Brieyana

Hermitage High School graduate
Reynolds Business Administration student
social media beauty consultant | future book store owner

1536 likes
Brieyana #IGotMyStartAtReynolds
THAT MOMENT WHEN

YOU GET THE CLASSES YOU NEED IN THE ORDER YOU NEED THEM.

Your success is important to us. Meeting with your advisor helps ensure you get the classes you need to graduate on time. Find your advisor at reynolds.edu/advising

WHO IS MY ADVISOR?

- Completed 0-15 Credits
- Completed 16+ Credits
- Exception 3 Programs

Enrollment Services | Program Advisor | Program Advisor

Culinary | EMS | Engineering

Make an appointment with your advisor TODAY!
EARN WHILE YOU LEARN

Reynolds is now hiring Federal Work Study students.

The Federal Work Study program provides part-time jobs for students with financial need, allowing you to earn money to help pay education expenses. Our program encourages community service work and work related to each student’s course of study.

reynolds.edu/workstudy
Apply online at reynolds.edu and receive your Empl ID (student ID) and username. Save this information! You will need both for the next step.

Apply for Financial Aid. Complete the Free Application for Federal Student Aid (FAFSA) to ensure it is received on time. Use the Reynolds Federal School code: 003759. Priority deadline for spring semester is Sept 15 and for fall semester is April 15. Visit reynolds.edu/financialaid.

If you receive financial aid, you must apply each year.

Apply online for a Reynolds scholarship between January and April 15. There is one common application to be considered for all available scholarships. Visit reynolds.edu/scholarships.

Log on to MyREYNOLDS at reynolds.edu within 24 hours of applying. Use your username to set up your account. Otherwise, your password will expire and you will have to call (804) 371-3000 to reset.

Time-sensitive information is sent to your Reynolds email account and online Student Center. It is important to check these often.

Get Placed. You may be eligible to waive the placement test. Submit your official transcripts and/or test scores. (Transcripts include college, GED, and high school. Test scores include ACT, AP, CLEP, GED, IB, and SAT.) You may bring these in an officially sealed envelope to any Enrollment Services location at one of our three campuses. Or mail to: Reynolds Community College, Admissions & Records, P.O. Box 85622, Richmond, VA 23285.

If you are required to take the placement test, take it seriously. The placement test determines what, if any, developmental courses you need first. Developmental courses prepare you for college-level math and English. Prepare in advance and visit reynolds.edu/testprep.

For questions, contact Enrollment Services:
Services include academic advising, admissions and records, and veterans services. Available in-person on all campuses. Or call (804) 523-6464.


New students get advised by completing the required two-step orientation both online and on-campus. Sign up at reynolds.edu/orientation.

Returning students get advised by meeting with an advisor before registering for class.

Students with 0-15 credits, see Enrollment Services for advising. Students with 16 or more credits, see your academic program advisor. To find your advisor, visit reynolds.edu/advising.

If you receive financial aid, you must apply each year. See step 1.

4. GET ADVISED

Register and create your class schedule by logging on to MyREYNOLDS. If you register early, you are more likely to get the class you need and schedule you want.

Pay for your class. For the most current tuition and payment due dates, visit reynolds.edu/tuition. Pay online through MyREYNOLDS or in-person at any campus Business Office.

Log on to MyREYNOLDS to check your financial aid award status. For information about payment plans, refunds, or paying with a scholarship, savings plan, or other third-party sponsor, visit reynolds.edu/businessoffice.

5. REGISTER & PAY

Prepare for Class! View your schedule online in MyREYNOLDS. You will need it to get your Reynolds ID to purchase your books if using financial aid. Visit reynolds.edu/bookstore. Attend class in person or online.

Use the tools in MyREYNOLDS to track your progress and graduate on time. Learn how to use your online student planner and advising report. For video tutorials, visit reynolds.edu/track.

6. PREPARE FOR CLASS

For financial aid help call toll-free 1 (855) 874-6682
SUMMER REGISTRATION & PAYMENT

PRIORITIZED REGISTRATION FOR RETURNING STUDENTS
April 9–22
Priority Registration offers returning students, enrolled in a program, an opportunity to register for classes prior to the start of Open Registration.

Check your Reynolds email beginning March 19 for information about when summer class registration will be available specifically for you.

Summer payment is due on Friday, April 27 by close of business if paying in person, or prior to midnight if paying by MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight on Friday, April 27.

If payment is not received, you will be dropped from your Priority Registration classes.

OPEN REGISTRATION
April 23 – May 20
Payment is due beginning Friday, April 27 by close of business if paying in person, or prior to midnight if paying by MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight on Friday, April 27.

If you register after Friday, April 27, payment is due on Friday of the week you register by close of business if paying in person, or prior to midnight if paying by MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight on Friday of the week you register.

SCHEDULE ADJUSTMENT PERIOD*
May 21–24
Payment is due daily by the close of business if paying in person, or prior to midnight if paying by MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight.

*Only students who have an established schedule (defined as one in which they have registered and made full payment) can schedule adjust. Students will need assistance from Reynolds to complete schedule adjustment processes.

LATE STARTING SESSIONS
For classes that start after the Schedule Adjustment Period for the regular ten-week session (after May 24), payment is due the same day you register by close of business if paying in person, or prior to midnight if paying by MyREYNOLDS.

PAYMENT DUE DATES

<table>
<thead>
<tr>
<th>IF YOU REGISTER</th>
<th>YOUR TUITION IS DUE BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 19 - 22</td>
<td>PRIORITY REGISTRATION Friday, April 27</td>
</tr>
<tr>
<td>April 23 - 27</td>
<td>Friday, April 27</td>
</tr>
<tr>
<td>April 28 - May 4</td>
<td>Friday, May 4</td>
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<tr>
<td>May 5 - 11</td>
<td>Friday, May 11</td>
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<tr>
<td>May 12 - 18</td>
<td>Friday, May 18</td>
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<tr>
<td>May 19 - 20</td>
<td>Monday, May 21</td>
</tr>
<tr>
<td>May 21 - 24</td>
<td>SCHEDULE ADJUST PERIOD</td>
</tr>
<tr>
<td></td>
<td>Payment is due daily</td>
</tr>
</tbody>
</table>

Your payment for tuition and fees for all of your classes must be made and settled in full according to the payment schedule. Students may lose some or all of their desired courses if their tuition and fees are not paid in full. If you rely on financial aid, be sure your courses are eligible.
IMPORTANT DATES

Recommended Financial Aid application submission date for Summer 2018 ........ Feb 15
Academic Advising ........................................ March 26-April 6
Deadline for Summer Domicile Appeals ........... April 2
Priori ty Registration ........................................ April 9-22
Deadline for 2018 Online Applications for Reynolds Scholarships ......... April 15
Deadline for receipt of Financial Aid information for Summer 2018 ......... April 15
Recommended Financial Aid application submission date for Fall 2018 .... April 15
Open Registration .................. April 23 - May 20
Tuition Payment Deadline for Summer ............... April 27
Faculty & Staff Recognition and Awards Program (college opens at noon) .... May 10
First day to charge books to Financial Aid for Summer 2018 .................. May 11
Graduation, VCU Siegel Center .................................. May 13
Memorial Day (college closed) ..................... May 28
Last day to return textbooks for refund2 ........................ May 29
Last day to charge books to Financial Aid for Summer 2018 .................. May 31
Deadline for Fall Applications for F-1 Visa Students ................................. June 1
Deadline for receipt of Financial Aid for Fall 2018 ........................................ June 15
Deadline for Summer Graduation Applications ......................................... June 29
Deadline for Summer Loan Applications ................................. July 2
Recommended Loan Application submission date for Fall 2018 .......... July 2
Independence Day (college closed) .................. July 4
Deadline for Fall Domicile Appeals ................................. Aug 1

Regular Session Ten-Week Session

Last Day to Register and Pay3 ................................ May 20
Classes Begin .................................................... May 21
Last Day to Schedule Adjust4 .................................. May 22
Last Day to Drop with Refund .................................. May 24
Last Day to Withdraw1 from Class with a Grade of “W” .................... July 2
Classes End ....................................................... July 30
Examination Period .................................................. July 31

Eight-Week Session

Last Day to Register and Pay3 ................................ June 4
Classes Begin .................................................... June 5
Last Day to Schedule Adjust4 .................................. June 7
Last Day to Drop with Refund .................................. June 12
Last Day to Withdraw1 from Class with a Grade of “W” .................... July 9
Classes End ....................................................... July 30
Make-up for Independence Day .................................... July 31

First Five-Week Session

Last Day to Register and Pay3 ................................ May 20
Classes Begin .................................................... May 21
Last Day to Schedule Adjust4 .................................. May 22
Last Day to Drop with Refund .................................. May 24
Last Day to Withdraw1 from Class with a Grade of “W” .................... June 11
Classes End ....................................................... June 25

Second Five-Week Session

Last Day to Register and Pay3 ................................ July 4
Classes Begin .................................................... July 5
Last Day to Schedule Adjust4 .................................. July 6
Last Day to Drop with Refund .................................. July 10
Last Day to Withdraw1 from Class with a Grade of “W” .................... July 25
Classes End ....................................................... Aug 8

First Four-Week Session

Last Day to Register and Pay3 ................................ May 20
Classes Begin .................................................... May 21
Last Day to Schedule Adjust4 .................................. May 22
Last Day to Drop with Refund .................................. May 23
Last Day to Withdraw1 from Class with a Grade of “W” .................... June 6
Classes End ....................................................... June 18

Second Four-Week Session

Last Day to Register and Pay3 ................................ July 4
Classes Begin .................................................... July 5
Last Day to Schedule Adjust4 .................................. July 6
Last Day to Drop with Refund .................................. July 9
Last Day to Withdraw1 from Class with a Grade of “W” .................... July 20
Classes End ....................................................... Aug 1

1 Withdrawals must be done in person at Enrollment Services or by calling (804) 523-6464.
2 A receipt along with the textbook being returned in its original condition is required to receive a full refund.
3 Payment is due daily after regular session classes begin each semester.
4 Failure to pay will result in being dropped from your course(s). If you need in-person assistance with your payment, please make sure to visit the Business Office during published office hours.
4 Only students who have an established schedule (defined as one in which they have registered and made full payment) can schedule adjust. Students will need assistance from Reynolds to complete schedule adjustment processes.
FALL REGISTRATION & PAYMENT

PRIORITY REGISTRATION FOR RETURNING STUDENTS
April 9 - June 10
Priority Registration offers returning students, enrolled in a program, an opportunity to register for classes prior to the start of Open Registration.
Check your Reynolds email beginning March 19 for information about when fall class registration will be available specifically for you.

Fall payment is due on Friday, July 27 by close of business if paying in person, or prior to midnight if paying by MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight on Friday, July 27.

If payment is not received, you will be dropped from your Priority Registration classes.

OPEN REGISTRATION
June 11 - August 19
Payment is due beginning Friday, July 27 by close of business if paying in person, or prior to midnight if paying by MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight on Friday, July 27.

If you register after Friday, July 27, payment is due on Friday of the week you register by close of business if paying in person, or prior to midnight if paying by MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight on Friday of the week you register.

SCHEDULE ADJUSTMENT PERIOD*
August 20 - 24
Payment is due daily by the close of business if paying in person, or prior to midnight if paying by MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight.

*Only students who have an established schedule (defined as one in which they have registered and made full payment) can schedule adjust. Students will need assistance from Reynolds to complete schedule adjustment processes.

LATE STARTING SESSIONS
For classes that start after the Schedule Adjustment Period for the sixteen-week session (after August 24), payment is due the same day you register by close of business if paying in person, or prior to midnight if paying by MyREYNOLDS.

Your payment for tuition and fees for all of your classes must be made and settled in full according to the payment schedule. Students may lose some or all of their desired courses if their tuition and fees are not paid in full. If you rely on financial aid, be sure your courses are eligible.
**FALL ACADEMIC CALENDAR**

### IMPORTANT DATES

- Academic Advising: March 26 - April 6
- Priority Registration: April 9 - June 10
- Deadline for 2018 Online Applications for Reynolds Scholarships: April 15
- Recommended Financial Aid application submission date for Fall 2018: April 15
- Open Registration: June 11 - Aug 19
- Deadline for receipt of Financial Aid information for Fall 2018: June 15
- Recommended Loan Application submission date for Fall 2018: July 2
- Deadline for Fall 2018 Domicile Appeals: Aug 1
- First day to charge books to Financial Aid: Aug 10
- Adjunct Faculty Convocation: Aug 16
- Last day to return textbooks for refund: Aug 27
- Labor Day (college closed): Sept 3
- Last day to charge books to Financial Aid: Sept 5
- Recommended Financial Aid application submission date for Spring 2019: Oct 15
- Convocation Day (no classes): Oct 17
- Deadline for Fall 2018 Graduation Applications: Sept 28
- Deadline for Spring 2019 Applications for F-1 Visa Students: Oct 1
- Recommended Loan Application submissions for Spring 2019: Oct 15
- Deadline for Fall 2018 Loan Application: Oct 15
- Deadline for receipt of 2019 Spring Financial Aid: Nov 15
- Faculty Research Day (no classes): Nov 21
- Fall Break (college closed): Nov 22 - 25
- Deadline for Spring 2019 Domicile Appeals: Dec 3
- Winter Break (college closed): Dec 21 - Jan 1, 2019

### Regular Session 16-Week Session

- Last Day to Register and Pay: Sept 18
- Classes Begin: Sept 18
- Last Day to Schedule Adjust: Sept 4
- Last Day to Drop with Refund: Sept 17
- Last Day to Withdraw from Class with a Grade of “W”: Oct 2
- Classes End: Nov 2
- Examination Period: Dec 10 - 15

### 14-Week Session

- Last Day to Register and Pay: Sept 18
- Classes Begin: Sept 18
- Last Day to Schedule Adjust: Sept 7
- Last Day to Drop with Refund: Sept 18
- Last Day to Withdraw from Class with a Grade of “W”: Nov 2
- Classes End: Dec 15

### 12-Week Session

- Last Day to Register and Pay: Sept 17
- Classes Begin: Sept 18
- Last Day to Schedule Adjust: Sept 21
- Last Day to Drop with Refund: Oct 1
- Last Day to Withdraw from Class with a Grade of “W”: Nov 7
- Classes End: Dec 15

### First Eight-Week Session

- Last Day to Register and Pay: Aug 19
- Classes Begin: Aug 20
- Last Day to Schedule Adjust: Aug 22
- Last Day to Drop with Refund: Aug 27
- Last Day to Withdraw from Class with a Grade of “W”: Sept 21
- Classes End: Oct 16

### Second Eight-Week Session

- Last Day to Register and Pay: Oct 16
- Classes Begin: Oct 17
- Last Day to Schedule Adjust: Oct 19
- Last Day to Drop with Refund: Oct 24
- Last Day to Withdraw from Class with a Grade of “W”: Nov 19
- Classes End: Dec 15

### First Four-Week Session

- Last Day to Register and Pay: Aug 19
- Classes Begin: Aug 20
- Last Day to Schedule Adjust: Aug 20
- Last Day to Drop with Refund: Aug 22
- Last Day to Withdraw from Class with a Grade of “W”: Sept 5
- Classes End: Sept 17

### Second Four-Week Session

- Last Day to Register and Pay: Sept 17
- Classes Begin: Sept 18
- Last Day to Schedule Adjust: Sept 18
- Last Day to Drop with Refund: Sept 20
- Last Day to Withdraw from Class with a Grade of “W”: Oct 4
- Classes End: Oct 16

### Third Four-Week Session

- Last Day to Register and Pay: Nov 13
- Classes Begin: Nov 14
- Last Day to Schedule Adjust: Nov 14
- Last Day to Drop with Refund: Nov 16
- Last Day to Withdraw from Class with a Grade of “W”: Dec 4
- Classes End: Dec 15

### Fourth Four-Week Session

- Last Day to Register and Pay: Dec 4
- Classes Begin: Dec 15
- Last Day to Schedule Adjust: Dec 15
- Last Day to Drop with Refund: Dec 15
- Last Day to Withdraw from Class with a Grade of “W”: Dec 15
- Classes End: Dec 15

1. Withdrawals must be done in person at Enrollment Services or by calling (804) 523-6644.
2. A receipt along with the textbook being returned in its original condition is required to receive a full refund.
3. Payment is due daily after regular session classes begin each semester. Failure to pay will result in being dropped from your course(s). If you need in-person assistance with your payment, please make sure to visit the Business Office during published office hours.
4. Only students who have an established schedule (defined as one in which they have registered and made full payment) can schedule adjust. Students will need assistance from Reynolds to complete schedule adjustment processes.

**SUMMER & FALL 2018 REGISTRATION GUIDE**
ACADEMIC ADVISING
www.reynolds.edu/advising

NEW STUDENT ADVISING
First-time students, new to Reynolds, planning to enroll in courses will receive academic advising through a required new student orientation (SOAR). This orientation will prepare students for a successful start of the first semester. To schedule your orientation, please visit www.reynolds.edu/orientation.

Once a student has completed orientation, future advising sessions will occur with either a Student Affairs/Enrollment Services advisor or an assigned faculty advisor, depending on the student’s program of study.

FIRST-YEAR ADVISING (0-15 CREDIT HOURS)
Students with 0-15 credits will receive an email from FirstYearAdvising@Reynolds.edu early in their first semester. This email will list advisors in the student’s program of study. Schedule an appointment with one of your program advisors. It is important to schedule your appointment as soon as possible once you receive that email communication. This will ensure you get an appointment that works with your schedule and will prepare you to register for classes once registration opens.

PROGRAM ADVISING
Students with 16 or more credit hours meet with their assigned faculty advisor. This advisor is listed in your MyREYNOLDS account.

CAREER & TRANSFER ADVISING
www.reynolds.edu/career

In addition to academic program advising, Reynolds provides career and transfer advising for students who may need assistance with career exploration and/or intend to transfer to a four-year college or university.

Career & Transfer advisors are available to assist students with the development of specific academic plans that will easily transfer to the institution(s) of their choice.

WALK-IN ADVISING HOURS

MARCH 26 - APRIL 6
Downtown and Parham
8:30 a.m. - 7 p.m. | Mon - Thurs
8:30 a.m. - 4 p.m. | Friday

Goochland
9 a.m. - 2 p.m. | Mon, Tues, Thurs, Fri
10 a.m. - 6:30 p.m. | Wednesday

STUDENT ACCOMMODATIONS
Students with disabilities may contact the Office of Accommodations. Deaf or hard of hearing students may use the 711 Relay system with any Reynolds phone number.

Downtown Campus (804) 523-5628 | Parham Road Campus (804) 523-5290
Goochland Campus (804) 523-5290
FINANCIAL AID

FINANCIAL AID PROCESS
www.reynolds.edu/financialaid

The financial aid process may take up to eight weeks. Plan ahead and complete your FAFSA as soon as possible after October 1. Successful students apply between January and April and follow up with Reynolds to ensure everything is completed by May.

For priority, be sure your FAFSA is completed and submitted by:
- March 15 | summer semester
- April 15 | fall semester

Applications received after this date will be processed in date order after all priority applications have been reviewed. This means you may have to pay for tuition and books from personal funds while awaiting a reply from the Office of Financial Aid regarding your eligibility for financial aid.

SUBMIT YOUR FEDERAL STAFFORD LOAN REQUEST FORM TO AN ENROLLMENT SERVICES OFFICE BY:

- SUMMER SEMESTER
  - Recommended deadline: April 1
  - Final deadline: July 1
  - Submit your form in person, email to enroll@reynolds.edu, or fax to (804) 523-6405. The form is located at www.reynolds.edu/financialaid. Click the Forms tab.

- FALL SEMESTER
  - Recommended deadline: July 1
  - Final deadline: October 15

QUESTIONS & ANSWERS

Q: How do I see my tuition bill?
A: Ensure that your preferences are set to J. Sargeant Reynolds CC. Log into MyREYNOLDS to access SIS then navigate to your Student Center. Scroll down to Finances. If the community college listed is NOT J. Sargeant Reynolds CC, click on the User Preferences link to change your preferences to J. Sargeant Reynolds CC. To ensure the proper balance is showing, click the Account Inquiry link. This action triggers recalculation of tuition and fees.

Q: When can I pay for my books with financial aid?
A: Financial aid recipients may charge books to their aid from May 11 - 31 for summer classes and August 10 - September 5 for fall classes. For detailed information, please visit reynolds.edu/bookstore.

Q: If I have a financial aid question, whom can I call?
A: For 24-hour student account and financial aid support please call 1 (855) 874-6682 or visit reynolds.edu/24-HourHelp.
MAJORS

MAJORS BY CAREER

To help you select your major or program of study, Reynolds has developed broad groupings of programs that reflect a variety of academic subject areas and career interests. Programs in each of the groupings share similar coursework, career opportunities, and related work activities to help you find the best fit for your interests, strengths, and abilities.

The groupings listed here identify career and technical areas in which Reynolds offers programs that prepare you to enter the workforce upon graduation. Associate of Applied Science degrees and certificates combine theoretical coursework and hands-on laboratory experience. Many degree programs also provide coordinated internship or cooperative education opportunities. While not designed for transfer, some applied degree programs have transfer agreements with select four-year colleges and universities. If advancement in the field requires a bachelor’s degree or higher, the appropriate Associate transfer degree is listed among the program options for that grouping.

BUSINESS

Accounting AAS  
Accounting C  
Accounting CSC  
Hospitality Management AAS  
Management AAS  
Small Business Management specialization  
Retail Management specialization  
Entrepreneurship in Small Business CSC  
eCommerce CSC  
Real Estate Agent/Broker CSC  
Business Administration AS (Transfer)*

COMMUNICATION, EDUCATION & HUMAN SERVICES

American Sign Language CSC  
American Sign Language-English Interpretation AAS  
Early Childhood Development AAS  
Early Childhood Development C  
Early Childhood Education CSC  
Early Childhood Education-Advanced CSC  
Human Services AAS  
Substance Abuse Counseling Education CSC  
Liberal Arts AA (Transfer)*  
Science AS (Transfer)*  
Social Sciences AS (Transfer)*

CERTIFICATIONS/DEGREES

AAS | Associate of Applied Science  
C | Certificate  
AA | Associate of Arts  
AS | Associate of Science  
CSC | Career Studies Certificate
MAJORS

CONSTRUCTION & MANUFACTURING

Architectural & Engineering Technology AAS  
Contemporary Technology for Design specialization  
Building Construction Management specialization  
Computer-Aided Design Specialist CSC

Welding CSC  
Engineering AS

CULINARY ARTS, HORTICULTURE & SUSTAINABLE AGRICULTURE

Culinary Arts AAS  
Culinary Arts specialization  
Pastry Arts specialization  
Culinary Management specialization  

Sustainable Agriculture CSC  

Horticulture Technology AAS  
Floral Design CSC  

Science AS (Transfer)*

HEALTH PROFESSIONS & NURSING

Pre-Dental Assisting CSC  
Dental Assisting C  

Central Sterile Technician CSC  

Emergency Medical Services  
- Emergency Medical Technician CSC  
- Intermediate CSC  
- Paramedic CSC  

Emergency Medical Services  
- Paramedic AAS  

Health Information Management AAS  
Advanced Medical Coder  
(Health Information Mgt) CSC  
Medical Records Coder (Health Information Management) CSC  
Release of Health Information Specialist  
(Health Information Management) CSC

Pre-Medical Laboratory Technology CSC  
Medical Laboratory Technology AAS  

Health Science I CSC  

Practical Nursing C  
Nursing LPN to AAS  
Nursing AAS  

Opticianr AAS  
Opticians Apprentice CSC  

Pharmacy Technician CSC  

Pre-Respiratory Therapy CSC  
Respiratory Therapy AAS  

Science AS (Transfer)*

Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor. Reynolds offers programs under its open admissions policy. Admission to select vocational programs is based on a separate application process that is nondiscriminatory. For the full policy and a list of select programs, visit reynolds.edu.
MAJORS

INFORMATION TECHNOLOGY

Information Systems Technology AAS
Computer Applications CSC
Computer Programmer CSC
Cyber Security CSC
Network Administration CSC
Web Development CSC

Business Administration AS (Transfer)*
Science AS (Transfer)*

LAW & PUBLIC SAFETY

Criminal Justice CSC
Administration of Justice AAS

Emergency Medical Services
- Emergency Medical Technician CSC
Emergency Medical Services
- Intermediate CSC
Emergency Medical Services
- Paramedic CSC
Emergency Medical Services
- Paramedic AAS

Fire Science Technology C

Paralegal Studies AAS
General Practice specialization
Litigation specialization

Liberal Arts AA (Transfer)*
Social Sciences AS (Transfer)*

TRANSPORTATION

Automotive Maintenance & Light Repair CSC
Automotive Technology C

Diesel Mechanics Technology C

Hybrid & Electric Vehicle Technology CSC

CERTIFICATIONS/DEGREES

AAS | Associate of Applied Science
AA | Associate of Arts
C | Certificate
CSC | Career Studies Certificate
MAJORS

MAJORS BY TRANSFER DEGREE*

To help you choose a major or transfer program of study, Reynolds has developed several Associate of Arts/Associate of Science transfer degrees that provide a foundation of general education, and selected prerequisite courses, for transfer to a four-year college or university. These transfer programs are not designed to prepare you for immediate entry into the workplace. Reynolds has dozens of guaranteed transfer agreements with four-year public and private colleges and universities. Students interested in this transfer opportunity or transferring in general should consult their faculty advisor upon program entry for further guidance. Reynolds also has a Transfer Center with information to guide you early on: www.reynolds.edu/GuaranteedTransfer

General Education C
General Studies AS

Liberal Arts AA
Teacher Preparation Specialization

Business Administration AS

Engineering AS
Chemical/Biomedical specialization
Electrical/Computer specialization
Mechanical/General Engineering specialization

Sciences AS
Science specialization
Computer Science specialization
Mathematics specialization
Mathematics/Science Teacher Preparation specialization

Social Sciences AS
American Sign Language/Deaf Studies specialization
Pre-Social Work specialization
Teacher Preparation specialization

There are two kinds of Guaranteed Transfer Agreements that exist between Reynolds and most Virginia colleges:

1. Virginia Community College System Agreements (VCCS) apply to all 23 community colleges in Virginia.
2. Reynolds Agreements are specific agreements between Reynolds Community College and a Virginia college or university.

Make sure you know about the unique agreement Reynolds has with the 4-year college or university you would like to attend. To make an appointment with the Reynolds Career & Transfer Center, email rbeale@reynolds.edu or call (804) 523-5067.

*Students interested in pursuing a baccalaureate degree at a four-year institution in these program areas should consult an advisor concerning the choice of degree program and course selection to ensure successful transfer to the intended transfer institution.
The following tables show the respective plan’s contact number for each campus location. In the campus location columns, **Complete** indicates that the plan’s certificate or degree can be completed at that campus. **Courses** indicates that one or more courses for the plan are offered at that campus.

Some **Online** courses may require proctored exams, on-campus labs, clinicals, or other special on-campus meetings. For information on Reynolds Online, visit [reynolds.edu/online](http://reynolds.edu/online) or call (804) 523-5612 or (800) 711-1628 (Virginia only).

Certificates or degrees listed below in **RED** indicate transfer degree and certificate programs.

Area code 804 for all phone numbers.

**DTC** Downtown Campus  **PRC** Parham Road Campus  **GC** Goochland Campus

<table>
<thead>
<tr>
<th>School/Plan Code</th>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Campus Location</th>
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<td>Accounting</td>
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<td>523-5177 Courses</td>
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<td>523-5177 Courses</td>
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<tr>
<td>B 221-203-02</td>
<td>Accounting</td>
<td>CSC</td>
<td>523-5301 Complete</td>
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<tr>
<td>B 400-01</td>
<td>Administration of Justice</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>N&amp;AH 221-152-07</td>
<td>Advanced Medical Coder (Health Information Management)</td>
<td>CSC</td>
<td>523-5012 Courses</td>
</tr>
<tr>
<td>H&amp;SS 221-640-01</td>
<td>American Sign Language</td>
<td>CSC</td>
<td>523-5178 Courses</td>
</tr>
<tr>
<td>H&amp;SS 640</td>
<td>American Sign Language – English Interpretation</td>
<td>AAS</td>
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Architectural and Engineering Technology

<table>
<thead>
<tr>
<th>School/Plan Code</th>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Campus Location</th>
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<tr>
<td></td>
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<td>DTC</td>
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<tr>
<td>B 895-01</td>
<td>Contemporary Technology for Design Specialization</td>
<td>AAS</td>
<td>Courses</td>
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<td>B 895-02</td>
<td>Building Construction Management Specialization</td>
<td>AAS</td>
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<td>B 221-909-01</td>
<td>Automotive Maintenance and Light Repair</td>
<td>CSC</td>
<td>523-5432 Complete</td>
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<tr>
<td>B 902</td>
<td>Automotive Technology</td>
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<tr>
<td>B 213</td>
<td>Business Administration</td>
<td>AS</td>
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<td>N&amp;AH 221-174-01</td>
<td>Central Sterile Technician</td>
<td>CSC</td>
<td>523-5375 Courses</td>
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<td>School/Plan Code</td>
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<td>PRC</td>
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<td>B 221-729-01</td>
<td>Computer-Aided Design Specialist</td>
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<td>Courses</td>
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<td>B 212-400-45</td>
<td>Criminal Justice</td>
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<td>523-5177 Courses</td>
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<tr>
<td>B 242-01</td>
<td>Culinary Arts</td>
<td>AAS</td>
<td>523-5781 Courses</td>
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<td>B 242-02</td>
<td>Pastry Arts Specialization</td>
<td>AAS</td>
<td>523-5781 Courses</td>
</tr>
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<td>B 242-03</td>
<td>Culinary Management Specialization</td>
<td>AAS</td>
<td>523-5781 Courses</td>
</tr>
<tr>
<td>N&amp;AH 120</td>
<td>Dental Assisting</td>
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<td>523-5380 Complete</td>
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<td>B 920</td>
<td>Diesel Mechanics Technology</td>
<td>C</td>
<td>Courses</td>
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<td>H&amp;SS 636</td>
<td>Early Childhood Development</td>
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<td>523-5178 Courses</td>
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<td>H&amp;SS 632</td>
<td>Early Childhood Development</td>
<td>C</td>
<td>523-5178 Courses</td>
</tr>
<tr>
<td>H&amp;SS 221-636-06</td>
<td>Early Childhood Education</td>
<td>CSC</td>
<td>523-5178 Complete</td>
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<td>H&amp;SS 221-636-08</td>
<td>Early Childhood Education – Advanced</td>
<td>CSC</td>
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<tr>
<td>B 221-251-01</td>
<td>eCommerce</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>N&amp;AH 146</td>
<td>Emergency Medical Services – Paramedic¹</td>
<td>AAS</td>
<td>523-5768 Courses</td>
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<tr>
<td>N&amp;AH 221-146-01</td>
<td>Emergency Medical Services – Emergency Medical Technician</td>
<td>CSC</td>
<td>523-5768 Complete</td>
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<tr>
<td>N&amp;AH 221-146-03</td>
<td>Emergency Medical Services – Intermediate⁴</td>
<td>CSC</td>
<td>523-5768 See footnote #4</td>
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<tr>
<td>N&amp;AH 221-146-05</td>
<td>Emergency Medical Services – Paramedic⁴</td>
<td>CSC</td>
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<tr>
<td>MS&amp;E 831-04</td>
<td>Chemical/Biological Engineering Specialization</td>
<td>AS</td>
<td>523-5374 Courses</td>
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<tr>
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<td>Electrical/Computer Engineering Specialization</td>
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<td>523-5374 Courses</td>
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<td>MS&amp;E 831-01</td>
<td>Mechanical/General Engineering Specialization</td>
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<td>523-5374 Courses</td>
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<tr>
<td>B 221-212-10</td>
<td>Entrepreneurship in Small Business</td>
<td>CSC</td>
<td>523-5177 Courses</td>
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¹ See footnote #4

Engineering
<table>
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<th>Certificate or Degree</th>
<th>Courses</th>
<th>Campus Location</th>
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<tbody>
<tr>
<td><strong>B 427-01</strong></td>
<td>Fire Science Technology</td>
<td>AAS</td>
<td>Courses</td>
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<tr>
<td><strong>B 427-03</strong></td>
<td>Emergency Services Leadership Specialization</td>
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<td>Courses</td>
<td>Complete</td>
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<tr>
<td><strong>B 428</strong></td>
<td>Fire Science Technology</td>
<td>C</td>
<td>Courses</td>
<td>Complete</td>
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<tr>
<td><strong>B 221-335-02</strong></td>
<td>Floral Design</td>
<td>CSC</td>
<td>Courses</td>
<td>Complete</td>
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<tr>
<td><strong>H&amp;SS 695</strong></td>
<td>General Education</td>
<td>C</td>
<td>523-5178</td>
<td>Complete</td>
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<tr>
<td><strong>H&amp;SS 699</strong></td>
<td>General Studies</td>
<td>AS</td>
<td>523-5178</td>
<td>Complete</td>
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<tr>
<td><strong>N&amp;AH 221-190-06</strong></td>
<td>Health Care Technician (CNA)</td>
<td>CSC</td>
<td>523-5247</td>
<td>Complete</td>
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<tr>
<td><strong>N&amp;AH 152</strong></td>
<td>Health Information Management</td>
<td>AAS</td>
<td>523-5012</td>
<td>Courses</td>
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<tr>
<td><strong>N&amp;AH 221-190-01</strong></td>
<td>Health Science I</td>
<td>CSC</td>
<td>523-5375</td>
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<tr>
<td><strong>B 335</strong></td>
<td>Horticulture Technology</td>
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<td><strong>B 775</strong></td>
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<td><strong>H&amp;SS 480</strong></td>
<td>Human Services</td>
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<td><strong>B 221-909-46</strong></td>
<td>Hybrid and Electric Vehicle Technology</td>
<td>CSC</td>
<td>Courses</td>
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<tr>
<td><strong>B 299</strong></td>
<td>Information Systems Technology</td>
<td>AAS</td>
<td>523-5177</td>
<td>Courses</td>
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<tr>
<td><strong>B 221-299-03</strong></td>
<td>Computer Applications</td>
<td>CSC</td>
<td>523-5177</td>
<td>Complete</td>
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<tr>
<td><strong>B 221-299-06</strong></td>
<td>Computer Programmer</td>
<td>CSC</td>
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<td>Courses</td>
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<tr>
<td><strong>B 221-732-09</strong></td>
<td>Cyber Security</td>
<td>CSC</td>
<td>523-5301</td>
<td>Complete</td>
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<tr>
<td><strong>B 221-732-00</strong></td>
<td>Network Administration</td>
<td>CSC</td>
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<td>Courses</td>
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<tr>
<td><strong>B 221-299-18</strong></td>
<td>Web Development</td>
<td>CSC</td>
<td>523-5301</td>
<td>Courses</td>
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<tr>
<td><strong>H&amp;SS 648</strong></td>
<td>Liberal Arts</td>
<td>AA</td>
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<td><strong>H&amp;SS 648-TP</strong></td>
<td>Teacher Preparation Specialization</td>
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<td>523-5263</td>
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<td><strong>Management</strong></td>
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<td><strong>B 212-03</strong></td>
<td>Retail Management Specialization</td>
<td>AAS</td>
<td>523-5177</td>
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<td>Small Business Management Specialization</td>
<td>AAS</td>
<td>523-5177</td>
<td>Courses</td>
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**Note:** Courses marked with Complete indicate that the course is complete as listed.
<table>
<thead>
<tr>
<th>School/Plan Code</th>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Campus Location</th>
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<tbody>
<tr>
<td>N&amp;AH 151</td>
<td>Medical Laboratory Technology⁹</td>
<td>AAS</td>
<td>DTC Courses Complete</td>
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<tr>
<td>N&amp;AH 221-152-06</td>
<td>Medical Records Coder (Health Information Management)</td>
<td>CSC</td>
<td>PRC Courses Complete</td>
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<tr>
<td>N&amp;AH 156</td>
<td>Nursing</td>
<td>AAS</td>
<td>GC Courses Complete</td>
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<tr>
<td>N&amp;AH 160</td>
<td>Opticianry⁹</td>
<td>AAS</td>
<td>Complete See footnote #9</td>
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<tr>
<td>N&amp;AH 221-160-04</td>
<td>Opticians Apprentice¹⁰</td>
<td>CSC</td>
<td>Complete See footnote #10</td>
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<td><strong>Paralegal Studies</strong></td>
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<td>B 260-01</td>
<td>General Practice Specialization</td>
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<td>Litigation Specialization</td>
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<td>Courses Courses Courses</td>
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<td>N&amp;AH 221-190-08</td>
<td>Pharmacy Technician</td>
<td>CSC</td>
<td>Complete Courses</td>
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<td>N&amp;AH 157</td>
<td>Practical Nursing</td>
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<td>N&amp;AH 221-151-01</td>
<td>Pre-Medical Laboratory Technology</td>
<td>CSC</td>
<td>Complete Courses Complete</td>
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<tr>
<td>N&amp;AH 221-156-02</td>
<td>Pre-Nursing</td>
<td>CSC</td>
<td>Complete Courses Complete</td>
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<tr>
<td>N&amp;AH 221-181-02</td>
<td>Pre-Respiratory Therapy</td>
<td>CSC</td>
<td>Complete Courses Complete</td>
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<tr>
<td>B 221-212-70</td>
<td>Real Estate Agent/Broker</td>
<td>CSC</td>
<td>PRC Courses Complete</td>
</tr>
<tr>
<td>N&amp;AH 221-152-02</td>
<td>Release of Health Information Specialist (Health Information Management)</td>
<td>CSC</td>
<td>Courses Complete</td>
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<tr>
<td>N&amp;AH 181</td>
<td>Respiratory Therapy⁹</td>
<td>AAS</td>
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<td><strong>Science</strong></td>
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<td>Computer Science Specialization</td>
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<td>Courses Courses</td>
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<tr>
<td>MS&amp;E 880-TP</td>
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<td>Courses Courses</td>
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<td>MS&amp;E 880-05</td>
<td>Mathematics Specialization</td>
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<tr>
<td>MS&amp;E 880-01</td>
<td>Science Specialization</td>
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<td>Complete Courses Complete</td>
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</table>
A majority of the courses in the American Sign Language – English Interpretation program are offered only via distance learning.

All courses in the Culinary Arts AAS degree may be completed at the Downtown Campus except HRI 119, which is offered only via distance learning.

Completion of the courses in the EMS - Paramedic AAS degree requires that most EMS courses be taken at local fire/EMS training centers.

All courses in this program must be completed at local fire/EMS training centers.

All courses in this program may be completed at the Goochland Campus except for the social/behavioral science and humanities/fine arts electives, which may be completed at the Downtown Campus, Parham Road Campus, or via distance learning.

Completion of the Hospitality Management AAS degree requires that courses be taken both at the Downtown Campus and via distance learning.

All courses in the Management AAS, Retail Specialization, may be completed at the Parham Road Campus with the exception of MKT 220 and MKT 271, which are offered only via distance learning.

All courses in the Management AAS, Small Business Specialization, may be completed at the Parham Road Campus with the exception of BUS 260, which is offered only via distance learning. All courses in this program may be completed online with the exception of a coordinated internship course.

All courses in this program are offered via distance learning with the exception of labs and clinicals, which must be completed at an approved site.

All courses in this program are offered via distance learning. Apprentice students are also required to complete 2,000 hours of on-the-job training per year, for a total of 6,000 hours.

Completion of the Substance Abuse Counseling Education Career Studies Certificate requires that some courses be taken via distance learning.

Revised 02-20-18

Reynolds has more than 20 completely online programs
MyREYNOLDS provides a common point of entry to access Blackboard, Student Email, Student Information System (VCCS SIS) and to manage account information using one log on and one password. Users must look up their Username, Empl ID, and set their password the first time they access their accounts.

**Forgot Username and Empl ID?**
1. Go to reynolds.edu and click MyREYNOLDS.
2. Click Forgot Username.

**Enter User Information**
1. Click the *I'm not a robot* box, then click Continue.
2. Enter your first and last name, and date of birth.
3. Enter one of the following: your Empl ID or social security number.
4. Enter one of the following: your Empl ID, social security number or preferred phone number. Click Search.
5. Click the correct button if you know or do not know your password and click Next.

**Forgot your Password?**
1. Go to reynolds.edu and click MyREYNOLDS.
2. Click Forgot Password.
3. Enter your VCCS username. Click OK.
4. Answer three of your five security questions. Click OK.
5. Enter your new password and confirm it. Click OK.

Passwords must be 8 to 32 characters in length, include at least one lowercase letter (a-z), one uppercase letter (A-Z), one number (0-9) and one special character (!, @, #, etc.).

**Viewing your Directory Information**
1. On the main MyREYNOLDS page, click Account Details on the top right portion of the page.
2. Click View My Information.
3. Your directory information will be shown.

**Setting your Security Questions/Answers for the First Time**
When you login to MyREYNOLDS for the very first time, you will be prompted to set five security questions/answers.
1. Use any of the questions on the page or type your own.
2. If necessary, click the Show Text box to view the typed answers.
3. Click Save to update your questions and answers to the system.

**MyREYNOLDS Applications**
Each time you login to MyREYNOLDS, you will see a list of VCCS applications represented as icons. Click on an icon to access that particular application.

If you can’t find your Username and Empl ID, or don’t have an available term for enrollment, call the Reynolds Information Center at (804)-371-3000.
For more information visit reynolds.edu and click Technology Support.
**STEP 1  Find Your Username, Empl ID and Set your Password**
1. Go to: reynolds.edu > Register for Classes > Technology Support.
2. Click MyREYNOLDS Accounts.
3. Follow the directions listed to find your Username, Empl ID and set your password.
4. Record your Username and Empl ID and keep in a safe place.

**STEP 2  Login to MyREYNOLDS**
1. Go to reynolds.edu and click MyREYNOLDS.
2. Enter Username and Password.
3. Click Log In button.
4. Click SIS: Student Information System button.
5. Click the Student Center link in the folder group.

7. In the different sections of the Student Center, click the Expand icon to show options or the Collapse icon to show more of the page.

**STEP 3  Set Preferences**
1. Scroll down to Personal Information.
2. Click User Preferences link.
3. Select “J. Sargeant Reynolds CC” from the Institution dropdown.
4. Select “Credit” from the Academic Career dropdown.
5. Click the magnifying glass beside the Term.
6. Select the term and year for which you are enrolling.
7. Click the magnifying glass beside Aid Year.
8. Select the current financial aid year.
9. Click Save to keep the values.
10. Click Student Center from the drop-down menu.

**STEP 4  Enroll in Classes**
1. Click the Enroll link.
2. Key the 5-digit class number and click Enter.
3. If you need to search for the class number:
   - Select Class Search in the Find Classes area and click the Search button.
   - Enter the subject and course number, if known, and click Search.
   - Click Select Class button.
4. Review class information and click Next button.
5. Check for success or error messages.
6. Enter next class number for another class if desired.
7. Click Proceed to Step 2 of 3 button.
8. Click Finish Enrolling.
9. Check Status column (If you do not see a, you are not enrolled).

**STEP 5  View Schedule**
1. In the Enroll area, click the My Class Schedule tab.

**STEP 6  Pay Tuition**
1. In the Finances area, click the Go to QuikPay link.
2. Click the Make Payment link.
3. Complete the Payment Amount and Method and click the Continue button.
4. Enter the additional required payment information and click the Continue button.
5. Click Submit.
6. Follow instructions on Payment Result page.

**STEP 7  Sign Out**
1. Click Sign Out.
2. Close browser window to end session.

**View Grades**
1. In the Enroll area, click on the Term Information tab.
2. Click the Grades: View My Grades link.

**Print Unofficial Transcript**
1. In the My Academics area, click the View My Unofficial Transcript link.
2. Select J. Sargeant Reynolds CC from the Academic Institution drop-down list.
3. Select Unofficial from the Report Type drop-down list.
4. Click the Go button and review results.
### HOURS OF OPERATION

#### BUSINESS OFFICE & ENROLLMENT SERVICES HOURS

#### REGULAR HOURS

**Downtown and Parham**
- 8:30 a.m. - 4:30 p.m. .................. Monday, Tuesday, Thursday
- 8:30 a.m. - 6:30 p.m. .................. Wednesday
- 8:30 a.m. - 3 p.m. ........................ Friday

*The Downtown and Parham Business Offices close 1 - 2 p.m. daily.*

**Goochland**
- 9 a.m. - 2 p.m. .................. Monday, Tuesday, Thursday, Friday
- 10 a.m. - 6:30 p.m. .................. Wednesday

*The Goochland Business Office closes 1 - 2 p.m. on Wednesday.*

#### SUMMER EXTENDED HOURS | MAY 14 - 24

**Downtown and Parham**
- 8:30 a.m. - 7 p.m. ............................... Mon - Thurs
- 8:30 a.m. - 4 p.m. ............................... Friday
- 8:30 a.m. - Noon ............................. Saturday, May 19

#### FALL EXTENDED HOURS | AUG 13 - 24

**Downtown and Parham**
- 8:30 a.m. - 7 p.m. ............................... Mon - Thurs
- 8:30 a.m. - 4 p.m. ............................... Friday
- 8:30 a.m. - Noon ............................. Saturday, Aug 18

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**ONLINE PAYMENTS**

MyREYNOLDS  
Available 24/7  
TMS Payment Plan  
Available 24/7

TMS payment plan enrollment for **SUMMER 2018** semester is available through May 20.

TMS payment plan enrollment for **FALL 2018** semester is available through August 23.
WHERE OUTSTANDING STUDENTS GET STARTED