

Dual
Enrollment
Student
Handbook

WHERE OUTSTANDING **STUDENTS** GET STARTED

Table of Contents

- 1** Welcome from the President
- 2** The Learning Environment
- 3** Purpose of Dual Enrollment
- 3** Benefits of Dual Enrollment
- 3** Academic Advising
- 4** Placement Tests
- 4** Placement Test Waivers
- 4** Testing Center Guidelines for Students
- 5** Finding Your Reynolds ID Number, Email Address & Blackboard Username
- 5** Obtaining Your Reynolds Photo Identification Card and Parking Decal
- 6** Taking Classes on Campus
- 6** Transferability of Dual Enrollment Classes
- 6** Buying Textbooks and Other Materials
- 7** Adding and Dropping Classes
- 7** Withdrawing from Classes
- 7** Satisfactory Academic Performance and Continuing Eligibility
- 7** Grades/Grading System
- 8** Transcripts
- 8** Attendance Policy
- 8** Evaluation of Faculty
- 8** Inclement Weather Procedures
- 9** Reynolds Alert
- 9** Electronic Devices on Campus
- 9** Academic Honesty
- 9** Student Conduct
- 10** Computer Ethics Guidelines
- 10** Federal Education Rights and Privacy Act (FERPA)
- 11** Resources at Reynolds



Welcome!

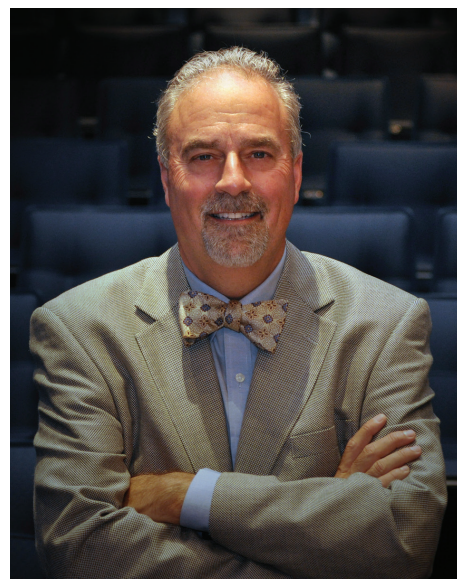
Welcome to Reynolds Community College! You have made a wise decision to start college early. The Dual Enrollment Program provides the opportunity for you to get started on your college path by taking college-level courses that meet both high school and college requirements. Your decision to participate in the program will better prepare you for the rigors of the college classroom environment.

This handbook provides you with a wealth of information that will assist you in your experience with Reynolds. Our Dual Enrollment team, together with your high school staff, is committed to working closely with you to ensure that you have the best possible experience. We look forward to assisting you in accomplishing your educational goals. Best wishes for a successful year!

Sincerely,



Gary L. Rhodes, Ed.D.
Reynolds President



The Learning Environment

Reynolds is committed to providing a positive learning environment in which all faculty, staff, and students can learn together in a setting that encourages the free exchange of ideas and information. To accomplish this goal, Reynolds has established the following expectations for learning.

- PUNCTUALITY** Honor schedules, arrive/depart on time, notify others when changes are necessary, and meet deadlines.
- COURTESY** Assist others, acknowledge the presence of others, and be considerate of others while they work, study or speak.
- NO DISTRACTIONS** Silence cell phones and other electronic devices in class, labs, libraries, and meetings. Focus on the business at hand.
- CONSIDERATION** Keep Reynolds clean, orderly, and ready for use by others. Demonstrate attention, and compassionate regard of your impact for others and your surroundings.
- ACCOUNTABILITY** Take credit only for work that is yours. Take responsibility for your actions. Abide by the Reynolds Code of Ethics.
- PARTICIPATION** Help everyone feel welcome to participate and collaborate without interruptions. Contribute to the success of the team.
- PREPARATION** Come prepared and be ready to contribute new ideas.
- PROFESSIONALISM** Model and develop behavior that will foster success in the workplace.
- PRIVACY** Keep confidential discussions and documents out of public spaces.
- RESPECT** Embrace diversity and be inclusive of all backgrounds, cultures, and contributions.

The Purpose of Dual Enrollment

The purpose of the Dual Enrollment Program at Reynolds is to provide an opportunity for qualified high school students to enhance their education by enrolling early in college courses. You will be able to experience college-level courses, explore career options, and shorten the time required to complete a college degree. You have the opportunity to earn high school and college credit simultaneously. The courses may be reflected on both your high school and college transcripts.

The Benefits of Dual Enrollment

- Students gain an early start on achieving an associate or bachelor's degree.
- Dual Enrollment students are considered Reynolds students and therefore are allowed access to all services provided by Reynolds.
- Students can complete certain associate degree and career certification programs while still in high school.
- Depending on the class and the grade achieved, students may transfer courses to four-year institutions. Reynolds has guaranteed transfer agreements with most Virginia colleges and universities.

Academic Advising

The role of advising is important. Students who wish to enroll in the Dual Enrollment Program must meet with their high school counselor first. The counselor will advise the student on issues regarding his/her eligibility to enroll in and successfully complete the class as well as whether the class meets requirements for high school graduation. Students in their senior year may have already completed requirements for graduation; therefore, it is important that they choose classes at Reynolds that maintain rigor and present academic challenges. Students must have written approval from their high school principal or counselor before Dual Enrollment staff members process enrollment requests (registration, add, drop, or withdrawal from classes).



Placement Tests

Placement tests help determine college readiness. Reynolds administers the Virginia Placement Test (VPT) for math and English. Dual Enrollment students must meet college readiness requirements before they can participate in any Dual Enrollment class. In addition to placement tests, college readiness can also be met through PSATs, SATs, Algebra I or Algebra II SOLs. In addition to college readiness, both VCCS Policy and Reynolds Policy require that students enrolling in a dual enrollment course must meet all course pre-requisites. Many Dual Enrollment courses only require college readiness for enrollment (for example, Auto, Pharmacy Tech, Dental Assisting, Fire Science, and EMS). Students are expected to place into courses that are transferable (for example, English, History, Psychology). Placement test results will determine student placement.

Waivers

- Students who score a minimum of 480 on Critical Reading/Writing (ERW combined score) sections of the SAT are waived from taking the placement test.
- Students who are interested in taking a math course, who have scored at least a 530 on the math section of the SAT, are waived from taking the VPT Math placement test. Waivers only apply to students taking a math course *below* the MTH 163 level. Students requesting MTH 163 and above must take the VPT Math placement test. Students requesting science courses with math prerequisites (chemistry or physics), must take the VPT Math placement test.
- Students who score a minimum of 18 on the English section of the ACT, and a 18 on the reading section, are waived from taking the placement test.
- PSAT scores may not be used to waive the VPT requirement for eligibility to enroll in ENG 111.

Testing Center Guidelines for Students

Students may take the placement test on a walk-in basis at the Downtown Campus and the Parham Road Campus. Testing at the Goochland Campus is by appointment only.

- There is NO FEE for placement testing.
- A government issued photo ID (driver's license, DMV-issued identification card, passport, etc.) or Reynolds photo ID is required. High School IDs cannot be utilized.
- No food or drink, cell phones, Bluetooths, PDAs, jump/flash/thumb drives or iPods, smart watches, backpacks, purses, laptops or other non-testing material allowed in the testing area. Lockers are available for storage of items while students test.
- The Reynolds Learning Environment principles are expected to be followed in Testing Centers. Students are expected to be courteous and follow directions.

Downtown Campus, Room 111 (804) 523-5470

Goochland Campus, Room 239 (804) 523-5421

Parham Road Campus, Massey LTC, Room 138 (804) 523-5411

(This fall, relocating to Georgiadis Hall, Room 104)



**Testing
Centers**

Your Reynolds Student ID

Finding Your Reynolds ID Number, Email Address & Blackboard Username

- Access the Reynolds website at **reynolds.edu**.
- Click on MyREYNOLDS.
- Login with your username and password.
- Your default password is your six-digit birth date: mmddyy.
- If you don't have your username and password, click on "Look up your Username and Set your Password."
- Fill in the four boxes and click Search.
- Set your new password and security question. Click Next.
- After 10 minutes, login to access your email.

If you need additional assistance, call the Reynolds Information Center at (804) 371-3000.

Obtaining Your Reynolds Photo Identification Card and Parking Decal

When you enroll in the Dual Enrollment Program, you become a Reynolds student. Your Reynolds ID number is used to obtain your photo ID card and parking decal. At the beginning of the fall and spring semesters, students may get their photo ID cards through the Police Department on all campuses. Parking decals may be obtained by completing and submitting an application to one of the Reynolds Department of Police offices. Applications may be found online at **reynolds.edu/parking**.

Reynolds requires a social security number in order to issue student photo IDs and parking decals. Students who did not submit their social security number on the application to Reynolds should contact the Student Success Center (Enrollment Services) at (804) 523-6464.



Taking Classes at Reynolds

Taking Classes on Campus

- Electing to take classes on one of the Reynolds campuses provides students the opportunity to experience a college environment. Always begin this process by exploring dual enrollment eligibility and options with your high school counselor.
- Students are responsible for providing their own transportation to campus. The Downtown Campus is accessible on the bus line for several of the schools in the service region. Students who drive to classes on the Downtown Campus have access to the parking deck with a Reynolds ID. Students should request parking decals from the Reynolds Department of Police (see page 5).
- Reynolds has small class sizes, attentive faculty and staff, and student-centered support services to facilitate student success.
- Students are strongly encouraged to visit campus before classes start. It is important that you know the campus locations, parking facilities, and class locations.
- Students taking classes at Reynolds must follow the Reynolds Academic Calendar. Holidays and spring break at Reynolds may be different from your high school. Students are required to attend classes at Reynolds even though the high school is on spring break. View the Academic Calendar at reynolds.edu/academic-calendar.
- There are Department of Police Offices at all Reynolds campuses. They are staffed with police officers and operate Monday through Friday from 6 a.m. to 10 p.m. and on Saturday from 6 a.m. to 6 p.m.
- Students may not use computers to check email and surf the internet during classes.
- Students must respect the rules of the academic environment.

Transferability of Dual Enrollment Courses

Transferability refers to whether or not a student's course will transfer to a four-year institution. Although there are a number of courses that students take through the Dual Enrollment program that transfer to numerous colleges in the state, students should research their course selection before they enroll. Most four-year institutions have a transfer guide on their website with this information, or students may contact the admissions office directly at the college or university. Another helpful tool is the State Council of Higher Education for Virginia website www.schev.edu. Use the term 'transfer' to search these resources.

Buying Textbooks and Other Materials

Bookstores are open on both the Downtown and Parham Road Campuses throughout the year. At the beginning of each semester, a temporary bookstore will be established at the Goochland Campus. For more information, contact the Parham Road Campus Bookstore.

Downtown Campus Bookstore (804) 786-8580

Parham Road Campus Bookstore (804) 371-3266

Adding and Dropping Classes

On-campus classes: Prior to the start of the semester, students may (with the counselor’s approval) make changes (add/drop) to their schedule. Students may drop a class, without penalty, within the first two weeks of school. This means that the class will not be reflected on the student’s transcript.

Classes at the high school: Students enrolled in classes at the high school may drop the class during the first two weeks of school, with the approval of the high school counselor. The student will need to complete the add/drop form before the request can be processed by the Dual Enrollment Office.

Withdrawing from Classes

After the “add/drop period” and within the first 60% of a semester or term, students may withdraw from a course without academic penalty. They will receive a grade of “W” for each withdrawn course. After that time, students shall receive a grade of “F” unless there are documented mitigating circumstances. Students must have permission from their high school counselor to withdraw from classes. A withdrawal form must be completed with the appropriate signatures and submitted to the Dual Enrollment Office to be processed. The form must be completed prior to the completion of 60% of the session for classes that are not the standard semester length. Students will not receive a refund for classes from which they have withdrawn.

Satisfactory Academic Performance and Continuing Eligibility

Dual enrollment students must demonstrate satisfactory academic performance in dual enrollment courses in order to retain eligibility to continue to participate in dual enrollment. Students in an Advance College Academy or an Early College Academy must maintain a cumulative GPA of at least 2.5 after each semester in order to demonstrate satisfactory academic performance and to continue in the program. All other dual enrollment students must earn a grade of “C” or better in each dual enrollment course and satisfy any additional academic requirements of the college program(s) associated with those courses to demonstrate satisfactory academic performance.

Grades/Grading System

The quality of a student’s performance in any academic course is reported by the instructor as a letter grade. These grades denote the quality of work and are assigned grade points as follows:

- A (100- 90)Excellent 4 grade points per credit
- B (89-79) Good 3 grade points per credit
- C (78-68)Average 2 grade points per credit
- D (67-57)Poor 1 grade point per credit
- F (56-0) Failure 0 grade points per credit

Students taking English 111 must have a “C” or better to continue in English 112.

Transcripts

A transcript is a copy of the student's permanent academic record at Reynolds. An official transcript carries the Reynolds seal and is mailed to other educational institutions and agencies upon student request. Students may request official and unofficial transcripts online or they may deliver, fax, or mail a request to Enrollment Services or Office of Admissions and Records. The transcript is usually available within two weeks.

Attendance Policy

Dual Enrollment students are expected to follow the Reynolds attendance policies, as well as those of their home high school.

Students enrolled at Reynolds are expected to attend all classes and to notify the instructor when absences are necessary. Students are responsible for all materials, homework, tests, and other assignments missed due to absences from classes.

The course syllabus provided by the instructor explains the Reynolds attendance policy and his/her policies for students concerning attendance. Instructors maintain attendance records. If a student misses class for an extended period, the student may be withdrawn from the class roster or receive a failing grade. Students who are unable to complete a class should speak with their instructor and school counselor.

Attendance at all scheduled class times is a critical component necessary to receive good grades. Good grades are very important because students receive both high school and college credit for Dual Enrollment classes.

Evaluation of Faculty

All students are asked to evaluate their professor each semester. This evaluation also includes Dual Enrollment teachers who teach at the high schools. Students complete the evaluations online. The instructions are emailed to their Reynolds email account. It is imperative that students access their Reynolds email account regularly for important information.

Inclement Weather Procedures

The decision to close Reynolds, cancel classes, or delay opening will be made by the Reynolds President. The announcement will be communicated through the following media:

- Website **reynolds.edu**
- General information number (804) 371-3000
- WTVR Channel 6 (COMCAST Channel 9), WRVA Radio AM, and other Richmond metro area radio and television stations
- Facebook and Twitter

Students are urged to use sound judgment in honoring this policy. In some instances, road conditions might be extremely hazardous. In cases where road conditions prevent class attendance, there will be no academic penalty. Students should notify instructors as soon as possible if they will be unable to attend class due to weather conditions.

Reynolds Alert

Reynolds uses Reynolds Alert to immediately contact you during a major crisis or emergency. Reynolds Alert delivers important emergency alerts, notifications and updates to you through email and text messages. To register for Reynolds Alert visit alert.reynolds.edu.

Electronic Devices on Campus

The use of all electronic devices such as cell phones, electronic games, mp3 players, mobile devices, etc. is prohibited in classrooms, laboratories, and libraries.

Academic Honesty

The purpose of this policy is to uphold the academic integrity of the academic programs and courses at the institution and foster a high sense of integrity and social responsibility on the part of the Reynolds community.

Academic dishonesty refers to the misrepresentation of one's academic work which includes, but is not limited to, cheating; plagiarism; facilitating academic dishonesty by selling or purchasing examinations, papers, or other assignments; submitting or resubmitting the same paper for two different classes without approval; and intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise. Students who wish to review the academic honesty policy further should consult reynolds.edu/catalog.

Student Conduct

Reynolds holds its students to the highest standards of academic and social behavior. If a student commits a disruptive act, that student is subject to disciplinary action by the Office of Student Affairs. Any student who undergoes the judicial process will be granted due process. Copies of the Student Conduct Policy are available online at reynolds.edu/student-policies.



Computer Ethics Guidelines

Many users share the computing resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt business or the work of others. Therefore, students must exercise ethical behavior when using computer resources.

The following guidelines govern the use of the computing resources:

- Students must have their Reynolds Student ID number.
- Students must use only the computers that they have the authority to use.
- Students must not authorize anyone to use their computer accounts for any reason.
- Students must use their computer only for authorized purposes.
- Students must not access, alter, copy, move or remove information, proprietary software or other files without authorization.
- Students must not install proprietary software on systems not properly licensed for its use.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the United States Department of Education. The Notification of Rights under FERPA gives students:

- The right to inspect and review the student's education records within 45 days of the day Reynolds receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by J. Sargeant Reynolds Community College to comply with the requirements of FERPA.



Resources at Reynolds

Reynolds has a variety of resources to assist students in accomplishing their educational goals.

The Dual Enrollment Office assists dual enrollment students, parents, and counselors in advising, registration, adds/drops/withdrawals. To receive assistance, call (804) 523-5320.

Enrollment Services is a one-stop shop for admissions, comprehensive advising, financial aid, veteran affairs, registration assistance and general information. Enrollment Services may be reached at the following telephone numbers:

Downtown Campus	(804) 523-6464
Goochland Campus	(804) 523-6464
Parham Road Campus	(804) 523-5368

Academic Support Centers provide free tutoring to Reynolds students. Students may use a maximum of two 50-minute sessions per week per course of peer tutoring services free of charge. To receive tutoring, students must complete a “request for tutoring” application and bring a copy of their current Reynolds registration form and Reynolds ID. Contact Information:

Downtown Campus	(804) 523-5687
Goochland Campus	(804) 523-5927
Parham Road Campus	(804) 523-5927

Math Central provides free tutoring to Reynolds students. They help students with single homework assignments or ongoing support through the completion of their courses. Math Central coaches are there to provide important tools for success and to cheer students on:

Downtown Campus	(804) 523-5037
Parham Road Campus	(804) 523-5525

The Reynolds Libraries combine library, learning laboratory, and instructional support services to provide materials and services in support of teaching and learning. For more information, call campus libraries at the following telephone numbers:

Downtown Campus	(804) 523-5211
Goochland Campus	(804) 523-5419
Parham Road Campus	(804) 523-5220

Computer Labs for students provide access to a wide range of software applications in support of Reynolds academic programs. Computer labs may be contacted at the following telephone numbers:

Downtown Campus	(804) 523-5158
Goochland Campus	(804) 523-5419
Parham Road Campus	(804) 523-5377

The Office of Student Accommodations provides services to students with documented disabilities in accordance with the guidelines established by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students are encouraged to self-disclose by contacting the Office of Student Accommodations at the following telephone numbers:

Downtown Campus (804) 523-5628

Parham Road Campus (804) 523-5290

Career, Employment, and Transfer Centers assist students and alumni with career development and exploration, and employment preparation.

Downtown Campus (804) 523-5970

Parham Road Campus (804) 523-5067

Student Life Offices provide student activities, programs, events, and new opportunities that will enhance and contribute to each student's academic and personal experiences: reynolds.edu/studentlife.

Downtown Campus (804) 523-5082

Parham Road Campus (804) 523-5983



Reynolds
COMMUNITY COLLEGE

reynolds.edu | (804) 371-3000

Downtown • Goochland • Parham Road

WHERE OUTSTANDING **STUDENTS** GET STARTED