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Fall 2016/Spring 2017 Registration & Advisement  Monday–Thursday only (except where noted)

Priority Registration Begins  (Online registration only)

Fall 2016  Spring 2017
April 18, 2016 .............. November 14, 2016 .................. Students with 45+ credit hours* ........ 7:00 AM–2:00 AM
April 20, 2016 .............. November 16, 2016 .................. Students with 30+ credit hours* ........ 7:00 AM–2:00 AM
April 25, 2016 .............. November 21, 2016 .................. 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 2016  Spring 2017
April 27, 2016 .............. November 23, 2016 .................. Online only ................................. 7:00 AM–2:00 AM
April 27–August 15, 2016 .... November 28, 2016–January 8, 2017 . Online & Walk-In ....................... 7:00 AM–5:00 PM

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

Fall 2016  Spring 2017
August 15–18, 2016 ........ January 9–12, 2017 .................. 7:00 AM–5:00 PM
August 19, 2016 .............. January 13, 2017 .................. 9:00 AM–3:00 PM

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

Fall 2016  Spring 2017
August 22–26, 2016 ........ January 17–20, 2017 .................. 7:00 AM–5:00 PM
Online Services  Go to www.azwestern.edu (everyday, 5:00 AM–2:00 AM) Click on “WebAdvisor” 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 2016 Academic Calendar

Faculty report ................................. Monday, August 15
Residence Halls open at 9:00 AM ........................................... Friday, August 19
Classes begin ................................................. Monday, August 22
Add/Drop .................................................. Monday–Friday, August 22–26
Labor Day Holiday—offices closed, no classes ............................... Monday, September 5
Last day to withdraw ............................................ Thursday, November 10
Veterans Day Holiday—offices closed, no classes .......................... Friday, November 11
Thanksgiving Holiday—offices closed, no classes ......................... Thursday & Friday, November 24 & 25
Last day of classes ............................................... Thursday, December 8
Final examination week ............................................ Monday–Thursday, December 12–15

Spring 2017 Academic Calendar

Faculty report ................................. Monday, January 9
Residence Halls open at 9:00 AM ........................................... Friday, January 13
Martin Luther King, Jr. Holiday—offices closed ............................. Monday, January 16
Classes begin ................................................ Tuesday, January 17
Add/Drop .................................................. Monday–Friday, January 17–20
Faculty Professional Development—offices open, no classes ............... Thursday, February 16
Washington’s Birthday—offices closed, no classes ....................... Monday, February 20
Spring Break—offices open, no classes ....................................... Monday–Friday, April 3–7
Last day to withdraw ............................................ Thursday, April 13
Last day of classes ............................................... Thursday, May 11
Final examination week ............................................ Monday–Thursday, May 15–18
Commencement .............................................. Friday, May 19
In case of emergency, push the button—you will automatically be connected to Campus Police.

Emergency Phone Location 911

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
BF Kammann Baseball Field
C 1–5 Cottages 1–5 (C1 Health & Wellness Services)
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
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
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/finaid

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/advisement

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 WebAdvisor, and selecting appropriate classes.

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 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
www.azwestern.edu

Once you are registered for classes, get your free AWC student photo ID and YCAT (Yuma Community Area Transportation) validation sticker. 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
www.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.
Additional steps you may want to consider . . .

**Clubs & Organizations** (928) 317-7611

3C One Stop Shop — Campus Life
www.azwestern.edu/student_services/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) 344-7604

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/student_services/campus_life

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.
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](http://www.azwestern.edu) and click on “Schedule of Classes” under Quick Links.

**I’m new to registering online** (never used WebAdvisor)—from the homepage click on WebAdvisor/Register. Then, from WebAdvisor click “Click Here”.

**Log In to WebAdvisor**, then select “Students”. On the next page, click on “Search for Sections”.
### Tuition Schedule 2016–2017

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th><strong>Age 17 &amp; Under (18–59)</strong></th>
<th>Age 60 &amp; Over</th>
<th><strong>Age 17 &amp; Under (18–59)</strong></th>
<th>Age 60 &amp; Over</th>
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<td>$75 $90 $81</td>
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<td>6</td>
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<td>$450 $540 $486</td>
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<tr>
<td>7</td>
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<tr>
<td>8</td>
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</tr>
<tr>
<td>9</td>
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<td>$2,682 $2,817 $2,736</td>
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<tr>
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<tr>
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**Arizona Resident**

**Non-Arizona Resident**

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### Western Undergraduate Exchange Program (WUE)

<table>
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<tr>
<th>Credit Hours</th>
<th><strong>Age 17 &amp; Under (18–59)</strong></th>
<th>Age 60 &amp; Over</th>
<th><strong>Age 17 &amp; Under (18–59)</strong></th>
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<td>3</td>
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<td>4</td>
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<td>$2,086 $2,191 $2,128</td>
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<tr>
<td>7</td>
<td>$682.50 $840 $745.50</td>
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<td>$2,086 $2,191 $2,128</td>
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<tr>
<td>8</td>
<td>$780 $960 $852</td>
<td></td>
<td>$2,086 $2,191 $2,128</td>
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<td>9</td>
<td>$877.50 $1,080 $958.50</td>
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<td>$975 $1,200 $1,065</td>
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<td>11</td>
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<td>$2,086 $2,191 $2,128</td>
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<tr>
<td>15</td>
<td>$1,462.50 $1,800 $1,597.50</td>
<td></td>
<td>$2,086 $2,191 $2,128</td>
<td></td>
</tr>
</tbody>
</table>

**WUE includes the states of:**


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

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

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**Tuition**

Fall registration payment is due by July 14, 2016. If registering after July 14th, 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 that 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®, Discover®) on WebAdvisor (listed under Quick Links at [www.azwestern.edu](http://www.azwestern.edu)). 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](http://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®, Discover®).

**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](http://www.azwestern.edu/housing).

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*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 will be applied to their account.

Audit: Add $80.00 per credit hour to above fees.

Transcript Fees: no charge

A student who does not provide appropriate documentation to the Admissions and Registration Office will be billed at $313 per credit hour.

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The College reserves the right to cancel classes and make changes in the fees, classrooms, time, and instructors without notice.
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
International Student Application Fee ................. No Charge
Proctor Testing Fee ......................................... $30
CLEP Test .................................................. $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: $2,318, or Regular Plan: $2,112)
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 NAU-Yuma 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 2016 .............................................. 6 weeks total
Fall 2016 .................................................... 19 weeks total
Spring 2017 .................................................. 18 weeks total
(Closed during Spring Break—April 3–7, 2017)

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) 344-7700
- 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 a 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, hardofhearing, 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 the ARS Coordinator; 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 Coordinator 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 ARS Coordinator 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 Subsctn. 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/registration 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

Main 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.