will need to apply for your benefits at vets.gov.
- Once complete and approved through the VA, please send a copy of your Certificate of Eligibility (COE) to Military Student Services as soon as you receive it.
- If you have used this benefit previously at another school, please complete VA Form 22-1995 and provide a copy to the certifying official.
- The VA pays the school directly for the tuition and fees. Only the in-state rate is approved. The VA does NOT pay the out of state tuition rate.
- There will be an estimate put on the student's account for the amount we expect to receive from the VA for tuition and fees only. This is just an estimate and may be adjusted based on what the VA actually pays the school.
- **With the exception of in-state tuition and fees, ALL charges at the school are the responsibility of the student and due at the regular due dates. This includes housing and meal plans.**

PLEASE KEEP IN MIND:

- **If this is the first time you are using this benefit**, it can take the VA up to 12 weeks to process your certification once it is submitted. **You will not receive your housing allowance until mid to late semester**. Late October for Fall/late March for Spring. Budget accordingly.
- If you are due a refund, we cannot refund you until we receive payment from the VA. Therefore, all or part of your refund may be delayed. You should expect these funds to arrive mid to late semester. Budget accordingly.

Post 9/11 GI Bill grants eligible service members with up to 36 months of educational benefits. Remember to keep an eye on the months of eligibility you have remaining.



POST 9/11 GI BILL (CHAPTER 33)

The table below breaks down what is covered by the Post 9/11 GI Bill:

<u>CHARGE</u>	<u>YES</u>	<u>NO</u>	<u>Notes</u>
Instate Tuition	X		Student responsible for the remaining out of state tuition amount
Fees charged to all students	X		
Program specific fees	X		
Deposit (Campus only)		X	Pay this to hold your spot. It is reimbursed later in the term
Orientation fees (Campus only)	X		Must contact Military Student Services in advance
Parking Permit (Campus only)		X	
Graduation fee	X		
Student Health Insurance (Campus Only)	X		Can be waived if student has other coverage
Dorm		X	Student is paid directly by the VA monthly for housing
Meal Plans		X	Student is paid directly by the VA monthly for meal plans
Bookstore Charges		X	Book rental program fee IS covered for UG on campus students
Fines (library, traffic, etc.)		X	



POST 9/11 GI BILL (CHAPTER 33) TOE

ALL STUDENTS USING THIS BENEFIT MUST CONTACT MILITARY STUDENT SERVICES EACH SEMESTER WHEN YOU REGISTER FOR CLASS TO CONFIRM YOUR BENEFITS.

- Service member transfers all or part of his/her Post 9/11 GI Bill to the dependent.
- New dependent users apply for this benefit at vets.gov.
- Provide a copy of your application and/or your certificate of eligibility to the certifying official.
- If you have used this benefit previously at another school, please complete VA Form 22-5495 and provide a copy to the certifying official.
- The VA pays the school directly for the tuition and fees. Only the in-state rate is approved. The VA does NOT pay the out of state tuition rate.
- There will be an estimate put on your student account for the amount we expect to receive from the VA for tuition and fees only. This is just an estimate and may be adjusted based on what the VA actually pays the school.
- **Except for in-state tuition and fees, ALL charges at the school are the responsibility of the student and due at the regular due dates. This includes housing and meal plans.**

PLEASE KEEP IN MIND:

- **If this is the first time you are using this benefit**, it can take the VA up to 12 weeks to process your certification once it is submitted. **You will not receive your housing allowance until mid to late semester**. Late October for Fall/late March for Spring. Budget accordingly.
- If you are due a refund, we cannot refund you until we receive payment from the VA. Therefore, all or part of your refund may be delayed. You should expect these funds to arrive mid to late semester. Budget accordingly.



POST 9/11 GI BILL (CHAPTER 33) TOE

The table below breaks down what is covered by the Post 9/11 GI Bill TOE:

<u>CHARGE</u>	<u>YES</u>	<u>NO</u>	<u>Notes</u>
Instate Tuition	X		out of state tuition will need to cover the remaining tuition
Fees charged to all students	X		
Program specific fees	X		
Tuition Deposit		X	Pay this to hold your spot. It is reimbursed later in the term
Housing Deposit		X	Pay this to hold your spot. It is reimbursed later in the term
Orientation fees	X		Must contact Military Student Services in advance
Parking Permit		X	
Graduation fee	X		
Student Health Insurance	X		can be waived if student has other coverage
Dorm		X	Student is paid directly by the VA monthly for housing
Meal Plans		X	Student is paid directly by the VA monthly for meal plans
Bookstore Charges		X	Book rental program fee IS covered for UG on campus students
Fines (library, traffic, etc.)		X	

MONTGOMERY GI BILL (CHAPTER 30)

ALL STUDENTS USING THIS BENEFIT MUST CONTACT MILITARY STUDENT SERVICES EACH SEMESTER WHEN YOU REGISTER FOR CLASS TO CONFIRM YOUR BENEFITS.

- Apply to use this benefit at vets.gov
- Provide a copy of your application and/or your certificate of eligibility to the certifying official.
- This benefit is paid directly to the student on a monthly basis. The VA pays at the beginning of the month for the previous month.
- **All charges at the school are the responsibility of the student and due at the regular due dates.**

PLEASE KEEP IN MIND:

- The student must call 1.877.823.2378 or log in to W.A.V.E to verify his/her attendance each month.
- If you drop a class, regardless of the grade, you will owe money back to the school or the VA.
- If this is the first time you are using this benefit, it can take the VA up to 12 weeks to process your certification once it is submitted. You may not receive your housing allowance until mid to late semester. Budget accordingly.
- If you have used this benefit previously at another school, please complete VA form 22-1995 and provide a copy to the certifying official.
- Due to the complexity of VA regulations, each situation is unique. The school cannot determine eligibility, pay rates, or months of benefits. VA regulations exclude school representatives from advising students on what actions to take regarding VA benefits. It is the students' responsibility to learn about their VA benefit options and to decide what is best for their situation.



DEPENDENT AND SURVIVOR EDUCATION ASSISTANCE (CHAPTER 35)

ALL STUDENTS USING THIS BENEFIT MUST CONTACT MILITARY STUDENT SERVICES EACH SEMESTER WHEN YOU REGISTER FOR CLASS TO CONFIRM YOUR BENEFITS.

- If you have used this benefit previously at another school, please complete VA Form 22-5495 and provide a copy to the certifying official.
- Apply to use this benefit at [vets.gov](https://www.va.gov/vets.gov) or complete the paper version VA Form 22-5490.
- Provide a copy of your application and/or your certificate of eligibility to the certifying official.
- This benefit is paid directly to the student on a monthly basis. The VA pays at the beginning of the month for the previous month.
- If you drop a class, regardless of the grade, you will owe money back to the VA or the school.
- **All charges at the school are the responsibility of the student and due at the regular due dates.**
- If this is the first time you are using this benefit, please remember it can take the VA up to 12 weeks to process your certification once it is submitted. Budget accordingly.
- We cannot discuss the student's account with anyone other than the student, including benefits, unless the student has completed the release of student information form.
- Due to the complexity of VA regulations, each situation is unique. The school cannot determine eligibility, pay rates, or months of benefits. VA regulations exclude school representatives from advising students on what actions to take regarding VA benefits. It is the students' responsibility to learn about their VA benefit options and to decide what is best for their situation.

ARMY TUITION ASSISTANCE



ALL STUDENTS USING THIS BENEFIT MUST CONTACT MILITARY STUDENT SERVICES EACH SEMESTER WHEN YOU REGISTER FOR CLASS TO CONFIRM YOUR BENEFITS.

- Complete the application at armyignited.army.mil
- Apply and be accepted to the university.
- Notify the Certifying Official you are using tuition assistance.
- Register for class in armyignited.army.mil
- Register for the exact same class at WCU
- There will be an estimate put on the student's account for the amount we expect to receive from the Army for tuition only. This is just an estimate and may be adjusted based on what the Army actually pays the school.
- **Any additional charges are the responsibility of the student and are due at the regular due dates.**

Remember: If you receive a bill that you believe to be incorrect, do not ignore it. Contact WCU Military Student Services

AIR FORCE TUITION ASSISTANCE



ALL STUDENTS USING THIS BENEFIT MUST CONTACT MILITARY STUDENT SERVICES EACH SEMESTER WHEN YOU REGISTER FOR CLASS TO CONFIRM YOUR BENEFITS.

- Apply to use TA per your military branch's specific requirements. See your ESO for details.
- Notify the Certifying Official you are using tuition assistance.
- Provide the certifying official a copy of your TA authorization form (Air Force form AF 1227).
- There will be an estimate put on the student's account for the amount we expect to receive from the military for tuition and fees only. This is just an estimate and may be adjusted based on what the TA actually pays the school.
- **Any additional charges are the responsibility of the student and are due at the regular due dates.**
- If you receive a bill you believe to be incorrect, contact Military Student Services immediately. Do not ignore the bill. 828.227.3074

NAVY, MARINES, COAST GUARD TUITION ASSISTANCE



ALL STUDENTS USING THIS BENEFIT MUST CONTACT MILITARY STUDENT SERVICES EACH SEMESTER WHEN YOU REGISTER FOR CLASS TO CONFIRM YOUR BENEFITS.

- Apply to use TA per your military branch's specific requirements. See your ESO for details.
- Notify the WCU Certifying Official you are using tuition assistance.
- Provide the certifying official a copy of your TA authorization form.
- There will be an estimate put on the student's account for the amount we expect to receive from the military for tuition and fees only. This is just an estimate and may be adjusted based on what the TA actually pays the school.
- **Any additional charges are the responsibility of the student and are due at the regular due dates.**
- If you receive a bill you believe to be incorrect contact Military Student Services immediately for assistance.



MILITARY AFFILIATED SCHOLARSHIPS & FINACIAL AID

There are many scholarships available to military members and their families. When searching for scholarships it is a good idea to compare the application requirements to the size of the award offered. For example, a scholarship that offers a \$200 award, but wants a 10-page essay is not worth the time. Another thing to be aware of when searching for scholarships is the credibility of the organization awarding the funds. Do you know the company? Does the website show past award recipients? Is there a fee to apply? The following is a list of scholarships and other financial aid that we know to be legitimate.

NC Veteran's Commission Scholarship (Dependents)

North Carolina's Scholarship Program was created to show its appreciation for the services and sacrifices of its war veterans. The scholarship program applies to North Carolina schools. The scholarship is for eight academic semesters and the recipient has eight years to utilize the eight academic semesters. The Scholarship program has been established for the qualifying natural or an adopted child (if adopted before the age of 15) children of certain class categories of deceased, disabled, combat, or POW/MIA veterans. Applicant must be under the age of 25 at the time of application. The veteran's qualifying criteria must have occurred during a period of war. At time of application, applicant must be domiciled and a resident of North Carolina. The deadline to apply is February 14.

- To apply, visit <https://www.milvets.nc.gov/services/scholarships>
- This scholarship is processed through University Scholarship Office, not Military Student Services. Please email scholarships@wcu.edu or 828.227.7290 if you have questions.
- **All charges at the school are the responsibility of the student and due at the regular due dates unless prior arrangements have been made with student accounts.**

NC Tuition Assistance Program (NCTAP)

- All ARMY Guard members are REQUIRED to apply for Federal Tuition Assistance (FTA) through the Army IgnitED portal (www.armyignited.army.mil) Failure to apply for TA through Army IgnitED portal may result in the denial of your NCTAP application.
- To be considered for NCTAP do the following:



- Submit an NCTAP application online through <https://ng.nc.gov/north-carolina-tuition-assistance-program>
- Email course information to: ng.nc.ncarng.mbx.nctap@army.mil. Course information (for EACH start) MUST include:
 - Course name(s)
 - Course number(s)
 - Total credits
 - Start date
 - End date
 - Total cost of tuition/required fees, excluding books
 - Name of school
 - Application MUST be emailed to: ng.nc.ncarng.mbx.nctap@army.mil within the following dates:
 - Fall Term: Aug 1st – August 31st
 - Spring Term: January 1st – January 31st
 - Summer Term: April 12th – May 10th
- **All charges at the school are the responsibility of the student and due at the regular due dates, unless prior arrangements have been made with student accounts.**
- This benefit is processed through the Financial Aid office. Please contact that office with questions. finaid@wcu.edu 828.227.7290

WCU Military Gap Scholarship

The Military Gap Fund Scholarship is for unexpected costs not covered by Tuition Assistance or GI Bill benefits. [Apply for this scholarship](#)

CCME Scholarship

CCME offers 10- \$1000 scholarships each year. [Learn more about applying for this scholarship](#)

Folds of Honor Scholarship

Since 2007, the Folds of Honor has carried forth this singular, noble mission. To provide educational scholarships to spouses and children of America's fallen and disabled service-members. Our motto says it best: Honor Their Sacrifice. Educate Their Legacy. [For more information, click here](#)

VFW Scholarship

The VFW's "Sport Clips Help a Hero Scholarship" provides service members and veterans with the financial assistance they need to complete their educational goals without incurring



excessive student loan debt. It's just another way for us to say "thank you" to those who fought for our freedoms. [More information can be found here.](#)

WCU Scholarcat

We have many scholarships available based on a variety of criteria including academic achievement, financial need, county of residency, program of study, and community service. You are welcome to explore our list of scholarship opportunities at any time. [Click here to explore more.](#)

HOW TO GUIDES

How to Check your Account Balance in MYWCU:

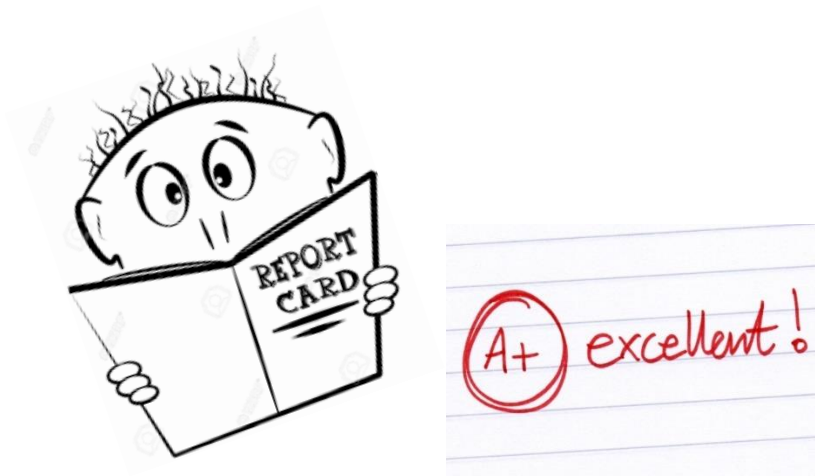
- www.wcu.edu
- Click "Quick Links"
- Click "My WCU"
- Sign in with your username and password
- Under "Accounts & Payments" click "\$ View bill Make a Payment"
- A new window will open. It may take a moment to load
- Under "Student Account" Amount Due will be listed
 - NOTE—If the balance is in parenthesis (\$xx) the is a refund due to you, not an amount you owe
 - Refunds will be processed when all funds are received
- Follow instructions to make a payment
 - <https://www.wcu.edu/discover/campus-services-and-operations/student-accounts-office/payment-options/index.aspx>

How to Check your Degree Audit in MyWCU:

- Go to www.wcu.edu
- Click "Quick Links"
- Click "My WCU"
- Sign in with your username and password
- Click the "Menu" tab in the upper left-hand corner
- Click the "Academic Success" tab

- Click “Perform a Degree Audit”
- Click “Submit”
- Click “Generate New Evaluation” at the bottom of the page
- Click the button for the degree you are earning
- Click “Generate Request”
- Wait. This may take a few moments
- Your degree audit will appear.

How to Check your Grades in MyWCU:



- www.wcu.edu
- Click “Quick Links”
- Click “MyWCU”
- Sign in with your username and password
- Click the “My Grades” tab near the middle of the screen

How to Get an Enrollment Verification MyWCU:

- www.wcu.edu
- Click “Quick Links”
- Click “My WCU”
- Sign in with your username and password
- Click the “Personal Services” on the right-hand side
- Click the “Student” tab
- Click “Student Records”
- Click “Enrollment Certification”
- This will open a new window



- Click “Obtain an enrollment certificate” link
- Print the certificate to send

How to Register for Class (step-by-step instructions):

- Go to the WCU home page at <http://www.wcu.edu>
- Select "MyWCU" under “Quick Links in the upper right-hand corner.
- Click the purple rectangle that says “myWCU log in”
- Enter your username (this is the first part of your catamount email before the “@”)
- Enter your password. Your password is your Personal Identification Number (PIN). Initially, your PIN has been set as 6 digits; either your 2-digit birth month, 2-digit birth year, followed by 00, **or** it is your 2-digit birth month, 2-digit birth date, 2-digit birth year (MMYY00 or MMDDYY).
- Click the hamburger menu in the upper left-hand corner. (It looks like 3 lines stacked on top of each other)
- Click the “CLASSES & REGISTRATION” link.
- Click the "Add or Drop a Course" link. This will open a new window
- Select the term and click "Submit".
- Enter your Alternate PIN provided by your advisor (if required, not all students have a PIN)
- Enter the CRN (5-digit course registration number) of the course(s) you wish to add in the “Add Classes Worksheet”. (If you do not know the CRN, click on "Class Search" near the bottom of the page.)
- Click "Submit Changes"
- For instructions with pictures, visit:

http://www.wcu.edu/registrar/pdf/how_to_register_for_a_class.pdf#search=how%20to%20register%20for%20classes

How to Have a Successful Advising Day (RESIDENTAL STUDENTS):

Before you are permitted to register for classes for the upcoming semester you are required to meet with your primary advisor. The steps listed below will help you prepare for that meeting.

- **Check your registration status in myWCU.** Checking your registration status will tell you if you are eligible to register and if you have holds on your account. From myWCU > Menu > Classes & Registration > Check Registration Status
- **Run a copy of your degree evaluation.** The degree evaluation will show you how the courses you have taken and are registered for fit in to requirements for graduation, Liberal Studies and your major if you have chosen one. You can even run a "what if" evaluation for any major you may be considering.
- **Check the online University catalog** (catalog.wcu.edu or myWCU Quick Links) for course descriptions of Liberal Studies or major requirements. The description should list



any prerequisites you may need to take before you can register for a course. You can also view major & minor requirements here.

- **Prepare a list of courses you need/want to take in the upcoming semester and bring the list to your appointment.** Use the information you collected from your degree evaluation and the online catalog to prepare your list. Also, list alternates in case any of your preferences are not available.
- **View your academic transcripts.** myWCU > Menu > Academic Success > View Unofficial Academic Transcript. Make sure all AP or transfer credit is posted.
- **Meet with your Primary Advisor!** To find your primary advisor; myWCU > Quick Links > Personal Services > Student > Student Records > Submit > Primary Advisor. Your advisor appears on your Degree Audit as well.
 - If you have a declared major, see your major department to learn how to schedule an appointment and see about required Advising Day Activities.
 - If you are undeclared, use the Advising/Tutoring link on myWCU under Quick Links or Menu button to schedule an appointment with your primary advisor.

Professional Advisor:

- Professionals in higher education
- Primary advisor if undeclared; once declared, becomes secondary
 - Professional advisor *may* change if you change your major

Faculty Advisor:

- In the department of the major declared
- Primary advisor if declared
- Changes with each major change
- Expert in your major
- Contact *prior to* Advising Day to see how to schedule
- Receive alt PIN to be able to register

IMPORTANT: If you have declared your major, only your faculty advisor can give you your PIN. If you are changing your major, do so by October 14 to get assigned a new faculty advisor in time for Advising Day.

To change your major, make an appointment with the liaison in the Advising Center *for that major*; go to advising.wcu.edu and click on **Advising Center Staff** to find the liaison for the major you wish to declare. To schedule with Advising Center staff, click on *Advising/Tutoring* on your myWCU Quick Links or the Menu button.



How to Maintain Good Academic Standing:

2.0 GPA (semester and cumulative)

67% Completion Ratio = Hours completed out of hours attempted: each semester and cumulative (of attempted credits at WCU)

Example: registered for 15 credits, withdraw with a “W” from 3 credit class, $12/15 = 80\%$ completed

- Drop during add/drop period during the first week does not count as W and does not affect Completion Ratio

Maximum 16 credits of “W” allowed during academic career. Withdrawal from entire semester does not count against 16 credit limit, but it will affect your completion ratio.

Check out the websites below for more information:

Advising Center – advising.wcu.edu

- How to...
 - Run a Degree Audit
 - Register for classes
 - Find your advisor
 - Calculate your GPA

Liberal Studies – liberalstudies.wcu.edu

- Check sheets on Liberal studies classes being offered for each semester and a complete list of accepted courses for each category

Registrar – registrar.wcu.edu

- Dates and Deadlines
- Schedule of Classes
- Credits Earned Elsewhere (Equivalencies at other colleges)

Catalog – catalog.wcu.edu

- All majors, minors, and certificates
- Course descriptions



ON-CAMPUS STUDENT CHECKLIST

NEW STUDENT CHECKLIST (Residential- First time & Transfer):

- _____ Apply to the university
- _____ Apply to use TA or VA education benefits
- _____ Apply for scholarships
- _____ Apply for Financial Aid
- _____ Submit additional documents to Admissions, if needed
- _____ Contact Military Student Services

ONCE ACCEPTED TO WCU:

- _____ Set up Catamount email
- _____ Take care of any holds on your account (Immunizations, etc)
- _____ Log into MyWCU
- _____ Pay tuition deposit
- _____ Pay housing deposit (if living on campus)
- _____ Register for orientation
- _____ Complete pre-registration questionnaire
- _____ Contact Military Student Services to ensure all requirements for benefits are done
- _____ Complete Residential living preferences questionnaire (if living on campus)
- _____ Attend orientation
- _____ Pay your bill
- _____ Meet with advisor, if needed (may be done at orientation)
- _____ Get parking permit (may be done at orientation)
- _____ Get "catcard" student ID (may be done at orientation)



- _____ Chose your meal plan (optional, if commuting)
- _____ Visit bookstore, get books & supplies
- _____ Go to class!
- _____ Transfer students- check your degree audit for your transfer credits

RETURNING STUDENT CHECKLIST (Residential):

- _____ Take care of any holds on your account (Immunizations, etc)
- _____ Apply for scholarships (optional)
- _____ Renew your FAFSA (once a year)
- _____ Meet with your advisor on Advising Day
- _____ Register for classes
- _____ Contact Military Student Services to confirm your military education benefits
- _____ Pay your bill
- _____ Renew parking permit (once a year)
- _____ Visit bookstore, get books & supplies
- _____ Go to class!
- _____ Get involved with the Student Veterans Association
- _____ Return your rental textbooks to the bookstore at the end of the term

DISTANCE STUDENT INFORMATION



We are here for you!

Distance Learning Contacts:

- Tony Miller 828.27.3072 agmiller@wcu.edu or distance@wcu.edu
- Lee Roddick-Brown 828.227.2737 lroddick@wcu.edu or distance@wcu.edu
 - Take advantage of the online orientation [Click here to access online orientation](#)
 - Online tutoring is available at no costs! Log into brainfuse for assistance
 - <https://www.brainfuse.com/login/index.asp>
 - Online students have access to Hunter Library online
 - <https://www.wcu.edu/hunter-library/>

DISTANCE STUDENT CHECKLISTS

FIRST TIME DISTANCE STUDENT CHECKLIST:

- Apply to the university
- Complete supplemental Program Application, if applicable
- Apply to use TA or VA education benefits
- Apply for scholarships
- Apply for Financial Aid
- Submit additional documents to Admissions, if needed
- Set up your MyWCU account when you receive the activation email
- Contact Military Student Services

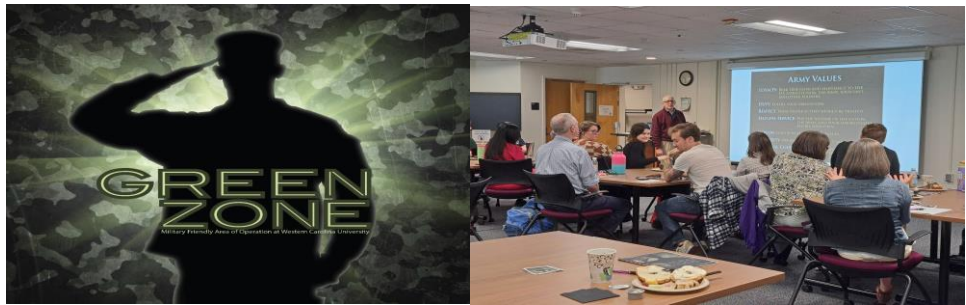
ONCE ACCEPTED TO WCU:

- Follow instructions in your acceptance email
- Complete Intent to Enroll form
- Check your Catamount email (all correspondence from WCU will be sent to this email)
- Log into MyWCU
- Contact Military Student Services to ensure all requirements for benefits are done
- Run a degree audit & register for classes
- Email with advisor, if needed
- Pay your bill
- Get "catcard" student ID (optional)
- Order textbooks
- Go to class

DISTANCE STUDENT CHECKLIST (Returning):

- _____ Email with advisor, if needed
- _____ Take care of any holds on your account (Immunizations, etc)
- _____ Apply for scholarships (optional)
- _____ Renew your FAFSA (once a year)
- _____ Register for class
- _____ Contact Military Student Services to confirm military education benefits
- _____ Pay your bill
- _____ Order textbooks
- _____ Go to class!

GREEN ZONE TRAINING



WCU offers Green Zone Training to all faculty & staff once a semester. Participation is voluntary. Participants that complete the training get a sticker (see above) for their office so that military students can recognize the area as a safe place. If you need assistance, you can go to any of the safe places on campus and receive help. Or have a quiet place for a few moments.

HOW YOU CAN HELP:

Green Zone Training only works if you- the military student- participates. At each training, we ask for volunteers who have served in the military to host a table. By hosting a table, you are given the opportunity to tell faculty and staff about your military experience and, in turn, they have the opportunity to ask questions. To volunteer, contact Military Student Services.

FREQUENTLY ASKED QUESTIONS

1. I want to join the military. Do you recruit for them?
 - a. No, we work for WCU and are here to support military affiliated students. We do not recruit for the military. If you are interested in joining the Armed Forces, we can give you the contact information for the local recruiting office and connect you with veterans who can speak to you about military life.
2. Do you accept military training for college credits?
 - a. Yes, we follow the A.C.E. recommendations for credit. All branches, except the Air Force, should send an official copy of your Joint Services Transcript to WCU for evaluation. Air Force members should send an official copy of the CCAF transcript.
3. I have Post 9/11 GI Bill. Will have any out-of-pocket costs?
 - a. Yes, while the Post 9/11 covers most of your costs, there will still be out of pocket expenses. If you are unsure about your bill, contact Military Student Services for assistance. Here is a breakdown of typical out of pocket costs for Post 9/11 users
 - Tuition Deposit- \$150- holds your space at WCU
 - Parking Permit-\$varied- required to park on campus
 - Housing deposit- \$150- reserves your dorm room until you arrive
 - Housing- \$varied- billed per semester. Post 9/11 does not pay the school. Student received a monthly stipend for housing/living expenses
 - Meal Plan- \$varied- used to purchase food/snacks on campus. Post 9/11 does not pay the school. Student received a monthly stipend for housing/living expenses
 - Books- \$varied- depending on your program and student type, you may be required to purchase textbooks. Post 9/11 does not cover this directly. Student will receive a book stipend from the VA on or before the start of classes.
4. When should I expect my money from the VA?
 - a. The VA pays education benefit stipends at the end of the month for that month. However, if it is your first semester using the benefit, it will be late. First time users should expect their first stipend payment mid-to-late semester.
5. I am due a refund, but I didn't receive it on the financial aid release date. Where's my refund?



- a. VA/TA funds are not financial aid funds and have different pay schedules. As money comes in from various sources, it is applied to your account until all charges are covered. Additional funds received once all charges are paid, will be refunded to the student. NOTE: financial aid money will arrive first and be applied to your account. VA/TA funds will arrive later in the term. If you are due a refund, you may not receive it until the VA funds arrive OR you may receive a partial refund and then a second one when VA funds arrive. When in doubt, contact Military Student Services for assistance.
6. I am getting deployed. What happens with my classes?
 - a. There are several options for this. Depending on how far along you are in the term, we can do one of the following:
 - Talk to your professors, you may be able to finish up early. (option if we are less than a month from the end of the term)
 - Talk to your professors, you may be able to take an “I” incomplete grade and complete the course by the end of the next term (option if we are more than halfway through the term and will have internet capabilities)
 - Military withdrawal- removes all courses and charges for the term. No grades assigned, any VA/TA funds received, will be returned. (option if you are less than halfway through the term or will not be able to do the other two options)
 - To request a military withdrawal, send a copy of your orders to blford@wcu.edu

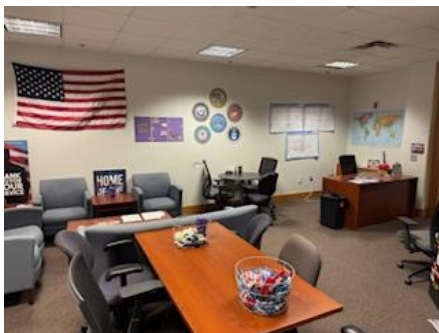
OTHER RESOURCES

Student Veterans Association

A WCU recognized student organization, the Student Veterans Association strives to provide support and assistance through community service, camaraderie, and outreach. The SVA hosts a variety of events throughout the year. Learn more at <https://wcu.campuslabs.com/engage/>



WCU Veterans Resource Center



Located on the 2nd floor of the University Commons building, the Veterans Resource Center is a place for military affiliated students to study, relax, meet other military affiliated students, or get information about resources on and off campus. Open Monday-Friday 7AM-7PM.

CAPS- Counseling & Psychological Services

CAPS is available to all WCU students. Staff have been trained on military PTSD and other unique issues for military students. Information shared with CAPS is confidential and is not released to the public or the military unless legally required to do so (subpoenaed) CAPS is located in the Bird Health Building, 2nd floor.



Office of Accessibility Resources

The Office of Accessibility Resources (OAR) provides campus-wide accessibility services and reasonable accommodations for eligible students. The OAR supports disability as an aspect of diversity and inclusion that is integral to our campus community and society.

For more information, please visit the OAR website: <https://www.wcu.edu/learn/academic-services/disability-services/index.aspx>.

Tutoring

Distance students- free online tutoring. Log into brainfuse with your WCU credentials.

Residential students- free tutoring at the Writing & Learning Commons (WALC) and the Math Tutoring Center. Make an appointment through your MyWCU account.

BECOME A TUTOR- WALC is always seeking motivated students to be tutors. Contact the WALC for details. This is a paid position.

IT Commons

The Technology Commons, located on the ground floor of Hunter Library, is a place for students to enjoy a relaxing collaborative atmosphere while having access to expert technology assistance and an open access computer lab with specialty software. We also provide Technology Support (see list of services below), [Equipment for Checkout](#), [Software & Technology Training](#), and [Apple & Dell](#) Computer Purchasing.

Hunter Library

Whether you are on campus or online, Hunter Library has the resources you need. Access the online database at <https://www.wcu.edu/hunter-library/> Contact the library at:

(828) 227-7307 or Toll-free (866) 928-5424 | 176 Central Drive, Cullowhee, NC 28723

- **Circulation Desk:** (828) 227-7485 (for questions about borrowing, renewing, reserves, study spaces, and your account)
- **Reference Desk:** (828) 227-7465 (for assistance with research and finding and evaluating information)
- **Office of the Dean:** (828) 227-7307
- **Special and Digital Collections:** (828) 227-7474



VA Hospital- Asheville, NC: 1100 Tunnel Rd, Asheville, NC 28805 | (828) 298-7911

The Charles George VA Medical Center is located about an hour from campus. It is consistently ranked on of the best VA hospitals in the country. If you need transportation, contact us. There are community resources available to assist you.

IMPORTANT CONTACTS

On Campus Emergency	828.227.8911
Admissions	828.227.7317
Advising Center	828.227.7753
Biltmore Park Campus	828.654.6498
Bookstore	828.227.7346
Distance Learning	828.227.7397
Financial Aid	828.227.7291
Graduate School	828.227.7398
Health Services	828.227.7640
Hunter Library	828.227.7307
I.T. Helpdesk	828.227.7487
Military Student Services	828.227.3074
Registrar's Office	828.227.7216
Student Accounts	828.227.7324
VA Customer Service	1.888.442.4551
WCU Police	828.227.7301

WCU HISTORY

The Madison Era: 1888-1912

In 1888 a group of families in the Cullowhee Valley undertook a community effort to create a school for their children. In its second year a young teacher from Virginia, Robert Lee Madison, was hired to teach some 100 students between the ages of six and twenty. His mission, what he called the “Cullowhee Idea,” was to provide competent teachers for rural classrooms. He succeeded in 1893 in obtaining an annual state appropriation of \$1,500 to support a normal, or teacher training, department for the new Cullowhee Academy. By 1897 its enrollment was 234, and its state appropriations were increased to include capital funds for construction. By 1910 the campus had expanded from its first two-room building to include a classroom building (Old Madison) and a dormitory (Davies Home).



From High School to Teachers College: 1912-1947

By 1918, the institution revised its curriculum to offer a more broadly appealing six-year program: two years of preparatory classes (grades eight and nine) followed by a four-year curriculum that resulted in a junior college degree. Three degree programs -- in teaching, classics, and vocational agriculture -- were offered. In 1925 the institution became a junior college teacher training institution, the Cullowhee State Normal School.



In addition to the change in its mission, the school also increased in size with the addition of Dave Rogers’s 65-acre “Town House” farm in 1924. In 1929 a new name, Western Carolina Teachers College, reflected the institution’s expanded mandate as a four-year college. New majors accompanied the growth of the baccalaureate program. Accreditation by the Southern Association of Colleges and Secondary Schools in 1946 recognized the quality of the institution.

From Teachers College to University: 1947-1967

In the aftermath of World War II, Western Carolina Teacher's College underwent a dramatic transformation. First on the list of challenges was enrollment growth, with enrollment reaching 610 by 1950. The result was the largest building program in Western Carolina's history to date. A science building and library, a dining hall and dormitories, an education and psychology building, and a new student union were all added to the campus. In 1953 WCTC changed its name to Western Carolina College and added bachelor of arts and bachelor of science degrees added to the original teacher education program as well as the first graduate program, a master of arts in education. In 1967 the state legislature elevated Western Carolina's status to that of a university.



Two Decades of Transformation: 1967-1989

In 1972 the state legislature merged Western and 16 other state campuses into the University of North Carolina system. Several changes reshaped the student body in the 1970s. Increases in out-of-state tuition meant that almost 90% of Western's students came from North Carolina. An emphasis on recruiting minority and international students brought greater diversity to the student body. In the same decade, schools of Technology and Applied Sciences and of Health Sciences and Services were established. New buildings for the sciences, music, and english were constructed, along with a regional activities center. Athletics also grew: Western Carolina joined the Southern Conference and undertook compliance with Title IX in women's sports. The athletic highlight of the period came in 1983 when Coach Bob Waters led his football team to the NCAA Division I-AA national championship game.



The University's Second Century: 1989-2018

By 1994, WCU's enrollment had grown to 6,800 students, and in the decade that followed enrollment skyrocketed to now more than 12,000 students. WCU's Brinson Honors College, the first in the UNC system, grew from 77 students in 1997 to more than 1,400 today. A multi-purpose Recreation Center was opened. New stadiums were built for women's softball, soccer, and track and field. The Bardo Center for the Fine and Performing Arts was added, and WCU established its 344-acre Millennial Campus west of NC 107 where it constructed a state-of-the-art Health and Human Science Building. Online degree programs were launched and contributed to enrollment growth, and WCU renewed its commitment to student success, innovation in education and engagement with the region.





Honoring Our Promise: 2019-Present

Since 2018, Western Carolina University has been one of the three University of North Carolina System institutions that are part of the NC Promise program, which reduces the cost of tuition to \$500 per semester for North Carolina residents and \$2,500 for students from out of state. Total enrollment has crossed the 12,000-student threshold for the first time in the institution's history. The university has opened Levern Hamlin Allen Hall in honor of WCU's first African American student, and the \$110 million 182,989-square-foot Apodaca Science Building is under construction and scheduled for occupancy by June 2021. The university has reinforced its historic relationship with the Eastern Band of Cherokee Indians as it looks toward a future with an enhanced emphasis on diversity and inclusion and enduring commitment to academic excellence.

