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EASY STEPS TO GET STARTED

New Students begin with step 1 - Apply. | *Returning students* begin with step 4 - Get Advised.

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.

1.
APPLY

2.
LOG ON

3.
**GET
PLACED**

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.

Keep going. 🍓



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.

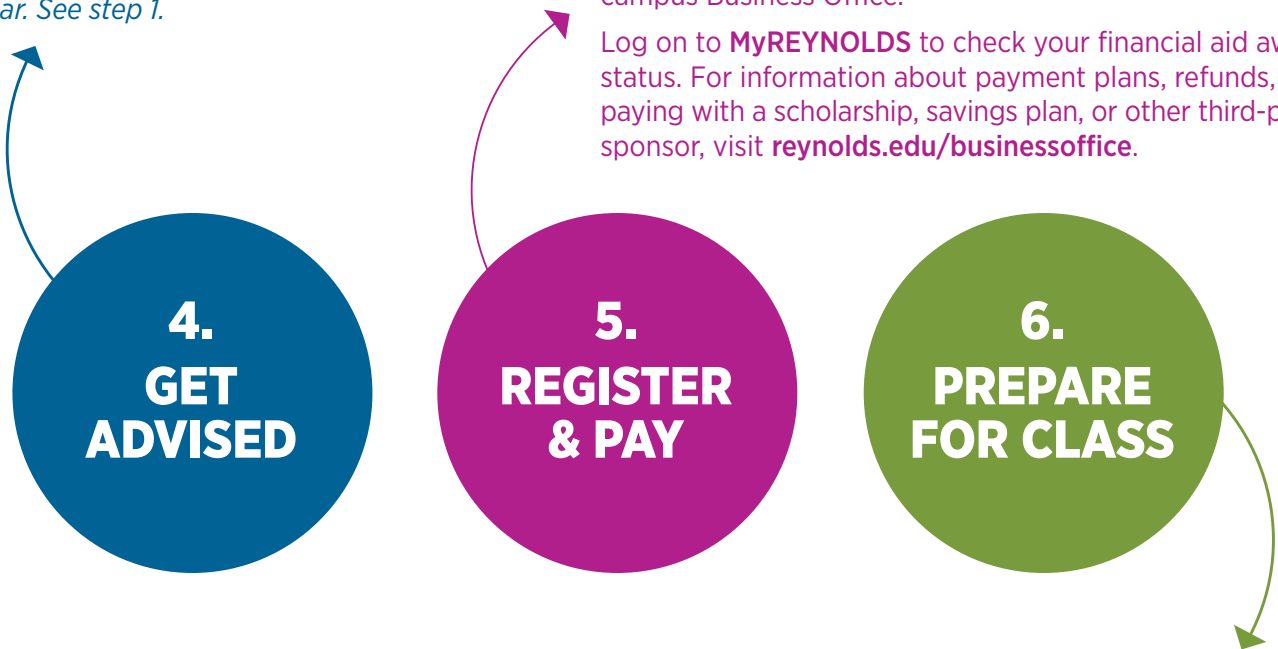
Students with 0-15 credits, see Enrollment Services for advising. Students with 16 or more credits, see your academic program advisor. To find your advisor, visit reynolds.edu/advising.

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

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.



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.

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.



For financial aid help, call toll-free 1 (855) 874-6682.

