

# Highlands Biological Station: Visitor Information Guide

This document provides essential details about your stay on campus, including our facilities and pre-arrival preparations. Please take a few minutes to review it thoroughly. Printing and distributing copies to your students in advance is recommended.

## BEFORE YOU ARRIVE

### 1. Packing List

Ensure you bring the following items for your stay:

- Bedding: XL twin-size fitted & flat sheets or a sleeping bag, blanket, mattress pad (optional), pillow
- Personal Items: Towel, toiletries, laundry detergent
- Field Gear: Any necessary supplies and equipment
- Food: Basic food items for your stay
- Paperwork: Collecting permits and required documentation

### 2. Research Permits

Instructors conducting research in National Forests or National Parks must secure appropriate Federal or State permits. A permit from the North Carolina Wildlife Resources Commission may also be required. Copies of all permits should be sent to James Costa at [costa@email.wcu.edu](mailto:costa@email.wcu.edu).

## DAY OF ARRIVAL

### 1. Directions

- Residence Address: 888 Horse Cove, Highlands, NC 28741 -or- 265 North Sixth Street, Highlands, NC 28741 (reference your email for specifics).
- Important: Cell reception is limited in the surrounding areas. We recommend inputting the address into your phone's map app before traveling.

### 2. Check-In

- Self-check-in is available from 1 PM on the first day of your reservation.
- If you experience housing issues outside business hours, please call 828.526.2602 (Option 2) for assistance.

### 3. Groceries

- It is highly recommended that you purchase groceries before heading up to Highlands.
- While there is a local grocery store and several convenience stores, prices on the Plateau tend to be significantly higher.

## DURING YOUR STAY

### 1. Campus Facilities

Highlands Biological Station is a 24-acre public campus with beautiful natural surroundings. To ensure a safe and enjoyable stay:

- Alcohol consumption is only permitted inside residences in accordance with university policy.
- Avoid attracting wildlife, especially bears—do not leave food outside or in your vehicle.
- Clean up after using common-use facilities.

On-Site Facilities:

- Nature Center: Free to visit. For current hours, visit [highlandsbiological.org/nature-center/](https://highlandsbiological.org/nature-center/). If bringing a class, contact Julie at [julie@highlandsbiological.org](mailto:julie@highlandsbiological.org).
- Botanical Garden: Open daily from dawn to dusk. Trail maps are available at the entrances.
- Reinke Library: Open to Station residents during business hours. See office staff to check out books.
- Laundry Facilities: Located on the first floor of Valentine House. Bring your own detergent/softener. Machines are free for current residents.

### 2. Parking

- Parking is available beside the Duplexes, Valentine House and the Cottages.
- Important: Remove all food/trash from your vehicle and keep it locked to prevent bear activity.

### 3. Housing

HBS operates with a hostel-like atmosphere featuring shared living spaces. Students should be considerate of their housemates. Additional housing details can be found at: [highlandsbiological.org/about/housing/](https://highlandsbiological.org/about/housing/).

### 4. Lab Space

- If you have requested classroom/lab space, you will receive a code for after-hours access.
- Important: Label any chemicals you bring with your name, the chemical's name, and the date of use.

### 5. Lab Safety Guidelines

To comply with WCU lab safety protocols, please:

- Label all chemicals with your name, the chemical's name, and the date opened.
- Use secondary containers to prevent spills.
- Do not recap used syringes/needles to avoid accidental injuries.

- No food or drinks inside lab spaces.

## 6. Maintenance & Cleaning

If you notice any maintenance or cleaning issues, notify HBS staff at the Administration Building.

## DEPARTURE CHECKLIST

Before leaving, ensure that you and your students:

- ✓ Leave any keys or rented equipment in the designated classroom space and close the door.
- ✓ Sweep floors and tidy up common areas.
- ✓ Clean the kitchen (wipe countertops, stove, and wash dishes).
- ✓ Remove all food items from the refrigerator.
- ✓ Clean bathrooms and leave them in good condition for the next guests.
- ✓ Check drawers and cabinets in bedrooms and shared spaces for personal belongings.
- ✓ Dispose of trash in the dumpster near the maintenance shop and secure the bear safety chain.

### Need Assistance?

For any concerns during your stay, please reach out to HBS staff at the Administration Building or call 828.526.2602.

We look forward to your visit and appreciate your cooperation in making Highlands Biological Station a welcoming and safe environment for everyone!

