

AWC On-Line Admission FAQ

After filling in the form on the webpage click submit. You will be sent to AWC's admission site.

Read and click Next.

Fill-in the form. Click Next.

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Fill-in the form. Click Next. Under Program of Study select Industrial Technology
Click Submit.

(It may take several days for your application to be processed. Be patient.)

When you have been admitted go to <http://www.azwestern.edu>.

On the left side under QUICK LINKS click on Webadvisor/Registor

Create a Web advisor account by clicking I'm New to WebAdvisor* at the bottom right
and follow the instructions.

In the upper right click on Log In.

Click on Students at the middle right after logging in*.

*Be sure to explore all of the WebAdvisor page. There is much information for you here.

AWC On-Line Registration FAQ

You must have applied for and been admitted to Arizona Western College before registering.

Go to <http://www.azwestern.edu>. (Be sure your browser does not block pop-ups.)

On the left side under QUICK LINKS click on Web advisor/Registor

In the upper right click on Log In.

Click on Students at the middle right after logging in*.

On the right, click on the Registration bar.

Click on the second option, Register for Sections.

Click on the first option, Search and register for sections.

Select the Semester you wish to register for from the Term drop-down box.

Under **Subject** select Industrial Water Treatment from the drop-down box.

Go to the bottom of the page and click SUBMIT.

You will see a check list of all 12 courses. Click the checkbox by the course(s) you wish to Register in and click SUBMIT at the bottom of the page.

You will see a check list of the course(s) you have selected.

Under **Action** select RG Register from the drop-down box.

Click SUBMIT at the bottom of the page.

You will see a confrimation page showing all of the classed you are currently registered for.

Click OK. You will return to the Main Menu.

AWC On-Line Payment FAQ

Go to <http://www.azwestern.edu>

On the left side under QUICK LINKS click on Web advisor/Registor

In the upper right click on Log In. (Be sure your browser does not block pop-ups.)

Click on Students at the middle right after logging in.

Click on Students at the middle right again.

Click on the Financial Information Bar, second down on the left.

The first two options are self explanatory.

[If your company is paying for the course(s) and will allow automatic charges to a credit card or automatic debits from a checking account you may use the following options.

Otherwise, to arrange for third-party billing, you must contact the Arizona Western College Financial aid office for the appropriate forms*. Acknowledgements of payment can be emailed to an email address at your Accounts Payable department.]

You will use the third option, Facts Online Payment, to arrange payment for your course(s). Click on it.

Enter the requested information. Be sure to follow the examples (dashes, slashes, etc.).

Select the Term (semester) you are arranging payment for.

Review the information to be sure it is correct then click on Ecashier logo at the bottom.

READ this and all following pages. They are binding financial documents.

Click on Proceed.

Fill in the requested information

Click on Proceed.

Choose the payment plan that suits your needs.

Check this page for accuracy then click Proceed.

Choose your payment option (credit card or bank account). Click Proceed.

Fill-in the requested information.

Click Proceed

Check this page VERY CAREFULLY. If all is correct click Submit and Activate.

*If you click on Financial Aid at the top of the Main AWC page you may then click on Meebo Chat on the left-hand side for a live, on-line chat with a financial aid representative.