Advising is only done through CATH (HRI) program specific advising; not through success center. Developmental Coursework should be assisted by the Student Success Center

www.reynolds.edu/hospitality/advising.htm

Center for Culinary Arts Tourism and Hospitality -- Advisors
When contacting your advisor, please Email them as they are more readily available to assist you

NEW Students - Culinary Arts, Culinary Management, Pastry Arts, and Hospitality Management
Chef Darren Rounds – DRounds@Reynolds.edu

RETURNING Students - Culinary Arts, Culinary Management, Pastry Arts, and Hospitality Management
Chef Jesse Miller – JMiller@Reynolds.edu

Important Links

- College Admission Process / Having Your Transcript Sent to Reynolds – http://www.jsr.vccs.edu/jsr_ar/
  - Central Admissions & Records Phone 804-523-5029
- Student Financial Aid/FASFA - http://www.jsr.vccs.edu/jsr%5Ffin/
- Access to MyReynolds (PeopleSoft (SIS), EMPL ID, JSRCC E-mail, Blackboard) - https://jsr.my.vccs.edu/jsp/home.jsp
- Scholarship Opportunities - http://www.jsr.vccs.edu/hospitality/scholarshipsfinancialaid.htm
- The Learning Environment - http://www.reynolds.edu/who_we_are/about/learning_environment.aspx
- College Libraries - http://www.reynolds.edu/hospitality/Library%20Resources.htm
- Student ID Cards - http://www.reynolds.edu/campus_life/police/id.aspx
- College Calendars - http://www.reynolds.edu/_calendar/
- Our Faculty - http://www.jsr.vccs.edu/hospitality/ourfaculty.htm
- Office of Student Accommodations - http://www.reynolds.edu/student_services/accommodations/default.aspx
- Academic Support Centers – Tutoring & Other Academic Support - http://www.jsr.vccs.edu/jsr%5Fasc/
- Testing Centers - Student Success - http://www.reynolds.edu/studentaffairs/testing.htm
☐ Blackboard - http://www.reynolds.edu/register_for_classes/technology_support/blackboard.aspx

☐ Distance Learning Information - http://www.reynolds.edu/get_started/distance_learning/faq.aspx

☐ College Policies & Procedures - http://www.reynolds.edu/who_we_are/media_center/marketing.aspx
All students are bound to the policies and procedures listed in the College Catalog and the Student Handbook

☐ Your Curriculum Plan and Course Sequence Track by Semester

**Culinary Arts Specialization – AAS Degree**
- Plan: [http://www.reynolds.edu/hospitality/culinaryartsAAS.htm](http://www.reynolds.edu/hospitality/culinaryartsAAS.htm)
- Recommended Sequence: [http://www.reynolds.edu/hospitality/culinarysequence.htm#Culinary Arts 2-Year Schedule](http://www.reynolds.edu/hospitality/culinarysequence.htm#Culinary Arts 2-Year Schedule)

**Culinary Management Specialization – AAS Degree**
- Plan: [http://www.reynolds.edu/hospitality/culinaryartsAAS.htm](http://www.reynolds.edu/hospitality/culinaryartsAAS.htm)
- Recommended Sequence: [http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/culinarymanagementseq.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/culinarymanagementseq.aspx)

**Pastry Arts Specialization – AAS Degree and CSC**
- Plan: [http://www.reynolds.edu/curriculum/PastryArtsCSC_242-04.aspx](http://www.reynolds.edu/curriculum/PastryArtsCSC_242-04.aspx)
- Recommended Sequence: [http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/pastryartssequence.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/pastryartssequence.aspx)

**Hospitality Management Specializations – AAS Degree**
- Plan: [http://www.reynolds.edu/curriculum/Hospitality_ManagementAAS.aspx](http://www.reynolds.edu/curriculum/Hospitality_ManagementAAS.aspx)
- Recommended Sequence: [http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/hospitalitysequence.aspx](http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/hospitalitysequence.aspx)

☐ General Education Elective Options (Subject to change) Please visit the link for up-to-date approved General Education Electives: [http://www.jsr.vccs.edu/curriculum/courses/General%20Education%20Electives.pdf](http://www.jsr.vccs.edu/curriculum/courses/General%20Education%20Electives.pdf)

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<thead>
<tr>
<th>Humanities/Fine Arts (Choose 1)</th>
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<tbody>
<tr>
<td>ART 100 Art Appreciation</td>
<td>ART 101, 102 History and Appreciation of Art I, II</td>
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<td>ART 106 History of Modern Art</td>
<td>ASL 125 History of the Deaf Community</td>
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<td>ASL 220 Comparative Linguistics</td>
<td>ASL 225 Literature of the US Deaf Community</td>
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<td>CST 151 Film Appreciation I</td>
<td>CST 229 Intercultural Communication</td>
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<td>HUM 100 Survey of the Humanities</td>
<td>HUM 260 Survey of Twentieth-Century Culture</td>
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<td>MUS 121 Music Appreciation I</td>
<td>MUS 221 History of Music I</td>
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<td>MUS 225 The History of Jazz</td>
<td>PHI 101 Introduction to Philosophy</td>
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<td>PHI 111 Logic I</td>
<td>PHI 220 Ethics</td>
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<td>PHI 225 Selected Problems in Applied Ethics</td>
<td>REL 231, 232 Religions of the World I, II</td>
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<td>REL 233 Introduction to Islam</td>
<td>REL 240 Religions in America</td>
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<td>REL 255 Selected Problems and Issues in Religion</td>
<td>SPA 233 Survey of Spanish Civilization &amp; Lit I</td>
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<th>Social/Behavioral Sciences (Choose 1)</th>
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<tr>
<td>ECO 120 Survey of Economics (does not transfer)</td>
<td>ECO 201, 202 Principles of Economics I, II</td>
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<td>GEO 200 Physical Geography</td>
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<td>GEO 220 World Regional Geography</td>
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<td>HIS 101, 102 Western Civilization I, II</td>
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<td>HIS 121, 122 United States History I, II</td>
<td>HIS 141, 142 African-American History I, II</td>
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<td>HIS 203 History of African Civilization</td>
<td>HIS 267 The Second World War</td>
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<td>HIS 269 Civil War and Reconstruction</td>
<td>HIS 276 United States History Since World War II</td>
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<td>HIS 280 American Foreign Policy Since 1890</td>
<td>PLS 135 American National Politics</td>
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<td>PLS 211, 212 United States Government I, II</td>
<td>PSY 200 Principles of Psychology</td>
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<td>PSY 205 Personal Conflict and Crisis Management</td>
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<td>PSY 230 Developmental Psychology</td>
<td>PSY 235 Child Psychology</td>
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<td>PSY 270 Psychology of Human Sexuality</td>
<td>SOC 200 Introduction to Sociology</td>
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<tr>
<td>SOC 210 Survey of Physical and Cultural Anthropology</td>
<td>SOC 215 Sociology of the Family</td>
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<tr>
<td>SOC 268 Social Problems</td>
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ACF Junior Chapter Membership and Benefits to AAS graduates

Students who graduate from our Culinary Arts Associate of Applied Science Degree Program and are American Culinary Federation (ACF) members at time of graduation are eligible for free ACF certification as a Certified Culinarian (CC). Graduates who utilize this benefit have an advantage when seeking employment, because certification is representative of having the knowledge and skills to be successful.

Culinary Arts Career, Educational, & Experiential Club -
http://www.facebook.com/group.php?gid=385336107574&v=info&ref=ts

All students are able to join CACEE club to learn about career and job opportunities, on-the-job training, workmanship, networking, and various other activities including community service, Supper Club, Recipe Contests.

Center for Culinary Arts, Tourism and Hospitality Web Site AND CACEE Club Facebook Page

Attendance Policy

J. Sargeant Reynolds requires instructors to document and report student attendance for all courses. If you must be absent, but plan to continue in your class, it is highly recommended that you contact your instructor to prevent being dropped or withdrawn.

EIGHT WEEK COURSES: One (1) absence will result in the automatic reduction of the final course grade by one letter.

16 WEEK LABS: First absence is non penalty, but should be made up by the make-up policy in your syllabus.

16 WEEK ACADEMIC COURSES: The first absence is non-penalty and should also be made up by the make-up policy.

In example, an “A drops to a B, a B drops to a C, a C drops to a D, and a D drops to an F”.

If Two (2) absences occur, the result will be an automatic assignment of a “D” letter grade.

If Three (3) absences occur, the result will be an automatic assignment of an “F” letter grade.

Within all HRI programs, a letter grade of C (75%) or higher is needed to be considered passing for academic and laboratory courses. If an HRI Academic is enrolled, the same process follows beginning with Absence number two (2).

Students who register for a course and fail to attend or communicate with the instructor within the drop period for the course will be manually dropped by the instructor at the 15% course completion mark. In addition, failure to attend for an extended period before the scheduled withdrawal date for the course will result in a manual withdrawal at the 60% completion mark. Therefore, you will receive a grade of “W”.

If you fail to attend courses by the drop deadline for the course and have not communicated with the instructor you will also be withdrawn, with a “W”. If you stop attending the course for an extended period before the withdrawal deadline for the course and have failed to communicate with the instructor, you will receive a “W”. In these instances, you will be assessed the charge for the class and no refund will be issued. Reentry into the class is against college policy and therefore not permitted.
Students enrolled HRI and/or SDV 101 classes are required to be in uniform. These courses will allow students in laboratories only when wearing the complete required uniforms.

Each class will be preceded by a uniform inspection by the course Instructor. Any student who is not in a clean approved uniform will be prohibited entry into the classroom or kitchen. These uniform items must be provided by the student. Instructors will remove you from class unless you correct the deficiency. If uncorrected, a mark of 'Absent' will be recorded. Students must remain in proper uniform through the entire class. The first day of class for NEW students, accommodations may be made; speak with instructor.

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**CULINARY, PASTRY, AND CULINARY MANAGEMENT REQUIREMENTS:**
The approved lab uniform consists these additional items: Hair restraint, Bib apron, gloves, and tool kit.

**CHEF COAT**  
**Available ONLY via DTC Bookstore**  
White double-breasted traditional chef coat with Reynolds Community College logo embroidered on right chest; embroidered student First and Last Name and curricular plan on left chest – Culinary Arts, Culinary Management, or Pastry Arts; Maroon flagged collar.

**SLACKS**  
**Available via DTC Bookstore**  
Small black & white check or hounds-tooth chef pants. They are a universal pant style – fit both men and women; will require hemming.

**SOCKS & UNDERSHIRT**  
Socks must be full length; no ankle or half socks or hose permitted. An appropriate undershirt is required under the chef jacket.

**SAFETY SHOES**  
**Available via DTC Bookstore.**  
Black shoes with non-slip soles (against both water & grease) are required. Safety tip toes are permitted; Dansko and Birkenstock clogs in black are acceptable. Examples of unacceptable shoes include: open-toed shoes, crocs, canvas tennis shoes, brightly-patterned fabric shoes and any shoe that will not provide sure-footing and foot safety.

**HAIR RESTRAINT**  
**Available via DTC Bookstore**  
Either a white baker’s cap or "mushroom" style white chef’s toque is required at all times. All hair is to be fully restrained by the hat, either with or without the supplementary help of pins or hairnets. Loose hairs are not acceptable. Hats must be worn at all times during food preparation, warewashing and kitchen cleanup.  
*(If a hat is not brought to class, student must purchase a hat through the bookstore; please be aware of bookstore operating hours)*

**BIB APRON**  
**Available via DTC Bookstore**  
A white bib apron is required. No other apron color is permissible. Apron should be worn over & around neck.

**GLOVES**  
The college provides latex and nitrile gloves, when available. Students with allergies to latex must provide their own non-latex gloves suitable for use when handling foods that must be approved by the instructor. Instructors reserve the right to require glove use for specific lessons; they must be worn at all times when working with any Ready to Eat Foods (RTE’s).

**JEWELRY**  
The following passage is extracted from Virginia Health Department regulations governing licensed food service operations and directs our standard: "While preparing food, food employees may not wear jewelry on their arms and hands. This section does not apply to a plain ring such as a wedding band." Additionally, no other jewelry may be worn; this includes, but is not limited to the following: earrings, facial, arm or other piercings, plugs, nose, lip, or tongue jewelry, ECT.

**OTHER GUIDELINES**  
Fingernail polish is not permitted. Nails must be cut close and clean under the nails. Uniform is laundered clean for every class.

*Whereas any vendor that can comply with the specific requirements may be used, the college has identified a vendor that will provide 20-day response, internet-based ordering & customized embroidery. If a student prefers to access their financial aid account to purchase this uniform, upfront ordering and payment is required to receive the uniform in time for courses. If reimbursement is necessary, students may only do so at the Downtown Campus Bookstore. Failure to pre-order at least 20 days prior to class start times may cause students to endure absences, denial into class, affecting grade, and course drop.*
**WHAT TO ORDER?**

**CULINARY ARTS, CULINARY MANAGEMENT, AND PASTRY ARTS UNIFORMS**

A Complete Uniform consists of the following:
(Coinciding with the uniform policy on the previous page):

*Chef Coat are only available through the DTC Bookstore; it must be prepaid in cash or credit card.*

- 1 each Chef Coat (personalized with your full name – first & last & your degree program – Culinary Arts, Culinary Management, or Pastry Arts)
  - When ordering your chef coat, write your name the exact way you want it to appear on the coat in BLOCK letters. Also include your degree program. Purchase coat with Maroon Flags.

The Pants, Apron, and Hats are sold in the DTC bookstore. You may purchase them when you are able before class.

- 1 pair Small Checked Chef Pants (XS, S, M, L, XL, XXL, XXXL)
  - When ordering pants, please realize hemline will need to be altered upon receipt, PRIOR to attending class.
- 1 each Bib Apron (2 suggested)
- 1 each Chef Hat/Cap (2 suggested)
- 1 each Shoes (Black, no holes, slip resistant)
  - The Shoes are required and you may source them wherever you wish.

*The Culinary Program Office has sample Jackets and Pants to try on to verify sizing; uniform should not be tight fitting.*

- To order your Chef Coat, you will need to complete the form in the bookstore; payment must be made at time of purchase.
- Uniforms will arrive approximately 15 days after the order is received. It will be sent to the bookstore and available for pickup.
- The company we use is MERCER Cutlery. The product is good quality and at a modest cost to students.

**Students enrolled in HRI classes involving food laboratory usage are allowed in laboratories only when possessing approved tool kits.**

**The approved tool kits involving food laboratory usage are allowed in laboratories only when possessing approved tool kits.**

**Culinary Arts & Culinary Management Tool Kit**
- Chef's knife (9" or longer)
- Paring knife
- Large Rubber Scraper – heat resistant
- Stainless steel measuring spoon set
- Honing steel
- Pocket digital thermometer
- Kitchen Shears
- 2" Pastry Brush – heat resistant
- Peeler
- Microplane
- 14" Piano Wire Whip
- Bench Scraper
- Double ended Melon Baller (Parisienne Scoop)
- 8" Offset Spatula
- 12" Exoglass Spoon – solid
- Measuring Cup Set
- Large Metal Spoon – Slotted or Perforated
- Roll or Toolbox
  - Oyster Knife
  - Granton-edge slicer
  - Offset slicer (Bread Knife)
  - Tourne knife
  - 5" x 3" Turner – Metal Spatula
  - Fish Turner – heat resistant
  - Large Tongs (10" to 14")
  - Fish Bone Tweezers
  - Boning knife

**Pastry Arts Tool Kit**
- Chef's knife (9" or longer)
- Paring Knife
- Large Rubber Scraper- heat resistant
- Stainless steel measuring spoon set
- Honing Steel
- Pocket digital thermometer
- Kitchen Shears
- 2" Pastry Brush – heat resistant
- Peeler
- Microplane
- 14" Piano Wire Whip
- Bench Scraper
- Double Ended Melon Baller (Parisienne scoop)
- 8" Offset Spatula
- 12" Exoglass Spoon
- Measuring Cup Set
- Large Metal Spoon – Slotted or Perforated
- Roll or toolbox
  - Pastry Comb
  - Bakers Blade – Lame
  - 12" Piano Wire Whip
  - Round Cutter Set
  - Wavy slicer
  - 2 ½" Pastry Wheel
  - 10 Star Decorating Tips
  - 10 Plain Decorating Tips
  - 14" Premium Wooden Spoon

**NOTE:** Items in Bold AND Offset represent the differences between the two kits for the specified programs listed. **Students may build their own kit within the two following requirements:** 1. You must have all pieces of equipment as listed above (per specific major) AND 2. Prior HRI Advisor approval, with documentation on file.

Whereas any vendor that can comply with the specific requirements may be used, the college has identified a vendor that stocks kits in the **DTC Bookstore.** The kit is $300.00 for any program. These items have been selected for a balance of quality & value, and fit the needs and budgets of students. **Financial Aid may be used.**
HOSPITALITY AND CULINARY MANAGEMENT REQUIREMENTS:

HOSPITALITY SHIRT
White double-breasted traditional chef coat with Reynolds Community College logo embroidered on right chest; embroidered student First and Last Name and curricular plan on left chest – Culinary Arts, Culinary Management, or Pastry Arts; Maroon flagged collar.

BLACK SLACKS
Solid Black Dress pants. Jeans, yoga pants, shorts, etc. are not permitted.

SHOES
Available via DTC Bookstore.
Black shoes with non-slip soles (against both water & grease) are preferred. Black Dress shoes are also permitted. Examples of unacceptable shoes include: open-toed shoes, crocs, canvas tennis shoes, brightly-patterned fabric shoes and any shoe that will not provide sure-footing and foot safety.

JEWELRY
The following passage is extracted from Virginia Health Department regulations governing licensed food service operations and directs our standard: "While preparing food, food employees may not wear jewelry on their arms and hands. This section does not apply to a plain ring such as a wedding band." Additionally, no other jewelry may be worn; this includes, but is not limited to the following: earrings, facial, arm or other piercings, plugs, nose, lip or tongue jewelry, ECT.

OTHER GUIDELINES
Fingernail polish is not permitted. Nails must be cut close and clean under the nails. Uniform is laundered clean for every class.

Whereas any vendor that can comply with the specific requirements may be used, the college has identified a vendor that will provide sure footing and foot safety.

WHAT TO ORDER? HOSPITALITY MANAGEMENT AND CULINARY MANAGEMENT UNIFORMS

A Complete Uniform consists of the following:
(Coinciding with the uniform policy on the previous page):
Shirt is only available through the DTC Bookstore; it must be prepaid in cash or credit card.
- 1 each Button Down Shirt with the Reynolds Logo and Student Name and Program embroidered on the Shirt (personalized with your full name – first & last & your degree program – Hospitality Management or Culinary Management)
  - When ordering your shirt, write your name the exact way you want it to appear on the coat in BLOCK letters. Also include your degree program. Purchase through the DTC Bookstore.
- 1 pair Black Slacks (XS, S, M, L, XL, XXL, XXXL)
  - When ordering pants, please realize hemline will need to be altered upon receipt, PRIOR to attending class.
- 1 each Maroon Vest, ordered through the DTC Bookstore. This is Optional.
- 1 each Shoes, Black Dress Shoes or Slip Resistant Black Kitchen Shoes.

- To order your Shirt, you will need to complete the form in the bookstore; payment must be made at time of purchase.
- Uniforms will arrive approximately 15 days after the order is received. It will be sent to the bookstore and available for pickup.
- The company we use is ChefWorks. The product is good and at a modest cost to students.

Textbook(s) – are considered part of uniform. Students without textbooks for class will not be permitted into class.

Culinary Arts Majors: This program uses CUSTOM Texts, only available through the DTC Bookstore; as a Bundle set.
Pastry Arts Majors: This program uses CUSTOM Texts, only available through the DTC Bookstore; as a Bundle set.
Culinary Management Majors: This program uses CUSTOM Texts, only available through the DTC Bookstore; as a Bundle set.
Hospitality Majors: Please check with the DTC Bookstore for required materials. Different texts are used per course.

Additional books & resources may be required, check the Blackboard site, Syllabus; speak with the Instructor or the Campus Bookstore.