

ARIZONA WESTERN COLLEGE



Registration Guide **2017–2018**

summer fall spring



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Fall 2017/Spring 2018 Registration & Advisement Monday–Thursday **only** (except where noted)

Priority Registration Begins (Online registration **only**)

Fall 2017	Spring 2018		
April 17, 2017	November 13, 2017	Students with 45+ credit hours*	7:00 AM–2:00 AM
April 19, 2017	November 15, 2017	Students with 30+ credit hours*	7:00 AM–2:00 AM
April 24, 2017	November 20, 2017	Students with 15+ credit hours*	7:00 AM–2:00 AM

***Completed credit hours posted to the your official AWC student record. Does not count classes you are currently taking.**

All Students

Fall 2017	Spring 2018		
April 26, 2017	November 22, 2017	Online only	7:00 AM–2:00 AM
April 26–August 14, 2017	November 27, 2017–January 7, 2018	Online & Walk-In	7:00 AM–5:00 PM

Late Registration Academic Advisors available by **walk-in only** (No appointments)

Fall 2017	Spring 2018		
August 14–17, 2017	January 8–11, 2018		7:00 AM–5:00 PM
August 18, 2017	January 12, 2018		9:00 AM–3:00 PM

Drop/Add Academic Advisors available by **walk-in only** (No appointments)

Fall 2017	Spring 2018		
August 21–25, 2017	January 16–19, 2018		7:00 AM–5:00 PM

Online Services Go to www.azwestern.edu Click on “Self-Service” under “Quick Links.”

- search for classes
- registration add/drop
- check for grades
- view unofficial transcripts
- check financial aid status
- order official transcripts
- pay for classes
- update address

Fall 2017 Academic Calendar

Faculty report	Monday, August 14
Residence Halls open at 9:00 AM	Friday, August 18
Classes begin	Monday, August 21
Add/Drop	Monday–Friday, August 21–25
Labor Day Holiday— offices closed, no classes	Monday, September 4
Last day to withdraw	Thursday, November 9
Veterans Day Holiday— offices closed, no classes	Saturday, November 11
Thanksgiving Holiday— offices closed, no classes	Thursday & Friday, November 23 & 24
Last day of classes	Thursday, December 7
Final examination week	Monday–Thursday, December 11–14

Spring 2018 Academic Calendar

Faculty report	Monday, January 8
Residence Halls open at 9:00 AM	Friday, January 12
Martin Luther King, Jr. Holiday— offices closed	Monday, January 15
Classes begin	Tuesday, January 16
Add/Drop	Tuesday–Friday, January 16–19
Faculty Professional Development— offices open, no classes	Thursday, February 15
Washington’s Birthday— offices closed, no classes	Monday, February 19
Spring Break— offices open, no classes	Monday–Friday, April 2–6
Last day to withdraw	Thursday, April 12
Last day of classes	Thursday, May 10
Final examination week	Monday–Thursday, May 14–17
Commencement	Friday, May 18

Campus Map

AWC
(928) 317-6000

NAU-Yuma
(928) 317-6450

UA Yuma Academic Center
(928) 317-6468

ASU@Yuma
(928) 263-8529

Emergency Phone Location **911**

In case of **EMERGENCY**,

push the button—you will automatically be connected to Campus Police.

to Highway 95

Avenue 8E

E Adobe Ridge Road

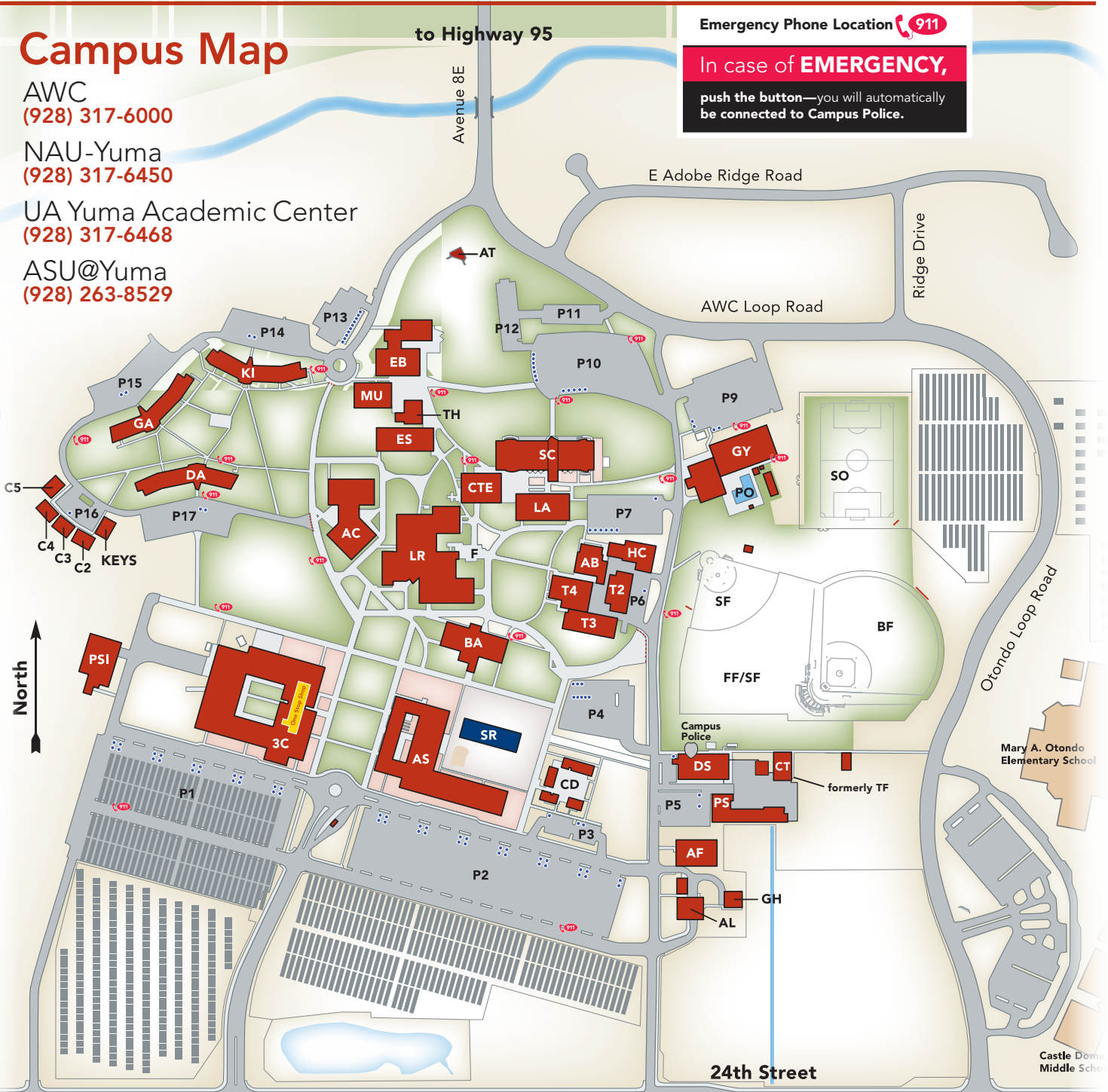
Ridge Drive

AWC Loop Road

Otondo Loop Road

North

24th Street



3C College Community Center (Schoening Conference Center)

AB Art Building

AC Academic Complex

AF Athletics Facility

AL Agriculture Research Lab

AS Agriculture and Science

AT Amphitheater

BA Business Administration

BF Kammann Baseball Field

C2-5 Cottages 2-5

CD Child Development Learning Lab

CT Construction Trades (Construction, HVAC)

CTE Center for Teaching Effectiveness

DA DeAnza Dorm

DS District Services (Campus Police)

EB Engineering Building

ES Educational Services

F Fountain

FF Football Field

GA Garces Dorm

GH Greenhouse Complex

GY Gymnasium

HC Heating and Cooling

KEYS KEYS Building (TRIO KEYS Program)

KI Kino Dorm

LA Liberal Arts

LR Learning Resources

MU Music

P1-17 Parking Lots

PO Pool

PS Postal Services

PSI Public Safety Institute

SC Student Success Center (Math & Writing Centers)

SF Softball Field

SO Soccer Field

SR NAU Research & Education


T2 Technology 2 (Welding)

T3 Technology 3 (Auto Mechanics & Print Services Lab)

T4 Technology 4 (Computer Graphics)

TH Theater

 Handicap Parking

 Single-use Restrooms (3C, AB, EB, CD, CTE)



ARIZONA WESTERN COLLEGE

College Checklist: Simple Steps to Enrollment

Complete these simple steps early and enjoy a smooth beginning that carries you through the rest of the semester and on towards graduation.

Additional information on these topics can be found in the AWC Catalog. The **One Stop Shop** is located on the **Top floor** of the **College Community Center (3C)**. Colors (■) correspond to the **One Stop Shop** directory on the reverse side. We recommend the steps be completed in this order.

☐ 1. Admission ■ (928) 344-7550

3C One Stop Shop/online
www.azwestern.edu/admissions

Complete our simple online application for admission and receive a response, including your student ID number, within 3 business days.

☐ 2. Computer Accounts and Passwords (928) 317-5892

Academic Complex Computer Lab/Help Desk
accounts.azwestern.edu

Set up your WebAdvisor and TOROmail accounts in order to access college services such as online registration, Blackboard online courses, Financial Aid status, and much more. **All official AWC communication will only be sent through TOROmail.* Technical support for student accounts is available through the AWC Help Desk at helpdesk@azwestern.edu.

☐ 3. Financial Aid & Scholarships ■ (928) 344-7634

3C One Stop Shop/online
www.azwestern.edu/financial-aid

Apply online at www.fafsa.ed.gov by **early March** to have the best possibility of receiving federal financial aid. The Financial Aid Office also helps students eligible for other forms of financial assistance such as state grants, scholarships, student federal work study employment, and federal student loans. Visit the website for updated information regarding financial aid and scholarships. **Financial Aid does not have to be finalized before moving on to the next step.**

☐ 4. Testing ■ (928) 344-7641

3C One Stop Shop
www.azwestern.edu/testing

All new degree seeking students or those who wish to take a general education course in math, English or ESL courses must take a placement assessment. The computerized Accuplacer test covers reading, sentence skills and math subjects. SAT and Act scores may be substituted towards placement into college-level English and math courses. For more information visit our webpage.

☐ 5. Academic Advising ■ (928) 344-7624

3C One Stop Shop
www.azwestern.edu/orientation

Once you have your placement test scores and have set up your WebAdvisor and TOROmail accounts, sign up online for new student advising and registration orientation. AWC advisors will assist you in learning about program requirements, choosing a major, understanding Student planning, selecting appropriate classes, and building a semester schedule.

☐ 6. Registration ■ (928) 344-7550

3C One Stop Shop/online
www.azwestern.edu/registration

Register online **early** to have the best chance of finding the classes that meet your scheduling needs. Visit the website to find out when you may register and other pertinent information regarding course registration.

☐ 7. Payment ■ (928) 344-7700

3C One Stop Shop
www.azwestern.edu/payment

Payment can be made in person with cash, check, or credit card (MasterCard®, Visa®, or Discover®Card) on WebAdvisor with a credit card, or by setting up a payment plan*. Don't forget to stop by the cashier to pick up your Yuma County Area Transit (YCAT) validation sticker. (**A service fee is charged for payment plans.*)

☐ 8. Student Photo ID ■ (928) 344-7576

3C One Stop Shop—Campus Life

Once you are registered for classes, get your free AWC student photo ID. Your AWC student ID can be used to: get student rates at athletic and campus events; get an Academic Library card; ride YCAT; and receive student discounts at local businesses, load money onto your ID and dine in the Eatery and Starbucks tax free. If lost or stolen, a \$10 must be paid to the cashier for replacement ID's.

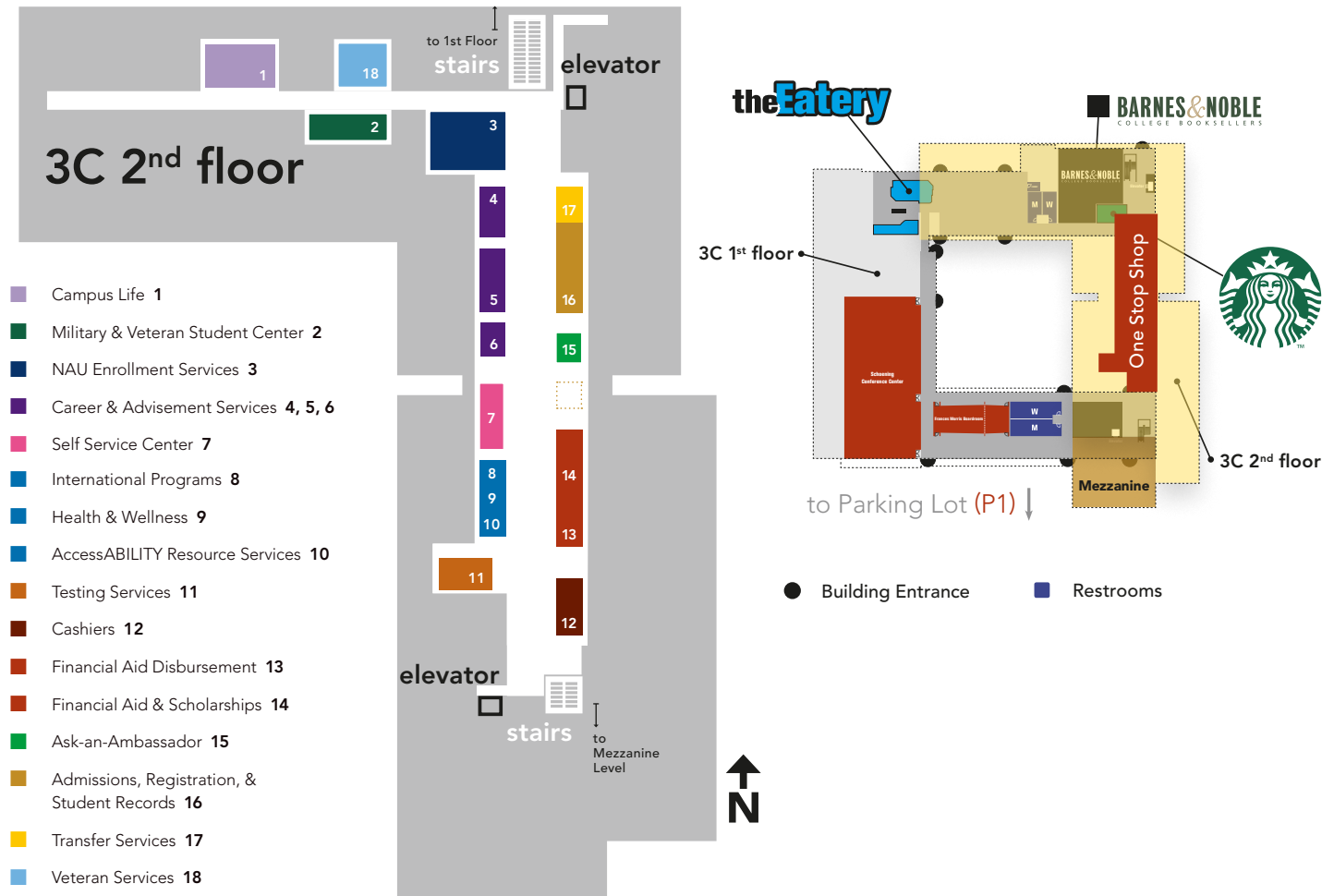
☐ 9. Textbooks ■ (928) 344-7583

3C AWC Barnes & Noble Bookstore
awc.bncollege.com

Using the information on your class schedule, you may find and purchase or rent your textbooks or e-books at the AWC Barnes and Noble Bookstore or online. If you have financial aid, you can also charge your textbooks to your financial aid account.

3C One Stop Shop

Arizona Western College
2020 S. Avenue 8E
Yuma, Arizona 85365-8834
(928) 317-6000



Additional steps you may want to consider . . .

Clubs & Organizations ■ (928) 344-7581

3C One Stop Shop—Campus Life
www.azwestern.edu/campus-life

Studies show that students who are involved and engaged in campus life do better academically. Visit our webpage to learn about the many ways to get involved!

Career Services & Student Employment ■ (928) 344-7624

3C One Stop Shop
www.azwestern.edu/careerservices

Visit Career Services for help with career exploration or choosing a major. Career Services also assists students with on- and off-campus job placement, resume development, and internship opportunities.

Housing & Dining ■ (928) 344-7578

3C One Stop Shop—Campus Life
www.azwestern.edu/housing

If you are interested in living on campus in one of our three residence halls, submit an application along with a \$100 deposit and immunization records to the Residential Life Office. Students not living on campus can still purchase a meal plan and enjoy dining on campus in our Eatery and Starbucks.

Transfer Services ■ (928) 344-7638

3C One Stop Shop
www.azwestern.edu/transfers

Transfer Services is AWC's bridge to four-year universities. Visit our webpage to learn more about AWC's university partnerships, course equivalencies, transfer opportunities, and our Transfer Bucks program.

The most **up-to-date** class schedule is



online.

If you don't want to view **all** Summer / Fall / Spring classes, limit your search by sorting only the information you want to see.

- **Sort by Instructor**—type in an instructor's last name to view the instructor's classes
- **Sort by Subject**—select a course prefix to view all classes offered under a specific subject
- **Sort by Campus Location**—select a campus to view the classes offered at a specific location
- **Sort by Weekend, Night, Web (online), Late Start, Enrichment, or Distance Education Classes**—place a check mark in a box to view only weekend, night, or distance classes or combine any of these searches with a location, instructor, or subject search



Go to **www.azwestern.edu** – From the home page, click on “**Self-Service**” under Quick Links.

Tuition Schedule 2017–2018

Credit Hours	Arizona Resident*		Non-Arizona Resident		Early College Experience
	Age 18–59	Age 60 & Over	Age 18–59	Age 60 & Over	**Age 17 & Under
1	\$82	\$73	\$92	\$83	\$25
2	\$164	\$146	\$184	\$166	\$50
3	\$246	\$219	\$276	\$249	\$75
4	\$328	\$292	\$368	\$332	\$100
5	\$410	\$365	\$460	\$415	\$125
6	\$492	\$438	\$552	\$498	\$150
7	\$574	\$511	\$2,205	\$2,142	\$175
8	\$656	\$584	\$2,520	\$2,448	\$200
9	\$738	\$657	\$2,835	\$2,754	\$225
10	\$820	\$730	\$3,150	\$3,060	\$250
11	\$902	\$803	\$3,465	\$3,366	\$275
12	\$984	\$876	\$3,780	\$3,671	\$300
13	\$1,066	\$949	\$4,095	\$3,978	\$325
14	\$1,148	\$1,022	\$4,410	\$4,284	\$350
15	\$1,230	\$1,095	\$4,725	\$4,590	\$375

Western Undergraduate Exchange Program (WUE)

Credit Hours	Age 18–59	Age 60 & Over
1	\$123	\$109. ⁵⁰
2	\$246	\$219
3	\$369	\$328. ⁵⁰
4	\$492	\$438
5	\$615	\$547. ⁵⁰
6	\$738	\$657
7	\$861	\$766. ⁵⁰
8	\$984	\$876
9	\$1,107	\$985. ⁵⁰
10	\$1,230	\$1,095
11	\$1,353	\$1,204. ⁵⁰
12	\$1,476	\$1,314
13	\$1,599	\$1,423. ⁵⁰
14	\$1,722	\$1,533
15	\$1,845	\$1,642

WUE includes the states of:

Alaska, California*, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming

A WUE Program application is required along with documentation of residency (i.e. state tax return, driver's license, state ID, voters registration card, etc.).

*California residents must also complete the Colorado River Education Compact Program Application.

*Refer to AWC Catalog for residency criteria.

**Age 17 and under rates (high school) are calculated on the student's date of birth. If students adjust their schedule after their birthday, the age 18–59 rate may be applied to their account.

Admissions: Add \$82.00 per credit hour to above fees.

Transcript Fees: \$5.00 per transcript

A student who does not provide appropriate documentation to the Admissions and Registration Office will be billed at \$315 per credit hour.

Tuition rates cap at 15 credit hours.

The College reserves the right to cancel classes and make changes in the fees, classrooms, time, and instructors without notice.

Tuition

Fall registration payment is due by July 13, 2017. If registering after July 13th, payment is due upon registration, unless a payment plan is set up via Webadvisor. **Spring and summer registration is due upon registration and full payment is required,** unless a payment plan is set up via WebAdvisor.

Non-payment of tuition constitutes authorization for administrative de-registration from the institution. The College accepts no responsibility for dropping you from the specific classes you intended not to take. It is your responsibility to officially drop a class during the official drop/add period of any semester or class, if you decide not to attend. Officially dropping will ensure that you will not be charged for classes you do not attend.

Methods of Payment Forms of payment include cash, Visa®, MasterCard®, Discover®, money order, or check. Make checks and money orders payable to Arizona Western College. Important—Write your AWC student ID number on the bottom left-hand corner of your check or money order. Please do not send cash in the mail. United States legal tender is the only currency acceptable for payment of financial obligations at AWC. Bank drafts, checks, and/or money orders drawn on United States financial institutions are accepted contingent upon clearance through our banking facilities. Students may also pay online using credit card (Visa®, MasterCard® or Discover®) using Student Finance at (<https://colss-prod.ec.azwestern.edu/Student/Finance/Payments>). Once you have logged into WebAdvisor click on the student's link. Then click Online Payment Plan under Financial Information.

Payment Plans Payment arrangements may be made online through WebAdvisor (listed under Quick Links at www.azwestern.edu). Once you've logged in, click on the student's link. Then click on the Online Payments Plan link under Financial Information. Students may pay online by credit card (Visa®, MasterCard® or Discover®).

On-Campus Housing Residence Hall Charges A \$100.00 deposit is required to be assigned a room. Residents must pay their room and board charges prior to checking into the residence halls. Students checking out prior to the end of the semester will be required to pay the pro-rated portion of the room and board charges. For more information regarding living on campus visit the Residential Life webpage at www.azwestern.edu/housing.

Special Program Fees

Program Fees	\$5–\$3,000
Distance Education Online Courses Per Course	\$25
Field Trip Fee	Cost
Industrial Water Treatment Per Course	\$571
Law Enforcement Academy 1 Firearms (LET 131)	\$400
Law Enforcement Academy 2 Vehicle Operations (LET 134)	\$400
Fire Academy 1	\$350
Fire Academy 2	\$350
Basic EMT (Lab)	\$350
Basic EMT Refresher (Lab)	\$100
Paramedic Refresher	\$100
Paramedic Academy 1–3 (each)	\$700
Massage Techniques 1 (LMT 114)	\$975
Radiology Program (per clinical course)	\$1,000

Music Lessons

½ hour per week per semester	\$135
1 hour per week per semester	\$270

Other Fees and Deposits

Placement Retest Fee	\$20
Bus Transportation Fee (fall/spring per semester)	\$5
Return Check Fee	\$35
Credit By Exam, per credit	\$55
Excessive Loss or Breakage (Lab)	Cost
Graduation Fee	No Charge
Transcript Fee	\$5
Proctor Testing Fee	\$30
CLEP Test or DSST Equivalency Exams	\$25

Replacement Costs

Diploma/Certificate	\$10
Student ID Card	\$10
Library Card (paid at library)	\$5
Lost Books	Cost
Lost Key	\$30

Residence Halls and Board

Residence Hall Deposit	\$100
Residence Hall Room Per Semester	\$1,120
Private Room Additional Charge (upon availability)	\$560

Meal Plan (required)

(High Plan: \$2,376, or Regular Plan: \$2,165)

To review the current fee schedule go to www.azwestern.edu/housing.

Child Development Learning Lab

In order to enroll your child in the CDLL you **must** be a faculty, staff, or a student at AWC or AWC's university partners or be an employee of the Yuma Union High School District or Yuma Elementary School District One. If you are considering enrolling your child we recommend that you place your child on our waiting list.

Enrollment Fee (annually per family)	\$100
Summer 2017	6 weeks total
Fall 2017	19 weeks total
Spring 2018	18 weeks total
(Closed during Spring Break—April 2–6, 2018.)	

5-day Preschool

Full Day (not to exceed 10 hrs/day per week)	\$140
Full Day (each additional child per week)	\$126

5-day Toddler

Full Day (not to exceed 10 hrs/day per week)	\$150
Full Day (each additional child per week)	\$135

5-day Infant

Full Day (not to exceed 10 hrs/day per week)	\$155
Full Day (each additional child per week)	\$140
Visitor (per hour)	\$6

Late Pickup Charge

1–15 minutes late (per day)	\$5
Each Additional 15 Minutes	\$10



Customer Service Numbers

- Admissions and Registration (928) 344-7550
- Career and Advisement Services. (928) 344-7624
- Business Services. (928) 317-7666
- Distance Education (928) 317-6278
- Campus Life (928) 344-7576

Bookstore Hours of Operation

The AWC Barnes and Noble Bookstore is located on the first floor of the College Community Center (3C), (928) 344-7583.

Check our website for up-to-date hours of operation.
awc.bncollege.com

College Community Center (3C)

Check our website for up-to-date hours of operation.
www.azwestern.edu/dining

The Eatery

Featuring: Grill, Deli, Pizza, Salads—Tossed to Order, Classics, International Fare, Soup and Salad Bar, Bakery Corner and Beverage Station.

Enjoy your meal in our large, open eating area featuring booths and flat screen televisions. **Residence hall students are required to purchase a meal plan as part of their housing agreement.**

Simply 2 Go

Grab & go salads, sandwiches & parfaits.

Starbucks®

Starbucks is located on the first floor of the 3C.



Campus Police

(928) 314-9500 or (928) 344-5555

Free Tutoring for All Students

The Student Success Center (SC) offers a variety of free services for students. Trained peer tutors are on site in the Math and Writing Centers to assist students individually or in small groups. Each center houses a state-of-the art computer lab equipped with software that students can use independently to improve basic skills.

The Writing Center provides assistance at any stage of the writing process in any subject. Students are able to schedule appointments with a tutor to address individual writing concerns. Writing tutors do not proofread or edit papers but assist with focus on organizational issues, thesis, thesis support, paragraph and sentence construction, grammar, spelling, and punctuation. ESL, Spanish, and reading tutors are also available.

The Math Center offers tutoring services for all levels of mathematics on walk-in basis. In addition, tutorial support for science, technology, and business courses is provided here. Students can receive help with math-related software or check out a laptop for use in the center. The Math Center also features a graphing calculator loan program and small study group room reservations.

For more information, call (928) 317-6029 or visit us online at www.azwestern.edu/ssc.



AccessABILITY Resource Services

The AccessABILITY Resource Services office works in partnership with students with disabilities, faculty and staff to remove barriers in the educational process through design and accommodation. We recognize disability as an aspect of diversity and promote a culture of inclusion for all diverse groups.

AccessABILITY Resource Services provides services to students who qualify under the American's with Disabilities Act, ADA Amendment Act 2008, and Section 504 of the Rehabilitation Act of 1973. An individual with a disability is an individual with a documented impairment that substantially limits one or more of that individual's major life activities. Recognized disabilities include, but are not limited to, mobility impairments, deafness, hard of hearing, blindness, visual impairments, learning disabilities, chronic medical conditions, and psychological disorders.

Requesting Accommodations and Auxiliary Aids

- Students with disabilities must self-identify with AccessABILITY Resource Services and provide the required disability documentation.
- The eligibility determination process is not a same day process. Once documentation is received, it will be reviewed in order of receipt; therefore, it is recommended that documentation be submitted well in advance of any accommodation related needs (e.g. exam accommodations and alternative media services).
- Students must make an appointment with an ARS access specialist; located on the top floor of the 3C at (928) 344-7674. Students must meet with the coordinator each semester to develop the accommodation letter.
- Students should be prepared to speak to the access specialist about their disability and the barriers they feel they may encounter in the classroom, as well as, accommodations or design modifications needed to ensure equal access.
- The access specialist will work with the students to determine which design modifications or accommodations are appropriate for each class.
- We encourage all students to contact instructors two weeks before the start of classes to discuss accommodations and success strategies for the semester. This not only gives the instructor time to consider the changes that will be needed to ensure access to materials, but also breaks the ice

and encourages more effective communication.

Note: Services can be requested at any time during the semester; however, requesting services well in advance will help ensure resources are available when needed.



Public Information and the Security of Student Records

The Admissions and Registration Office takes full responsibility for the security of your academic records. Under the Federal Family Education Rights and Privacy Act, the information in your file may only be released under specific conditions. As a current or former student of AWC, you have complete access to your records in compliance with requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subsectn. 513,88 Stat. 571; 29 U.S.C. 1232q). You may view them upon request in the Admissions and Registration Office. If you feel your records contain an error, you may appeal in writing to the Director of Admissions/Registrar. For more information, contact the Director of Admissions/Registrar at (928) 344-7600.

Equal Opportunity Policy

Arizona Western College does not discriminate in admission or access to, or treatment or employment in, its services, programs, or activities on the basis of race, color, national origin, sex, religion, age (40+) or disability, in compliance with the laws of the United States and the state of Arizona. Any questions regarding the applicability of state and federal anti-discrimination laws to Arizona Western College and its services, programs or activities, and any grievances or claims of violation of such laws, should be directed to its compliance officer:

Chief Human Resources Officer

P.O. Box 929
Yuma, AZ 85366-0929
(928) 344-7505



Learn More Online

Go to www.azwestern.edu/student-support for information on these topics:

- Academic Advisement
- Bus Service
- Cancelled Class
- Class Withdrawals after the Add/Drop Period
- Deadlines for Dropping Classes and Receiving a Refund
- Dropping a Class
- Financial Aid and Scholarships
- Grading Systems
- Military Deployment
- Order of Return of Title IV Funds
- Placement Testing
- Refund Eligibility Criteria
- Refund Policies
- Return of Federal Funds Policy
- Student Identification Cards
- Make appropriate course, certificate, and degree selections.
- Student Repayment Responsibility
- Students Rights and Responsibilities
- Total Withdrawal from AWC
- Veteran Services

Academic Advising

Arizona Western College provides an interdisciplinary team consisting of career specialists and academic advisors to assist students in their academic and career development.

To schedule an appointment for new student orientation and advising, or to meet with an advisor, go to the advising website www.azwestern.edu/advisement or contact one of the offices listed below.

Office Numbers

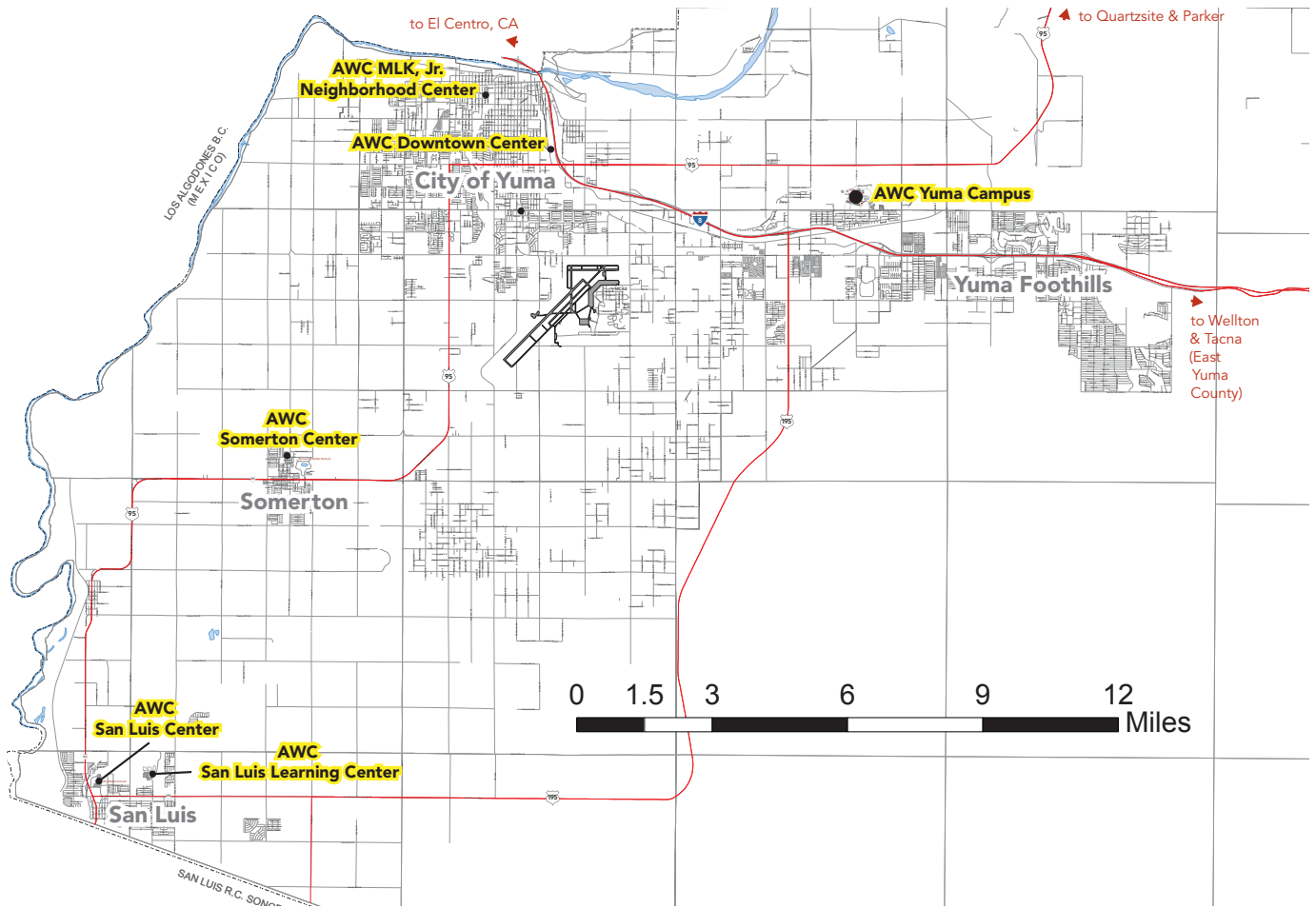
Yuma Campus	(928) 344-7624
Parker Campus	(928) 669-2214
Quartzsite Campus	(928) 927-8299
San Luis Campus	(928) 314-9449
Somerton Campus	(928) 314-9464
Wellton Campus	(928) 785-4175

With the help of an Academic Advisor, you can:

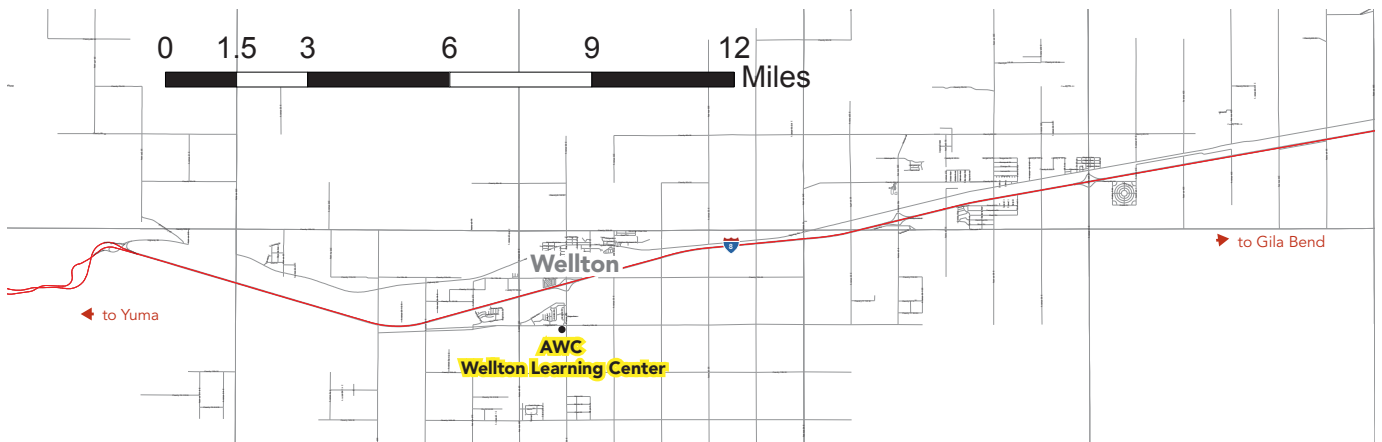
- Understand and utilize placement test results.
- Define and refine educational goals and objectives, and understand the consequences of alternative courses of action.
- Be provided information regarding the nature and purpose of higher education.
- Be encouraged to become an active participant in your educational planning and college life.



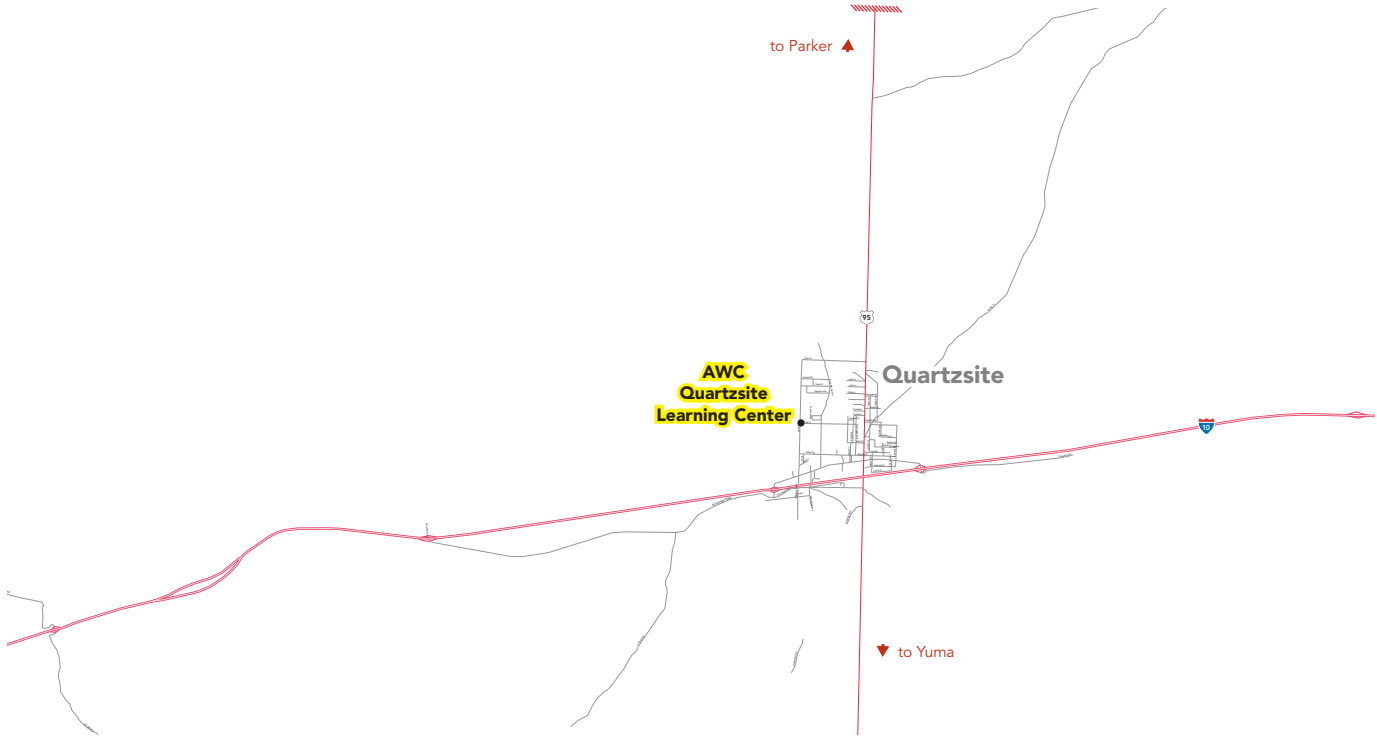
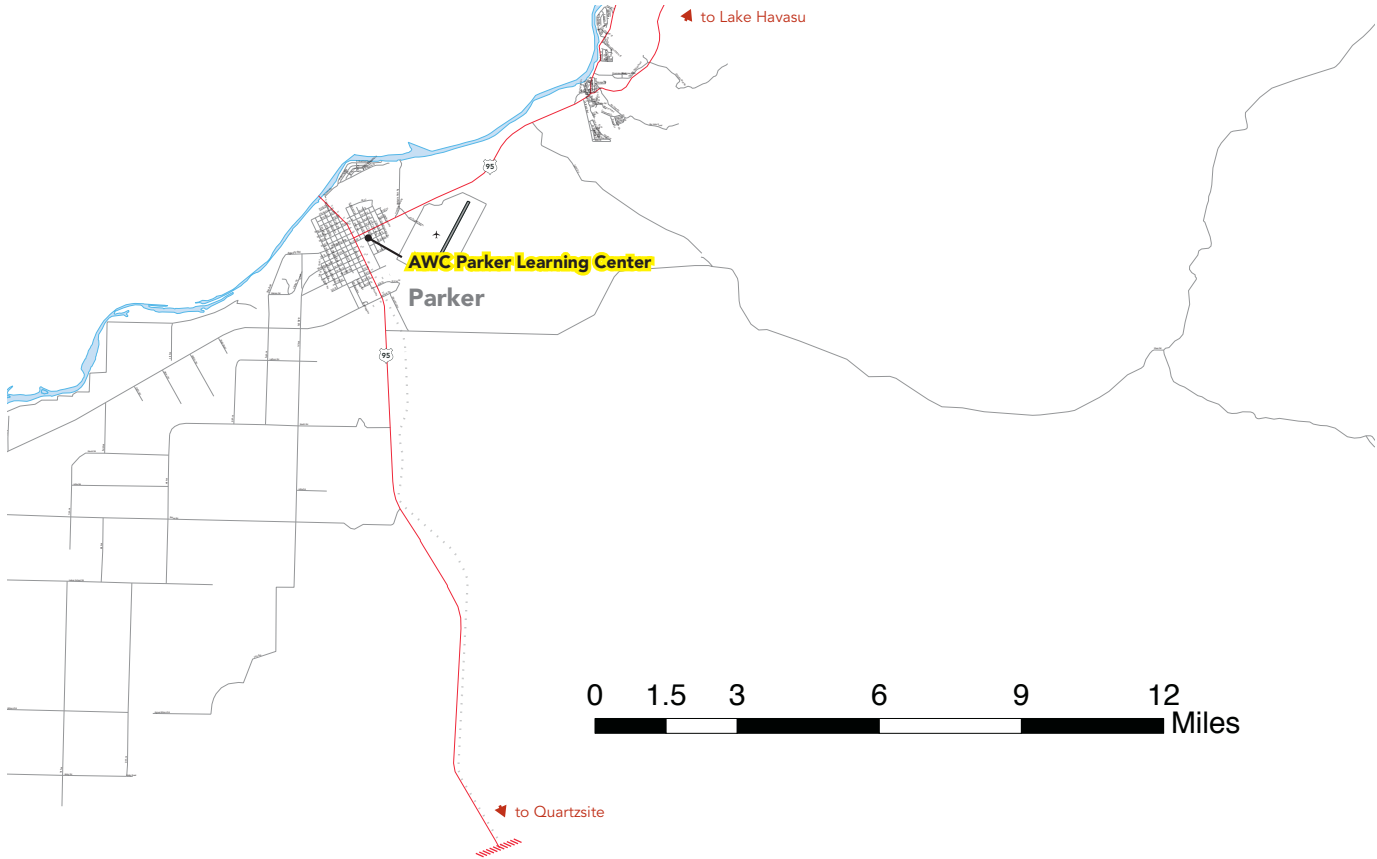
Yuma Metro & South Yuma County Area



East Yuma County Area



La Paz County Area





ARIZONA WESTERN COLLEGE

**2020 S. Avenue 8E
Yuma, Arizona 85365**

1(888) 293-0392

www.azwestern.edu

Downtown Center (928) 317-6150

MCAS Center (928) 317-7605

MLK, Jr. Neighborhood Center (928) 317-6075

Parker Learning Center (928) 669-2214

Quartzsite Learning Center (928) 927-8299

San Luis Learning Center (928) 314-9449

Somerton Center (928) 314-9464

Wellton Learning Center (928) 785-4175

YPG Center (928) 328-3177

University Learning Center

**NORTHERN
ARIZONA
UNIVERSITY** 

Yuma
Branch Campus

PO Box 6236

Yuma, Arizona 85366-6236

1(888) 628-9862

www.nau.edu/yuma



THE UNIVERSITY OF ARIZONA
Yuma

(928) 271-9560

www.arizona.edu

ASU  **Arizona State
University**

(928) 263-8529

www.transfer.asu.edu/az-western