

# 2024-2025 Student Handbook





# #1 in Arizona

66%

First in their family  
to attend college.

Academic  
Calendar

Check out our Academic  
Calendar for important dates.



*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, (including pregnancy, gender identity, and sexual orientation), religion, age (40+) or disability, in compliance with the laws of the United States and the state of Arizona. The Director of Human Resources, P.O. Box 929, Yuma, AZ, 85366-0929, (928) 344-7505.*

*AWC has been designated by the Arizona Department of Veteran's Services (AZDVS) as a Veteran Supportive Campus.*

# *A Message from the President*

## **Welcome to Arizona Western College!**

It is an exciting time to be a Matador, and we are thrilled you have Chosen AWC as the destination for your next steps in higher ed!

Arizona Western College is a comprehensive college offering a full range of learning and professional skill programs including technical transfer and non-credit course offerings. If your goal is to earn a baccalaureate or higher degree, AWC offers a comprehensive mix of transfer opportunities. In fact, AWC is the only community college in Arizona with all three state universities – Arizona State University, Northern Arizona University and the University of Arizona – on campus. Transferring to a university after completing your studies at AWC is convenient, affordable and seamless.

If your interest is occupational or technical training, AWC offers numerous degree and certificate options leading directly to employment. All our technical programs are aligned with industry standards resulting in career-ready graduates. We also take great pride in the state-of-the-art learning facilities that mirror industry work environments.

At the core of the Arizona Western College experience is our talented and dedicated faculty and staff. Student success is at the heart of our mission. Earning a college degree or certificate is not easy. It will take significant effort and sacrifice on your part. We will be there to support you every step of the way from registration to graduation. Together, we will get you to your education goal.

I would encourage you to make the most of your time at Arizona Western College. There are over fifty student clubs, workshops, speakers, and numerous performing arts and athletic events. In addition, there are opportunities to enhance your learning experience by engaging in service learning and undergraduate research. Your education is not a spectator sport – get involved!

For over sixty years, AWC has been committed to serving the educational needs of La Paz and Yuma Counties. As those needs have evolved, so has the college. We have upgraded our technology including a new mobile-friendly website, renovated numerous facilities, added programs, enhanced partnerships to serve the communities of Yuma and La Paz County.

AWC stands ready to respond to the evolving needs of our students and the communities we serve. We are delighted you will be with us. It is a great day to be a Matador!

**Dr. Daniel P. Corr**  
President

The 2024–2025 AWC Student Handbook is produced by the Department of Campus Life, a department of the Student Services Division. Please direct any questions or comments about this publication to:

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## **Department of Campus Life**

Arizona Western College

P.O. Box 929

Yuma, AZ 85366-0929

2020 S. Avenue 8E

Yuma, AZ 85365

(928) 344-7576 **phone**

(928) 317-5888 **fax**

*The 2024–2025 AWC Student Handbook contains the most current information available as of the date of publication and supersedes all previous editions. The handbook supplements the College's general course catalog as a source of additional information about Arizona Western College. The handbook is not intended to be a complete statement of rules, regulations, policies or procedures; nor does it contain a complete list of all programs and services.*

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# Getting Started

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## Admissions and Registration

College Community Center (3C), 2nd floor One Stop Shop

(928) 344-7550 phone

(928) 344-7543 fax

[azwestern.edu/register](http://azwestern.edu/register)

**Registration**—Registering early provides the best opportunity to obtain the classes you want. Summer registration begins in March, Fall registration begins in April, and Spring registration begins in November. It is strongly recommended that you visit with an academic advisor prior to registering. Payment is due the day you register for Spring and Summer. Payment deadline for Fall courses is listed in the Registration Guide. Tuition and fee information is available at [azwestern.edu/paying-for-college/tuition-and-fees](http://azwestern.edu/paying-for-college/tuition-and-fees) or in the Registration Guide (print and on-line).

**Adding Courses**—Courses may be added until the close of the add/drop period for the course. A student who wishes to add a course may do so on-line through Self Service or submit a signed Registration Form to the Admissions and Registration Office on the Main Campus or any of our other campus centers. Signed registration forms can also be emailed to [records@azwestern.edu](mailto:records@azwestern.edu).

**Dropping Courses**—Courses may be dropped for a full refund until the close of the add/drop period for each specific course. Please see the College catalog for the detailed drop policy. Only when the student has dropped through Self Service or a completed Registration Form has been received and processed, does the drop become official. Please consult the Catalog for refund criteria. Informing an instructor or simply absenting yourself from class is not considered an official drop of a course and may result in a failing grade (F) being posted to your academic record.

**Withdrawals**—After the designated add/drop period, students may withdraw from one or more classes and receive a grade of “W” on their official academic record. Students wishing to withdraw from one or more courses should consider the impact. Withdrawing from a class may affect financial aid eligibility for other grants, academic standing, athletic eligibility or have additional impact. Classes lasting less than an entire semester have a different withdrawal period. Please consult the AWC Catalog for detailed information.

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## Business Office

College Community Center (3C), 2nd floor One Stop Shop

(928) 317-7666 Cashier phone

(928) 344-7528 Accounts Receivable phone

(928) 344-7637 Financial Aid Disbursement phone

[azwestern.edu/administrative-services](http://azwestern.edu/administrative-services)

The Business Services Office provides comprehensive business services for all students. Payment of all College fees are processed either on-line by students or by cashiers at the AWC Business Services Office on the Yuma Campus or any of the AWC campus centers.

Residence hall students are required to pay their account balances in full before they are cleared to move into their room. Please note that according to policy, the College accepts no responsibility for dropping students from classes they do not intend to take. Officially dropping prior to the end of the official drop period is the only way to ensure students will not be charged for classes they do not attend. Students must pay close attention to the drop deadline for each specific class they are registered for as classes of different length or type (face-to-face, on-line, hybrid) could have different drop deadlines. Students who withdraw from classes after the end of the official add/drop period are still financially responsible for those tuition and fees.

Part-time and work-study payroll checks may be picked up from a cashier at the Business Office at the Yuma Campus. The Disbursement Office posts all financial aid and scholarships to each student's account and distributes any refund due to the student.

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## Advisement Services

College Community Center (3C), 2nd floor One Stop Shop

(928) 344-7624 phone

(928) 344-7710 fax

[azwestern.edu/advisement](http://azwestern.edu/advisement)

Arizona Western College provides an interdisciplinary team consisting of career specialists and academic advisors to assist students in their academic and career development. Guiding students into, through, and beyond their college experience.

### Teaching students how to...

- Discover their career/academic/personal interests
- Explore their career/academic options
- Create their individual college experiences
- Prepare for their future career

Students can meet with academic advisors throughout the year and are encouraged to make appointments each semester to discuss their academic and career plans. Students are also encouraged to take advantage of all of the career and advisement services by working with the advisors in helping with decisions regarding a selection of major/career, develop an (EAP) educational academic plan for their major, and discuss career and/or transfer plans.

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## Financial Aid

College Community Center (3C), 2nd floor One Stop Shop

(928) 344-7634 phone

(928) 317-6420 fax

[azwestern.edu/financial-aid](http://azwestern.edu/financial-aid)

The Financial Aid Office administers and coordinates funds from federal, state, institutional, and private sources. These funds are provided to ensure higher educational opportunities to eligible AWC students. The philosophy of the Financial Aid Office is to attempt to meet the full needs of all eligible applicants by combining funds from various sources. We require students to apply for federal programs to maximize their opportunities for assistance by stretching AWC aid dollars. For more information on financial aid eligibility, call AWC's Financial Aid Office at 344-7634 or stop by the office located in the 3C on the main campus in Yuma. Financial Aid information is also available at AWC's off-campus centers located in Parker, San Luis, and Somerton, as well as on-line.

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## Testing Services

College Community Center (3C) One Stop Shop

(928) 344-7641 phone

(928) 344-7712 fax

[azwestern.edu/testing](http://azwestern.edu/testing)

Testing Services offers assessment tests to identify the student's skill level in English, math, reading and English as a Second Language. Test scores are used to meet prerequisites for certain courses and to assist in recommending the most appropriate course sequence towards a successful completion of a degree or certificate program. Testing Services is also available for student make-up exams and to support on-line courses with the midterm and final exams. In addition, our department offers many certification, equivalency and entrance examinations such as GED, CLEP, HESI, LSAT and NREMT exams. Visit our website for additional information regarding the various tests that can be taken at our center.





ARIZONA WESTERN COLLEGE

Knowing should help to achieve...  
CASH CASH



# Student Resources

## Academic Library

Shadle Library and Learning Resources Complex

(928) 344-7777 phone

(928) 344-7751 fax

[azwestern.edu/library](http://azwestern.edu/library)

The library is a dynamic academic partner on the Arizona Western College campus, serving the AWC and NAU-Yuma Branch Campus communities, partner universities, and residents of Yuma County. Well over 110,000 people visit us in person each year to use our print and electronic collections, study rooms, collaborative spaces, the Resource Center (for current and future educators), computers, and to ask for research help.

Research help is available in person, by phone, chat, email, and text. Library instructional workshops on a variety of topics are available upon faculty request. We also offer drop-in workshops throughout the year for our community on a range of educational and personal enrichment topics.

We provide access to electronic resources such as article databases, e-Books, and streaming videos. You can also check out books, videos, music cd's, and documents from our Federal Government Depository collection. We also provide links to NAU's Cline Library resources.

We at the library are committed to providing our community with an environment that fosters curiosity, exploration, and lifelong learning. Drop by and take advantage of our collections, research help, and study spaces.



## AccessABILITY Resource Services (ARS)

College Community Center (3C), 2nd floor One Stop Shop

(928) 344-7674 phone

(928) 344-7720 fax

[azwestern.edu/accessability](https://azwestern.edu/accessability)

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 Access ABILITY Resource Services and provide the required disability documentation by submitting a public accommodation request at [https://azwestern-accommodate.symplicity.com/public\\_accommodation/](https://azwestern-accommodate.symplicity.com/public_accommodation/)
- Students must make an appointment with the ARS staff; located on the top floor of the 3C building by calling 928.344.7674 or emailing [accessability@azwestern.edu](mailto:accessability@azwestern.edu). Appointments can also be made through the students' profile in Accommodate.
- The eligibility determination process is not a same day process. Once documentation and request are 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 submit a semester request each semester to receive accommodations.

*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.*



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## Assessment and Program Review

Center for Instructional Excellence (CIE)

(928) 344-7651 phone

[azwestern.edu/assessment](http://azwestern.edu/assessment)

The Office of Assessment and Program Review provides college-wide leadership in assessment, program review, and the collection of the educational data. These information services enhance the college's culture of evidence and assist administrators and faculty in data-driven decision making at all levels of the college. A key component to ensuring AWC is providing the best education and services possible is to engage our students in the discussion of assessment.

The Assessment Office welcomes student participation in monthly institutional Assessment Committee meetings and encourages students to be agents of their own learning. It is important for students to not only understand how faculty and administrators assess student learning but for students to hold the institution accountable for what the students should be learning and the type of environment the learning takes place in.

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## Career Services

College Community Center (3C) One Stop Shop

(928) 344-7604 phone

(928) 344-7624 appointment

(928) 344-7710 fax

[azwestern.edu/careerservices](http://azwestern.edu/careerservices)

Career Services offers students comprehensive career planning.

Students receive guidance on career exploration, expert assistance in designing a professional resume and cover letter plus help in handling the all-important job interview.

A web-based job referral system. "Jobs for Matadors", allows students to search for both on-campus and off-campus employment as well as inquire about internships and volunteer opportunities. The department coordinates many student-oriented events, such as Transfer and Career Expos which introduces students to business and university transfer representatives. Career Services assist with helping students select a college major with their annual Majors' Fair. Career Services is located on the top floor of the College Community Center (3C). For more information, call (928) 344-7604. For appointments, call (928) 344-7624 or visit the Career Services website.



## Student Health and Wellness

3C Building-Top Floor (next to Testing Services)

(928) 344-7602 phone

911 (medical emergencies)

[azwestern.edu/health](http://azwestern.edu/health)

*“Students cannot be intellectually proficient if they are physically and psychologically unwell.” Ernest Boyer.* Student Health and Wellness is dedicated to promoting a safe and healthy campus community to support student success. Amenities offered include campus and community resources, referrals, prevention education and bystander intervention, student and staff educational activities and trainings, as well as a safe place for students to get help or just talk. This office is here to proactively support students through complex situations which impact their ability to function successfully within the college community.

An on-line student of concern report is available on our website (above) that enables you to report a student or friend that you may have noticed has changed or been struggling lately that you might be concerned about and may need help. This can remain anonymous and the student can receive the help they may need.

Student Health Advocates is a student volunteer health and wellness education club lead by the Student Government Association Vice President of Student Health and Safety with the help of the Student Health and Wellness Coordinator. Participants are trained on various topics to help educate their peers and campus community as well as raise awareness about risk behaviors, health issues, and concerns through educational workshops, events and campaigns.

SHA primarily focuses on behavioral health, violence intervention and prevention, and healthy lifestyle choices and behaviors to create a more inclusive and equitable campus. This club provides students with an opportunity to get educated, get involved, meet people, be an advocate, inform others, build their resume, earn scholarships, strengthen skill-set, and contribute to a better campus. If interested in joining, contact Student Activities at (928) 344-7581 or [student.government@azwestern.edu](mailto:student.government@azwestern.edu)

Monday–Thursday ..... 8:00 AM–6:00 PM

Fridays (Remote) ..... 9:00 AM–3:00 PM

[health.wellness@azwestern.edu](mailto:health.wellness@azwestern.edu)



@AWCwellness



@AWC\_healthandwellness

## Technology Help Desk & Open-Access Computer Lab

Technology Help Desk Shadle Library and Learning Resources Complex, Room 080

(928) 317-5892 phone

helpdesk@azwestern.edu

[azwestern.edu/support](http://azwestern.edu/support)

AWC is committed to providing quality technical support to its students. The two most important technology resources available to students district-wide are the Technology Help Desk and AWC's open-access computer labs.

The Technology Help Desk provides students with account-activation, password management, and technical assistance with Self Service, Blackboard, and other technology-based learning resources.

The Technology Help Desk's hours of operation during the spring and fall semesters are as follows. (Summer, Spring Break, and Winter Break hours vary annually based upon student need.)

**Monday–Thursday** ..... 7:00AM–10:00PM  
(phone support only after 5:00PM)  
**Fridays** ..... 8:00AM–5:00PM

AWC provides open-access computer labs at several college locations throughout Yuma and La Paz counties, which are listed below. To obtain open-access computer lab hours of operation, please call the numbers as listed below.

Wellton Learning Center ..... (928) 785-4175  
Parker Learning Center ..... (928) 669-2214  
Quartzsite Learning Center ..... (928) 927-8299  
San Luis Learning Center ..... (928) 314-9441  
San Luis Center (San Luis Middle School) (928) 314-9441  
Somerton Learning Center ..... (928) 314-9441  
Yuma Campus ..... (928) 344-7796

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## Student Success Center (SSC) *(includes the Math and Writing Centers)*

**(928) 317-6029** phone

[azwestern.edu/ssc](http://azwestern.edu/ssc)

The Student Success Center (SSC), comprised of the Math Center and the Writing Center, offers free services and resources to help you achieve academic success:

- Trained, qualified tutors to assist you online, in person, or through email in a variety of subjects
- Computers, printers, and internet access
- Supplemental study materials and media items
- Individual and group study spaces
- Graphing calculator rental program (select math courses)
- General assistance with navigating college resources

Tutoring is available for subjects other than math and English. The Math Center provides tutoring for math, science, business, and engineering courses. Writing assistance is available for any course through the Writing Center. If you need assistance with any course, please contact us: [azwestern.edu/ssc](http://azwestern.edu/ssc)

The mission of the Student Success Center is to serve students in a way that promotes their successful completion of courses at AWC and beyond. Students who use our services on a regular basis find they are more successful in college.

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## KEYS Student Support Services Program

**KEYS Building (Cottage 1)**

**(928) 344-7761** phone    **(928) 569-2999** fax

[azwestern.edu/keys](http://azwestern.edu/keys)

**Michelle Thomas, Program Director**

Keep Envisioning Your Success (KEYS) Program is a federal TRIO program, funded to serve 240 Arizona Western College students, annually, who are first-generation, low-income, and/or have a documented disability.

The goal of KEYS is to help the students they serve persist at AWC and to increase their chances of graduating and transferring to a 4-year college/university in order to earn a bachelor's degree.

The KEYS Program provides the following individualized services to participants:

- Tutoring,
- Peer mentoring,
- Academic advising/coaching,
- University trips,
- First and Second Year College Experience programs, and
- Cultural enrichment activities

To apply and find out more information about the KEYS program, visit their office located in the KEYS Building (Cottage 1) or visit [azwestern.edu/keys](http://azwestern.edu/keys).

## Transfer Center

College Community Center (3C), 2nd floor One Stop Shop  
(928) 344-7638 phone (928) 344-6449 fax

[azwestern.edu/transfers](http://azwestern.edu/transfers)

### Transferring to Arizona Western College

Students transferring credits from another institution need to submit an Electronic Evaluation of Credits form and request official transcripts to be sent directly to:

#### Arizona Western College Transfer Center

Office P.O. Box 929  
Yuma, AZ 85366

Students must be registered and/or have completed at least six credit hours at AWC in order to have credits posted on their AWC transcript. The evaluation and posting process can take up to five weeks. For more information about the evaluation process, visit our website.

### Transferring from Arizona Western College

The Transfer Center provides a range of resources and events designed to support students in navigating their university options.

The following activities are available to help students prepare for their university transfer:

- Transfer and Career Expos for South County, La Paz, and Yuma campus in coordination with Career and Advising Services
- Early Transfer Walk-in Week
- University Admissions Application Workshops
- University Representatives on Campus
- Major Specific Sessions
- University Field Trips
- One-on-One Appointments
- Articulated Degree Pathways
- Transfer Scholarships Resources



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## Veteran Services

College Community Center (3C) One Stop Shop

(928) 344-7622 phone (928) 569-0305 fax

[azwestern.edu/veterans](http://azwestern.edu/veterans)

The Veteran Service office is the point of contact for applying, receiving information and certifying VA Educational Benefits, from the Department of Veteran Affairs and/or Department of Defense.

### Prior to Registering

Students who wish to utilize their VA Educational Benefits, must be advised in the Veteran Services Office and submit eligibility documentation.

### All new students must provide the Veteran Services Office with:

- A certificate of eligibility (COE)
- An approved/signed Educational Academic Plan (EAP). EAP's are available by meeting with the Academic/  
Career Advisor for Veteran Services.
- An original copy of DD214, if a COE is not available

\*Please note: All students should have copies of all previous transcripts (Military & Institutional), for initial advising sessions

### Prior to the Conclusion of Your First Semester

In order to avoid over payments by the VA, students must submit their official military transcripts and all other official transcripts, from prior institutions of higher education. Official transcripts should be sent to:

[Arizona Western College](http://Arizona Western College)

Attn: Transfer Services

PO Box 929

Yuma, AZ 85366-0929

Students must submit an Enrollment Certification Request (ECR), to the Veteran Services office, every semester and anytime there is a change in their enrollment.

For more information regarding the Veteran Services Office, please visit our Veteran Services website at:

[www.azwestern.edu/veterans](http://www.azwestern.edu/veterans) or facebook [www.facebook.com/awcveterans](https://www.facebook.com/awcveterans)

*The monthly rates of payment to Veterans are provided for by Public Law 94-502. Arizona Western College is in compliance with the requirements of 38 USC 3679(e).*

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## Military Services Office

Marine Corps Air Station Yuma Building #850, Room#112 & Yuma Proving Grounds  
Building #501, 2nd floor One Stop Shop  
(928) 317-7605 phone (928) 726-3525 Fax  
military.services@azwestern.edu  
[azwestern.edu/military](http://azwestern.edu/military)

AWC Military services offers comprehensive services for active duty military, DOD employees, and their families at MCAS-Yuma and Yuma Proving Grounds. You may receive academic advisement and course registration assistance at both installations. Face-to-Face courses are also available at MCAS-Yuma.

### Office Hours

**MCAS Office Hours: Monday - Thursday | 0800 – 1600 & Friday: 0800 – 1200**

YPG Office Hours: Staff is available at YPG on the 3rd Wednesday of every month from 12-4pm in the Education Center Conference Room

Placement, Midterm, and Finals Testing: Available by appointment only on Tuesdays at 0900 or Thursdays at 1300. A photo ID must be presented in order to test.

### Credits for Military Experience and Service School

Arizona Western College accepts a maximum of 30 credits from non-traditional credit. When applicable, credit earned from Military training may be used for degree credit as equivalent courses in the major or as general electives up to the maximum number of credits prescribed by the specific program requirements.

“A Guide to the Evaluation of Education Experience in the Armed Services” published by the American Council on Education (ACE) is the basis for evaluating the training and experiences in military service.

A course evaluation may be requested by submitting an official copy of appropriate documentation directly to Arizona Western College. To request military transcripts, select the appropriate branch below:

ARMY/COAST GUARD/NAVY/MARINE: Joint Services Transcript (Formerly SMART)

AIR FORCE: Community College of the Air Force (CCAF)

My CAA Military Spouse Career Advancement Account Scholarship

MyCAA provides a maximum education benefit of \$4,000 with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their portable career goals.

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## Student Spaces on Campus

### LGBTQ Lounge

Monday-Thursday | 10:00AM-6:00PM

Open to all students but designed to provide specific resources for students who identify as LGBTQ+ or allies.

Location: LR-95

### Game Room

Monday-Thursday | 10:00AM-6:00PM

The Game Room is a student space featuring two TV's for viewing and gaming, billiards, ping-pong, and comfortable seating. Equipment may be checked out with a Game Room Attendant using your AWC Student ID card.

Location: 3C-Top Floor

### Diversity Lounge

Monday-Thursday | 10:00AM-6:00PM

The Student Lounge is a comfortable, quiet student space to relax and escape between classes. Stop in and enjoy access to a computer, take an item from the AWC Career Closet, relax in one of our bean bag loungers or pull up a chair at a desk to study or charge your devices!

Location:

3C-Top Floor next to Campus Life

### Health and Wellness Nook

Monday-Thursday | 8:00AM-6:00PM

(928) 344-7602

By appointment. You can reserve the room on the website and you can check with Adriana for availability on a walk-in basis. **Room number: 3C 2296**

### La Tiendita

Monday-Thursday | 9:00AM-5:00PM (Subject to change during summer)

Convenience Store inside Yuma Campus.

MAC Building | First floor

### Matador Merch

Monday-Thursday | 9:00AM-5:00PM (Subject to change during summer)

Now, you can buy stuff with the AWC logo and be proud to be a Matador!

MAC Building | First floor

## **The Cubby**

[thecubby@azwestern.edu](mailto:thecubby@azwestern.edu)

(928) 344-7517

The Cubby was designed to meet the immediate needs of its students on campus by providing a variety of non-perishable food items and other basic necessities to students and their families.

**MAC Building | Room 178**

## **Teletherapy services**

Monday-Thursday | 8:00AM-6:00PM

(928) 344-7602

AWC offers free teletherapy services to all AWC students as long as they are registered for at least one credit hour. We believe that nothing matters more for your well-being and academic success than your mental health. Some common reasons for seeking mental health support include:

- Feeling consistently low or sad
- Persistent anxiety
- Handling a breakup
- Loss of a loved one
- Past or current experiences of trauma
- Academic pressures and performance
- Housing or roommate tension
- Challenges with family members
- Experiencing discrimination

We also know that many students face barriers to seeking mental health help, including:

- Harmful stigmas and discrimination surrounding mental health
- The cost of care and insurance
- Barriers like transportation, stable internet access, childcare, and environment

Mental health matters. We hope you take advantage of this important resource.

Submit a Student Care Report (provide link) on your behalf or for a student you know may benefit from this service or contact Student Health and Wellness for more information:

(928) 344-7602 | [health.wellness@azwestern.edu](mailto:health.wellness@azwestern.edu).



# Safety & Security

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## Campus Police

District Services Building

(928) 314-9500 phone

(928) 344-5555 phone (direct line)

(928) 314-9514 fax

[azwestern.edu/police](http://azwestern.edu/police)

Arizona Western College maintains its own police and security force. The Police Department consists of certified police officers entrusted with enforcement of state statutes and College directives. Security personnel and recorded video surveillance are utilized in the residence halls and are monitored by police dispatch to aid in the well being of the residence hall students and to help ensure the provisions of a safe and secure residential environment. The police department keeps a 24-hour police/dispatch service to assist the college community with helping motorists, unlocking doors, providing campus escorts, taking incident reports, and maintaining security. The police dispatchers also maintain 19 emergency call box systems that are located throughout the college campus. The department has special trained officers to investigate violence against women on campus, such as sexual assaults and stalking. The campus police offer information and trainings to all students, faculty and staff in regards to utilizing the emergency call box systems, how to report a crime, sexual assault and campus safety.

### Report a Crime

<https://www.azwestern.edu/campus-police/anonymous-crime-report-form>

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## Student Right-to-Know and Campus Security Act

The Student Right-to-Know and Campus Security Act, Public Law 101-542, provide that institutions of higher learning disclose information about completion or graduation rates among student athletes, crime statistics and campus safety policies and procedures to current and prospective students and employees. The information is available on the AWC website at [azwestern.edu/student-life/student-right-to-know](http://azwestern.edu/student-life/student-right-to-know).

For further information or to request a paper copy, please call (928) 314-9500.



# Student Health & Wellness



- Health & Wellness Fair
- Healthcare Job Fair
- Heart & Healthy Relationships Fair
- Sexual Assault Awareness Color Walk/Run
- Domestic Violence and Breast Cancer Color Walk / Run
- The Nook
- The Cubby
- And more...



**HEALTHY  
RELATIONSHIPS**



**SEXUAL  
MISCONDUCT**



**STALKING**



# Rights & Responsibilities

## Student Conduct and Community Practices

Students have the right to a safe, secure, accessible, and orderly learning environment. Arizona Western College has established expectations designed to maximize the learning environment on campus. All members of the college community are expected to they are expected to take ownership of their own academic endeavors, relationships, and personal responsibilities with a vigorous commitment to the pursuit of free expression and inquiry, integrity, civility, appreciation for diversity, and respect for self and others.

Members of the Matador community are expected to practice integrity and ethical behavior in all academic work. Each student assumes an obligation as a responsible member of the college community to demonstrate conduct compatible with the college's mission as an educational institution and it is each student's right and responsibility to be informed. To learn more go to [azwestern.edu/incidentreport](http://azwestern.edu/incidentreport) or [azwestern.edu/conduct](http://azwestern.edu/conduct) and know the code.

### Sexual Harassment and Relationship Violence

AWC does not tolerate violence towards anyone.

Know your Title IX Rights and School's Responsibility AWC once informed will take appropriate action to investigate or otherwise determine what occurred. If investigation determines that "more likely than not" harassment or relationship violence has occurred the school must:

- Take prompt and effective steps to end the harassment
- Eliminate the hostile environment
- Prevent its recurrence

If you or someone you know has been a victim of Sexual Harassment or Relationship Violence you are encouraged to report it by submitting an incident report or visit Student Health and Wellness Service for assistance.

#### Mrs. Kathy Ocampo

Chief Human Resources Officer

P.O. Box 929

Yuma, AZ 85366-0929

(928) 317-6050

[katheline.ocampo@azwestern.edu](mailto:katheline.ocampo@azwestern.edu)

#### Dr. Nikki Hage

Dean of Students

P.O. Box 929

Yuma, AZ 85366-0929

(928) 344-7576

[Nikki.Hage@azwestern.edu](mailto:Nikki.Hage@azwestern.edu)

## Family Educational Rights and Privacy Act

### Educational Rights and Privacy Act of 1974 (FERPA)

FERPA deals specifically with the education records of students, affording them certain rights with respect to those records. For purpose or definition, education records are those records that are:

- Directly related to a student
- Maintained by an institution or a party acting for the institution

FERPA gives students who reach the age of 18, or those of any age who attend a postsecondary institution, the right to inspect and review their own education records. Furthermore, students have other rights, including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records. FERPA applies to the education records of persons who are in attendance in postsecondary institutions, including students in cooperative and correspondence study programs. FERPA does not apply to records of applicants for

admission who are denied or, if accepted, do not attend an institution. To learn more about your student rights in regards to FERPA please visit the following link:

[azwestern.edu/student-life/student-right-to-know](http://azwestern.edu/student-life/student-right-to-know) For questions and clarification, contact the Admissions and Registration office at (928) 344-7550.

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## Title-IX Statement

Title IX of the Education Amendments Act of 1972 provides that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...”  
Title IX - 20 U.S.C. § 1681

In compliance with Title IX, Arizona Western College prohibits discrimination on the basis of sex in admissions, recruitment, education, employment, enrollment, as well as in the provision of all services, programs and activities.

Consistent with these values and applicable laws, Arizona Western College maintains a comprehensive program designed to protect members of the College community from discrimination on the basis of sex or gender.

Arizona Western College's Title IX Coordinators monitor compliance with applicable laws and coordinate the institution's response to complaints of discrimination based on sex. The Title IX Coordinators will ensure that complaints of this nature are addressed by the appropriate College representatives and will assist complainants and respondents with supportive measures and resources if and when they may be warranted.

Questions about Title IX, and information about how someone may report or file a formal complaint about an alleged violation of Title IX is encouraged. To contact one of Arizona Western College's Title IX Coordinators identified below:

### Arizona Western College Title IX Coordinators

#### Mrs. Kathy Ocampo

Chief Human Resources Officer  
P.O. Box 929 | Yuma, AZ 85366-0929  
(928) 317-6050  
AWC-Title-IX@azwestern.edu  
[azwestern.edu/titleix](http://azwestern.edu/titleix)

#### Dr. Nikki Hage

Dean of Students  
P.O. Box 929 | Yuma, AZ 85366-0929  
(928) 344-7576  
AWC-Title-IX@azwestern.edu  
[azwestern.edu/titleix](http://azwestern.edu/titleix)

Alternatively, or in addition to the Title IX Coordinators, inquiries may be directed to the U.S. Department of Education's Office for Civil Rights, the federal agency charged with enforcing compliance with Title IX:

#### OFFICE FOR CIVIL RIGHTS U.S. DEPARTMENT OF EDUCATION

Headquarters  
Maryland Avenue, SW  
Washington, DC 20202-1100  
(800) 421-3481 Customer Service Hot-line  
(800) 877-8339 TTY  
(202) 453-6012 Fax  
OCR@ed.gov  
[ed.gov/ocr](http://ed.gov/ocr)

#### ARIZONA STATE LOCAL OFFICE FOR CIVIL RIGHTS

Denver Office  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582

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## 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, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information or handicapping condition 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:

**Ms. Kim Trujillo**

P.O. Box 929  
Yuma, AZ 85366-0929  
(928) 344-7505  
AWC-Title-IX@azwestern.edu  
[azwestern.edu/titleix](http://azwestern.edu/titleix)

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## Students With Disabilities Resources and Service Information

Arizona Western College seeks to provide reasonable accommodations for students with documented disabilities in order to facilitate access to College classes and activities. Students seeking such an accommodation should make an official request at AccessABILITY Resource Services located in the College Community Center (3C) on campus or at [azwestern.edu/accessability](http://azwestern.edu/accessability).

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:

**Ms. Kim Trujillo**

P.O. Box 929  
Yuma, AZ 85366-0929  
(928) 344-7505  
[human.resources@azwestern.edu](mailto:human.resources@azwestern.edu)

**Mrs. Laura Sandigo**

Executive Director of Student Resource Services  
P.O. Box 929  
Yuma, AZ 85366-0929  
(928) 344-7602  
[Laura.Sandigo@azwestern.edu](mailto:Laura.Sandigo@azwestern.edu)

# NO



**DRUGS  
ALCOHOL  
VIOLENCE  
EXCEPTIONS**

# KNOW THE CODE

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Students are responsible for knowing and understanding the contents of the Code.

**SEE THE CODE OF CONDUCT**





## Welcome from our Student Government Representative

Dear Arizona Western College Student,



On behalf of the Student Government Association, I'd like to offer you a warm welcome to AWC! Whether you are an incoming First-year or a returning student, I wish you a fulfilling and successful academic year. Believe me when I say that by joining Arizona Western College, you have set yourself for success, career path and leadership opportunities, and a high-quality education.

Here at Arizona Western College, you will find a community; a family away from home that will look out for you, direct you to resources needed for your academic success, and offer long-lasting friendships. Your education - and your future by extension - always come before anything. Remember that the best investment you will do in your life is education, it will get you that job you have dreamed of, that house you've designed multiple times, and that car you have saved on your Pinterest board.

College is all about building relationships; mentors, professors, classmates, friends, and even the employees at Starbucks! You never know who will write you a recommendation letter, who can send you notes from your lecture, or who will tell you about a scholarship opportunity. With that said, I would like to extend an invitation to you for the Arizona Western College Student Government Association. Student leadership at AWC is known for their service to the community through volunteering, social engagement events, and student services on campus.

I believe every student has what it takes to be successful, to be a leader, and to be the guidance for future generations.

The journey starts here at AWC, are you ready?

**Jorge Ramirez,**  
SGA President

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## Athletics

AWC Gym, Room 103

(928) 344-7536 phone (928) 344-7537 fax

[awcmatadors.com](http://awcmatadors.com)

Arizona Western College has a long-standing tradition of excellence in its athletic programs. The athletic teams compete in the National Junior College Athletic Association at the Division I level. AWC teams are members of the Arizona Community College Athletic Conference and the Western States Football League with both conferences highly competitive at the national level.

The College sponsors the following sports for women: basketball, softball, soccer, and volleyball. The sports offered for men include baseball, basketball, football, and soccer. Athletics also sponsors a co-ed Spirit Squad to promote school spirit and support our sports teams. Intercollegiate athletics are an important element in the total educational experience for AWC students and we encourage anyone with a genuine interest to personally visit with the respective coach about the possibility of joining a team.

Arizona Western College students are admitted free into all regular season home athletic contests with a student id. Schedules are posted throughout campus and are available through the Athletic Department office. For more information about Matador Athletics, please call 344-7536.

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## College Assistance Migrant Program (CAMP)

Educational Services Building

(928) 317-7627 phone (928) 317-6097 fax

[azwestern.edu/camp](http://azwestern.edu/camp)

The College Assistance Migrant Program (CAMP) at Arizona Western College is a federally funded program designed to meet the needs of students with migrant or seasonal farm-working backgrounds.

CAMP offers eligible students valuable information on precollege transitions and support services to aid the development of skills necessary to succeed in their first year of higher education. Services include academic counseling, tutoring, skills workshops, health services referrals, financial aid stipends, and a residential program. Students will have the opportunity to develop lifelong friends while participating in social activities in a collegiate environment.

CAMP collaborates with AWC faculty, student services, outreach programs, and community-based agencies to improve educational and career opportunities for all CAMP students. Comprehensive follow-up services are provided to participants after they complete their first year.

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## Eatery/Dining Services

### College Community Center (3C)

Fast, Fresh & for Less

- **Smart Market:** grab & go salads, sandwiches & parfaits
- **Grill:** made to order hamburgers, chicken sandwiches & grilled cheese
- **Deli:** fresh, custom sandwiches & subs
- **Pizza:** hot out of the oven
- **Tossed to Order:** specialty salads made for you
- **Classics:** enchiladas, meatloaf, spaghetti
- **International:** tantalizing tastes from foreign lands
- **Soup & Salad Bar:** make your own winning combination
- **Beverage Station:** time for something ice cold
- **Bakery Corner:** fresh muffins & pastries

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 the housing agreement.**

*Dining Dollars* Commuter students and employees—Load your ID at the Business Office with Matador Money to use in the Eatery and Starbucks.

*Bonus \$* Students receive additional bonus bucks from 3% up to 10% based on the amount added to their ID, plus additional purchases are tax free!

#### Eatery

**Monday – Thursday**

**Breakfast** 8:00 am – 9:00 am

**Lunch** 11:00 am – 2:00 pm

**Dinner** 5:00 pm – 6:30pm

*Closed for cleaning*

*(9–10am) & (3–4pm)*

**STG** 8am-3pm & 4pm- 7pm

#### Eatery

**Friday – Sunday**

**Brunch** 11:00 am – 12:30 pm

**Dinner** 5:00 pm – 6:00 pm

**STG** 11am-1pm & 4pm-6:30pm

*Closed for cleaning (1–4pm)*

#### Starbucks

**Monday – Thursday**

7:00 am – 7:00 pm

**Friday** 7:00 am – 2:00 pm

**Saturday – Sunday** *Closed*

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## International Students Program

College Community Center (3C), Enrollment Services One Stop Shop

(928) 344-7699 phone (928) 317-5888 fax

[azwestern.edu/international](http://azwestern.edu/international)

The International Student Office (ISO) is available to assist students with all facets of AWC life—from your initial inquiry through graduation and transfer. We provide immigration/SEVIS and academic advising, employment letter of support, consulate interview information, community and college orientation, group insurance, and social activities to help students build lifelong global friendships while pursuing their academic goals. For appointments, please contact the Coordinator of International Student Program at (928) 344-7699.

## Residential Life

Office College | One Stop Shop: College Community Center (3C), Campus Life.

(928) 317-6057 phone (928) 317-5888 fax

housing@azwestern.edu

[azwestern.edu/housing](http://azwestern.edu/housing)

The Housing and Residential Life Office oversees 3 residence halls on the Arizona Western College Yuma campus. Suite-style accommodations are available for any full-time AWC, NAU-Yuma, UA-Yuma, and/or ASU-Yuma students. (Residents must be registered for a minimum of 12 credits at one or a combination of 12 credits from AWC and a university. Graduate students must be enrolled in a minimum of 9 credits.) Residents benefit from the convenience of being steps away from their classrooms and faculty as well as the many resources on the AWC campus. Educational programs, social activities and student leadership opportunities are available for residents to become more involved. Each residence hall building is staffed by a professional live-in Hall Director, 3 Resident Assistants and security officers who are available to assist residents in adjusting to student life as well as create a safe and welcoming community. Depending on availability private rooms may be offered for an additional cost. For current rates and information on how to apply please visit our website: [azwestern.edu/housing](http://azwestern.edu/housing). AWC offers 3 residence halls featuring suite-style rooms for students who want to live and learn on campus! You will enjoy being conveniently close to all AWC resources, such as the Eatery, Starbucks, student activities and athletic events! Living on campus provides students with a safe and positive experience. Each hall features: lounge areas, study areas, and double occupancy rooms furnished with beds, dressers, desks/chairs, refrigerator, and smart TVs. Laundry facilities are also conveniently located in each hall for resident use at no additional cost. Visit [www.azwestern.edu/housing](http://www.azwestern.edu/housing) to learn more about living on campus. Add us on Facebook at [www.facebook.com/awchousing](http://www.facebook.com/awchousing) and follow us on Instagram: [@awcreslife](https://www.instagram.com/awcreslife) for upcoming events and updates!



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## Student Government Association (SGA)

The Student Government Association is the student body governing board. SGA plays a major role in the development of student activities and serves as a voice for the students with regards to College policies, procedures, and programs by acting as a liaison between the student body and College administration. All students registered at Arizona Western College are members during their enrollment.

The SGA Executive Board consists of the President, and the Vice Presidents of: Community Service, Development, Records, Finance, Marketing, Programming, and Sustainability. Candidates for President must be currently enrolled as a full-time student at AWC and have successfully completed at least one semester of coursework at AWC prior to taking office. The SGA President is elected near the end of the spring semester to take office in the fall. All other candidates for executive officers must be enrolled in a minimum of twelve (12) credit hours during the term of office and be in good standing with the College. These offices are elected at the beginning of the fall semester and take office immediately upon election. Candidates and officers must maintain a cumulative 2.0 GPA or higher.

Candidates for any executive office must not have accumulated more than 75 hours of college credit at AWC, have officially graduated from AWC, or any other accredited higher education institution.

### Contact us at:

(928) 344-7576

[Student.Government@azwestern.edu](mailto:Student.Government@azwestern.edu)

### Visit us at:

[facebook.com/people/awc-sga/1815248843](https://facebook.com/people/awc-sga/1815248843)

[twitter.com/awcsga](https://twitter.com/awcsga)

[azwestern.edu/student-life/activities/student-leadership](https://azwestern.edu/student-life/activities/student-leadership)

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## Student Leadership and Activities

[College Community Center \(3C\), Campus Life](#) One Stop Shop

(928) 317-7611 phone (928) 317-5888 fax

[azwestern.edu/student-life/student-activities](https://azwestern.edu/student-life/student-activities)

### Coordinator of Student Leadership and Activities

Research shows that students who get involved with student activities have a higher chance of succeeding in college. AWC Student Activities plays an integral role in student involvement by providing educational, leadership, and recreational programs that compliment the academic programs of the college and enhance the overall educational experience. The Student Government Association (SGA), student organization and club registration, and the performing arts series are just a few of the many involvement opportunities available through Student Activities.

**If you have any questions, comments, or suggestions please contact your Student Government Association.**



AWC is a  
**TOBACCO-FREE**  
campus.



[smokefreearizona.org](http://smokefreearizona.org)

1-877-4-AZNOSMOKE 1-877-429-6676

Smoke-Free Arizona Act ARS§36-601.01



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## Sustainability

Members of the Arizona Western College employee group and student body make up the Sustainability Council to educate students, staff and the community on how individuals and the college can reduce carbon emissions. The Council was formed by Environmental Science professor Ted Martinez, and since the early years has worked to review practices on campus, develop and implement sustainable practices, and to educate people on their environmental impact. Students are an integral part of the colleges sustainability efforts. Sustainability is often defined as: “Meeting the needs of the present without compromising the ability of the future to meet their own needs.”

### Interested in being part of the change?

*AWCSustainability@azwestern.edu*

### What can you do to be part of the change?

#### Conserving Energy

- Unplug all electrical appliances when not in use.
- Remember to close doors and windows when heating or A/C systems are in use.
- During the winter, open blinds, and curtains to allow sunlight in for solar heat gain. In the evenings, close blinds, and curtains to reduce thermal heat loss.

#### Lighting

- Replace incandescent light bulbs with compact fluorescent bulbs where possible
- If you spend time working at a computer, dim the lights in your room so you can easily see your computer screen without turning up the brightness level.
- Turn off lights when leaving a room.

#### Energy Conserving Computing

- Turn your computer off at night or when you are out of town.
- Know this: the best screen saver is no screen saver at all.
- Cut down on printing by reading e-mails and documents on the computer screen.
- Use power-efficiency settings, in the systems preferences of most computers.
- Print double-sided
- Review your document on the screen instead of printing a draft.

#### Water Conservation

- Use re-usable water bottles instead of plastic.
- Eat lower on the food chain. It takes 5,000 gallons of water to produce one pound of meat, while producing one pound of wheat takes 25 gallons.
- Shorten your shower by a minute or two per day, and you'll save up to 150 gallons of water per month.
- Turn water off while you brush your teeth, wash your hair and hands, and shave.
- Wash clothes in cold water to save energy and to help maintain their color.



AWC Athletics | Visit: [awcmatadors.com](http://awcmatadors.com)  
or call 344-7536 for event information.

# AWC Clubs & Organizations

## There are many ways to get involved!

There are more than 50 campus clubs and organizations for you to participate in.

1. Administration of Justice Studies Association
2. American Sign Language Deaf and Deaf Allies (ASL DADA)
3. Arizona Western Business Group
4. Arizona Western College Book Club
5. Art Curiosity and Secrets
6. Asian Club
7. Association of Aspiring Medical Providers
8. Automotive Club
9. AWC Artificial Intelligence Club
10. AWC Artist Association
11. AWC Bike Club
12. AWC Polynesian Club
13. AWC Press Club
14. AWC Skills USA Student Chapters
15. AWC Welton Manufacturing Training Center Team
16. AWC Youth Club
17. BEYCLUB
18. CAMP Student Association (CAMPSA)
19. Chess Club
20. Christian Challenge
21. Christian Fellowship Club
22. Club SOTE
23. Community Health Worker Club
24. Cryptocurrency Club
25. Dessert Chefs
26. Esports Club
27. French Club
28. Full Spectrum - GSA
29. Future Leaders of La Paz
30. Geology Club
31. I.C.E (International Cultural Exchange)
32. Indigenous Student Association
33. Informatics Club
34. Journey of Yourself (JOY) Formerly Somerton and San Luis Rotaract Club
35. M.E.Ch.A de Arizona Western College
36. Matador Ambassadors
37. Matador Metal Works
38. Musical Matadors
39. Our Revolution
40. Philosophical Society
41. Photography Club
42. Presidential Leadership Society
43. Radiologic Technology Club
44. Rebuttal Club
45. Residence Hall Association
46. Running Club
47. SalsaToros
48. San Luis Conversation Club
49. San Luis Film Club
50. Science Club
51. Sigma Beta Chapter of Phi Theta Kappa
52. Student Activities Board
53. Student Government Association
54. Student Health Advocates
55. Student Nurses Association
56. Student to Teacher Association
57. Student Veterans and Service Member Organization
58. Super Smash Bros (SSB)
59. Table Tennis
60. TEDxAWC
61. The Bright Side Club
62. The Gamers' Guild
63. Theatre Club
64. WEST Western Engineering Science
65. Yuma College Now
66. Yuma County Collegiate Young Farmers and Ranchers
67. Yuma District FFA
68. Yuma Young Adults



# Goal Setting Strategies

Set your goals and **make them smart!**

## Making

- S Specific**—Specific goals state exactly what you want to accomplish. They are clear and concise; not vague or confusing.
- M Measurable**—Measurable goals state what you want and when you want it. They enable you to measure your progress at any point along the way.
- A Action-Oriented**—Action-oriented goals indicate how they will be achieved. They specify what you need to do to reach your goals.
- R Realistic**—Realistic goals are possible. They are attainable, considering the resources and constraints relative to your situation.
- T Timely**—Timely goals allow reasonable time to achieve them, but not so much time that you lose focus or motivation. Timely goals have a specific deadline.



## Manage your most valuable possession—Time

- **Record what you need to do in a calendar/planner.** It will decrease the chances of forgetting what needs to be done.
- **Prioritize and spend time on important things before they become urgent.** Number your tasks in order of importance (1, 2, 3) and complete them in that order. Do important things early. Waiting until they are urgent only increases your stress level.
- **Schedule time to complete your projects accordingly.** Set up a study schedule to create positive habits. Spend more time on subjects that require improvement. Break down large projects into small steps.
- **Avoid procrastination and just do it!** It's much easier to finish once you've started.
- **Remember Your Goals!** Where does academic success fit in?
- **Review your list of tasks and check off completed ones.**  
Transfer unfinished tasks to a future date and continue the process.

# Study Strategies

## Listen

- Concentrate on the instructor.
- Listen for the main ideas.
- Focus your ears on the 5 W's: Who? What? When? Where? Why?
- Be alert for the speaker's feelings and style.

## Take Notes

- Focus on important ideas and supporting facts.
- Use your own words.
- Discover different note-taking methods like mapping or outlining
- Keep notes organized by dating and numbering pages.
- Keep all notes for a class in one place.

## Remember

- Review what you've learned in each class daily.
- Summarize important chapters, lectures, or discussions.
- Apply what you're learning as soon as possible.
- Study with friends IF you can stay on topic.
- Learn memory aid techniques to trigger recall.
- Use short, repeated study periods instead of one long cram session.

## Environment

- Work in the same place as much as possible.
- Make sure you have good lighting to avoid tired eyes and drowsiness.
- Choose what's best and stick to it!

## Test-taking Skills

- Determine what type of test you'll be taking (multiple choice, essay, etc.)
- Avoid cramming.
- Set up a study schedule so you review everything well before the test. Use your planner to keep track.
- Get enough rest the night before.
- Wear comfortable clothing.
- Take all the necessary tools: pens, pencils, calculator, highlighter, etc.
- Skim the exam to make sure you have it all.
- Read the instructions before starting.
- Highlight key words like "discuss", "compare", "list"...
- Keep track of time.
- Be prepared!

# Campus Map



**AWC**  
(928) 317-6000



**NAU-Yuma**  
(928) 317-6000



**UA Yuma Academic Center**  
(928) 271-9560

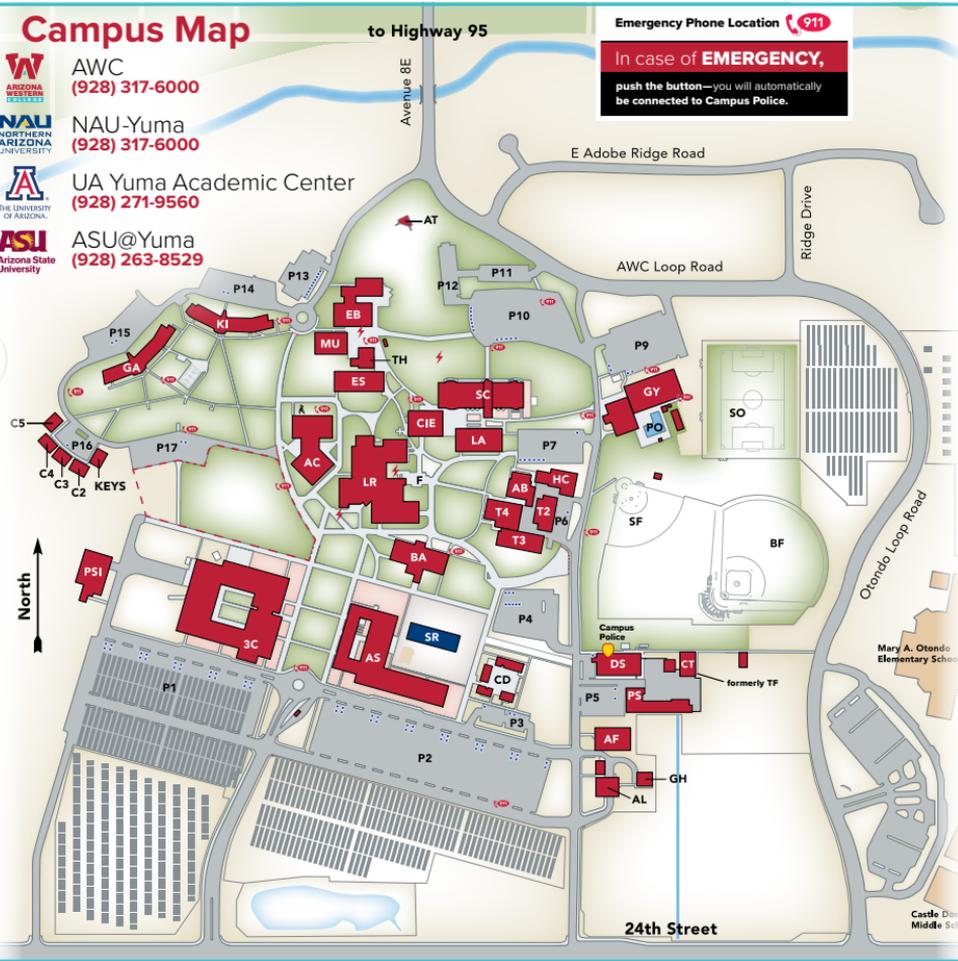


**ASU@Yuma**  
(928) 263-8529

Emergency Phone Location **911**

In case of **EMERGENCY**,

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



- 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
- CIE** Center for Instructional Excellence
- CT** Construction Trades (Construction, HVAC)
- DS** District Services (Campus Police)
- EB** Engineering Building

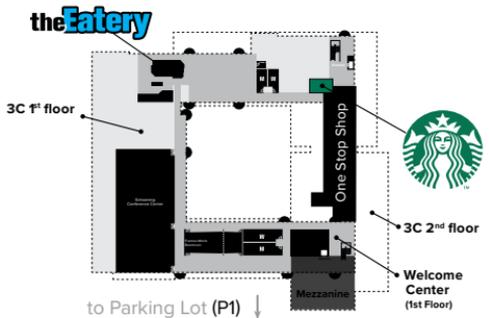
- ES** Educational Services
- F** Fountain
- GA** Garces Dorm
- GH** Greenhouse Complex
- GY** Gymnasium (The House)
- HC** Heating and Cooling
- KEYS** KEYS Building (TRIO KEYS Program)
- KI** Kino Dorm
- LA** Liberal Arts
- LR** Shadle Learning Resources (Academic Library)
- MU** Music
- P1-17** Parking Lots
- PO** Pool
- PS** Postal Services
- PSI** Public Safety Institute

- SC** Student Success Center (Math & Writing Centers)
- SF** Charlie Dine 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, CIE, SR)
- Exercise Area
- Charging Stations



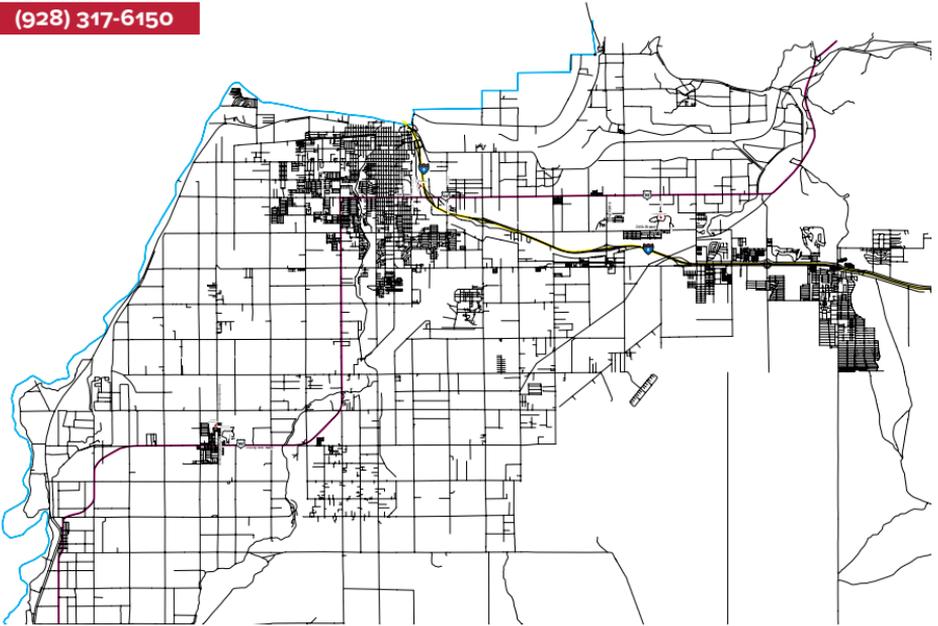
## 3C One Stop Shop

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

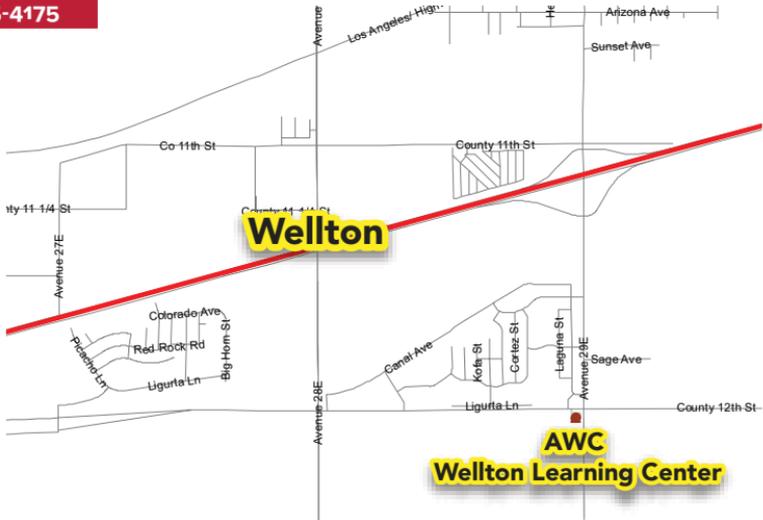


- Building Entrance
- Restrooms

**Downtown Center**  
**(928) 317-6150**

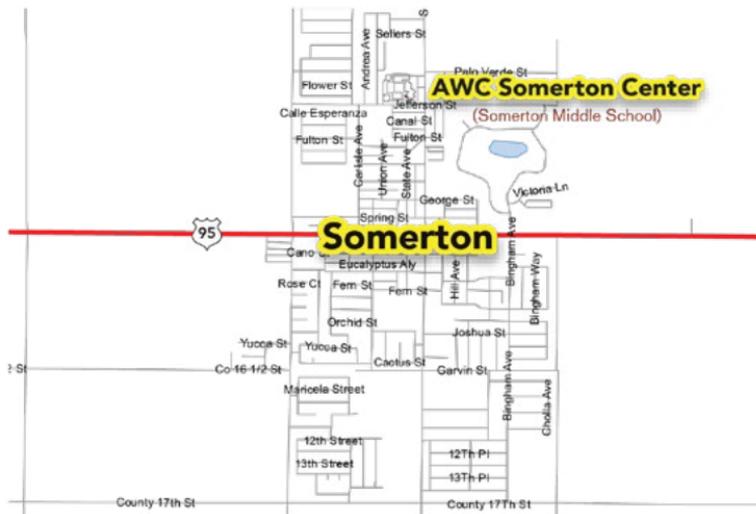


**Wellton Learning Center**  
**(928) 785-4175**



## Somerton Center

(928) 314-9449



## San Luis Learning Center/San Luis Center

(928) 314-9464





# AWC Important Phone Numbers

Advisement Services	344-7624
Admission/Registration	344-7550
Athletics	344-7536
AccessAbility Resource Services (ARS)	344-7674
Business Office	344-7700
Cashier	317-7666
CAMP Grant	317-7627
Campus Life	344-7576
Veteran Services	344-7604
Computer Lab—Academic Complex	344-7796
Downtown Center	317-6150
East Yuma County (Wellton)	785-4175
Financial Aid Accounting	344-7532 or 344-7637
Financial Aid	344-7634
Fitness Center	344-7508
Health and Wellness Services	344-7602
Help Desk—Computers	317-5892
International Students Program	317-7678
K.E.Y.S. Grant	344-7761
Library Circulation Desk	317-5884
Reference Desk	344-7777
Reserve Desk	344-7773
Parker Learning Center	(928) 669-2214
Police	314-9500
Quartzsite Learning Center	(928) 927-8299
Radio (KAWC)	344-7690
Residential Life (Housing)	344-7578
San Luis Learning Center	314-9449
San Luis Technology Institute	314-9438
Somerton Center	314-9451
Student Government Association	344-7581
Student Leadership and Activities	344-7581
Student Success Center (tutoring)	317-6029
Math Center	317-6451
Writing Center	317-6171
Talent Search/Upward Bound	317-6036
Transfer Services	344-7638
Veteran Services	344-7622
Career and Technical Education	344-7567
WIA Program	317-6175
Career & Advisement Services	344-7624



# The C**☺**bby

Food Pantry & Closet



The Cubby's food pantry and closet are here to support students with basic needs. Located in the MAC Building in Room 178, our pantry offers a variety of nutritious food options, while our closet provides clothing and personal care items, all free of charge. We offer a discreet and welcoming environment where students can access the resources to focus on their academic goals. The Cubby is here to help you thrive throughout your college journey.



**The Cubby**  
(928) 344-7517  
MAC Building Room 178  
[thecubby@azwestern.edu](mailto:thecubby@azwestern.edu)

# Yuma *promise*



## *Student Experience Statement*

Arizona Western College commits to delivering an amazing student experience characterized by:

- A connected community within which students are encouraged, challenged and feel they belong;
- Programs developed and aligned with employment opportunities;
- A clear path to success and completion;
- Flexible, accessible services and learning approaches;
- Contemporary technology that supports and enhances the AWC experience

[azwestern.edu/promise](http://azwestern.edu/promise)



# 2024

## JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL

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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JUNE

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
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## JULY

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## OCTOBER

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20	21	22	23	24	25	26
27	28	29	30	31		

## NOVEMBER

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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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# 2025

## JANUARY

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
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## FEBRUARY

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## MARCH

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23	24	25	26	27	28	29
30	31					

## APRIL

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20	21	22	23	24	25	26
27	28	29	30			

## MAY

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JUNE

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## JULY

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20	21	22	23	24	25	26
27	28	29	30	31		

## AUGUST

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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

## SEPTEMBER

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## OCTOBER

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

## NOVEMBER

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## DECEMBER

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# Campus Locations

## Yuma Campus

2020 S. Avenue 8E  
Yuma, AZ 85365  
(928) 317-6000 phone  
(928) 344-7730 FAX

## Reskilling & Technology Center

1351 S. Redondo Center Drive  
Yuma, AZ 85364  
(928) 317-6150 phone  
(928) 317-6183 FAX

## Parker Learning Center

1109 Geronimo Avenue  
Parker, AZ 85344  
(928) 669-2214 phone  
(928) 669-5350 FAX

## Quartzsite Learning Center

695 N. Kofa Avenue  
Quartzsite, Arizona 85346  
(928) 927-8299

## Somerton Center

1011 N. Somerton Avenue  
Somerton, AZ 85350  
(928) 314-9464 phone  
(928) 314-9463 FAX

## San Luis Learning Center

1340 3th Avenue  
San Luis, AZ 85349  
(928) 314-9449 phone  
(928) 314-9439 FAX

## San Luis Technology Institute

1135 N. Main Street  
San Luis, AZ 85349  
(928) 314-9438

## Wellton Manufacturing Center

28851 County 12th Street  
Wellton, AZ 85356  
(928) 785-4175 phone  
(928) 785-4175 FAX

## Marine Corps Air Station (MCAS)

850 Shaw Rd bldg. 850  
Yuma, AZ 85365  
928-317-7605

