WHERE OUTSTANDING CAREERS GET STARTED

Nurses Chefs Biologists Accountants Entrepreneurs Hoteliers Programmers Teachers Engineers Architects Dental Assistants Health Care Technicians Diesel Technicians Florists Respiratory Therapists Opticians Landscapers Electricians Emergency Responders Geologists Welders Paralegals Managers Horticulturists Real Estate Agents Network Engineers Substance Abuse Counselors Nurses Chefs Biologists Accountants Entrepreneurs Hoteliers Programmers Teachers Engineers Architects Dental Assistants Health Care Technicians Diesel Technicians Florists Respiratory Therapists Opticians Landscapers Electricians Emergency Responders Geologists Welders Paralegals Managers Horticulturists Real Estate Agents Network Engineers Substance Abuse Counselors

WHERE OUTSTANDING CAREERS GET STARTED

Reynolds COMMUNITY COLLEGE

TOP FREQUENTLY ASKED QUESTIONS

What is the Reynolds School Code?
▶ 003759

How do I apply to Reynolds?
▶ Visit reynolds.edu and click “Apply Online.” Select “new user” and follow the directions.

I have not received my 1098-T, how can I get it?
▶ Call our 1098 Tax Relief Information Line at (804) 523-5721 and leave a message with your name, phone number and EMPL ID.

How do I get involved on campus?
▶ Visit reynolds.edu/studentlife for information about clubs and events.

How do I request a transcript?
▶ Fill out a Transcript Request form at reynolds.edu/forms.

How do I know if online classes are right for me?
▶ Check out the SmarterMeasure tool at reynolds.edu/cde.

How do I reset my password in MyReynolds?
▶ From the main SIS page, scroll down and click “look up user name and set password” then follow the directions.

How do I view my Financial Aid Award?
▶ Log into MyReynolds to access SIS. Click Self Service, then Campus Finances and View Financial Aid.
Important Dates & Times . . . 3-4
Getting to Campus . . . . . . . 5
What Type of Student Am I? . . . 6
Financial Aid . . . . . . . . . . . 7-8
Programs of Study . . . . . . . . 9-13
Steps to Taking Classes . . . . . . . 14-19
MyReynolds . . . . . . . . . . . . . 20
Register Online for Classes . . . . . . . 21
Take Classes Online . . . . . . . . . . . 22-23
Helpful Information . . . . . . . . . . . . . 24-26

About Reynolds
J. Sargeant Reynolds Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of J. Sargeant Reynolds Community College.

Reynolds is an equal opportunity, affirmative action institution providing access to educational and employment opportunities without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran’s status, political affiliation or disability.

The procedures, programs, courses, regulations, rules and policies listed in this booklet are subject to change by Reynolds, the Reynolds Board, the Virginia Community College System or the State Board for Community Colleges.

For the most current list of available classes, visit the Reynolds website at reynolds.edu.
Academic Advising  
November 11–22

- New students must meet with a specialist in the Student Success Center and are encouraged to view our orientation.
- Returning curricular students are encouraged to meet with their assigned advisor or a school advisor by appointment.
- Returning non-curricular students are encouraged to meet with a specialist in the Student Success Center.
- Student Success Center hours during the advising period are:
  - 8:30 a.m. – 5:00 p.m. . . . . M, T, & Th/Nov. 21
  - 8:30 a.m. – 7:00 p.m. . . . . . . . W
  - 8:30 a.m. – 7:30 p.m. . . . Th/Nov. 14
  - 8:30 a.m. – 3:00 p.m. . . . . . . F

Priority Registration  
November 11–December 1

Online via MyReynolds only
(no in-person registration)

Priority Registration offers returning students, enrolled in a program, an opportunity to register online for classes prior to the start of Open Registration. Check MyReynolds or your Reynolds email for information about when spring class registration will be available specifically for you.

Payment is due on Friday, December 6, by 3:00 p.m. if paying in person, or by midnight if paying by MyReynolds. If using the Nelnet e-Cashier Payment Plan, the application must be successfully completed by 3:00 p.m. on Friday, December 6.

- MyReynolds . . . Available 24 hours per day
- Nelnet. . . . . . Available 24 hours per day e-Cashier Payment Plan
- In Person . . . . . . . . . Not available during Priority Registration

Open Registration  
December 2–20; January 2–3

Payment is due on Friday of the week you register by 3:00 p.m. if paying in person, or by midnight if paying by MyReynolds. If using the Nelnet e-Cashier Payment Plan, the application must be successfully completed by 3:00 p.m. on Friday of the week you register.

- MyReynolds . . . Available 24 hours per day
- Nelnet. . . . . . Available 24 hours per day e-Cashier Payment Plan
- In Person (December 2–20)
  - 8:30 a.m. – 4:00 p.m. . . . . . . . . . . . M, T, Th
  - 8:30 a.m. – 6:00 p.m. . . . . . . . . . . W
  - 8:30 a.m. – 3:00 p.m. . . . . . . . . . . . . . F
- In Person (January 2–3)
  - 8:30 a.m. – 6:00 p.m. . . . . . . . . . . . Th
  - 8:30 a.m. – 3:00 p.m. . . . . . . . . . . . F

Late Registration & Add/Drop  
January 6–10

Payment is due daily by the close of business if paying in person, or by midnight if paying by MyReynolds. If using the Nelnet e-Cashier Payment Plan, the application must be successfully completed by 3:00 p.m. daily.

- MyReynolds . . . Available 24 hours per day
- Nelnet. . . . . . Available 24 hours per day e-Cashier Payment Plan
- In Person
  - 8:30 a.m. – 7:30 p.m. . . . . . . . . . M–Th
  - 8:30 a.m. – 4:00 p.m. . . . . . . . . . . . . . F

Late Starting Classes

For courses that start after the Late Registration and Add/Drop period for the sixteen-week session (after Jan. 10), payment is due the same day you register by close of business if paying in person, or by midnight if paying by MyReynolds.

Sign Up to Receive Text Message Alerts

To your cell phone or email.
Sign up at: alert.reynolds.edu
Stay notified about:
- emergencies • delays or closings • important notices
### Other Important Dates

- **Deadline for Spring Domicile Appeals**: Dec. 2
- **Adjunct Faculty Convocation**: Jan. 2
- **Last day to return textbooks for refund**: Jan. 13
- **Martin Luther King, Jr. Holiday**: Jan. 20 (college closed)
- **Deadline for Spring Graduation**: Jan. 31
- **Applications**: Professional Development Day: Mar. 10 (no services)
- **Spring Break (no classes)**: Mar. 10–16
- **Deadline for Summer Domicile**: Apr. 1
- **Deadline for 2014 Online Scholarship**: Apr. 15
- **Applications**: Graduation: May 11
- **Deadline for Fall Applications for F-1 Visa Students**: May 30

### Regular Session

#### Sixteen-Week Session
- **Classes Begin**: Jan. 6
- **Late Registration and Add/Drop**: Jan. 6–10
- **Last Day to Add Class**: Jan. 10
- **Last Day to Drop with Refund**: Jan. 22
- **Last Day to Withdraw* from Class**: Mar. 20
  - with a Grade of “W”
- **Classes End**: Apr. 28

#### Twelve-Week Session
- **Classes Begin**: Feb. 6
- **Late Registration and Add/Drop**: Feb. 4–7
- **Last Day to Add Class**: Feb. 7
- **Last Day to Drop with Refund**: Feb. 14
- **Last Day to Withdraw* from Class**: Apr. 1
  - with a Grade of “W”
- **Classes End**: May 5

#### First Eight-Week Session
- **Classes Begin**: Jan. 6
- **Late Registration and Add/Drop**: Jan. 6–8
- **Last Day to Add Class**: Jan. 8
- **Last Day to Drop with Refund**: Jan. 13
- **Last Day to Withdraw* from Class**: Feb. 7
  - with a Grade of “W”
- **Classes End**: Mar. 3

### Second Eight-Week Session
- **Classes Begin**: Mar. 4
- **Late Registration and Add/Drop**: Mar. 4–6
- **Last Day to Add Class**: Mar. 6
- **Last Day to Drop with Refund**: Mar. 18
- **Last Day to Withdraw* from Class**: Apr. 11
  - with a Grade of “W”
- **Classes End**: May 5

### First Four-Week Session
- **Classes Begin**: Jan. 6
- **Late Registration and Add/Drop**: Jan. 6
- **Last Day to Add Class**: Jan. 6
- **Last Day to Drop with Refund**: Jan. 8
- **Last Day to Withdraw* from Class**: Jan. 22
  - with a Grade of “W”
- **Classes End**: Feb. 3

### Second Four-Week Session
- **Classes Begin**: Feb. 4
- **Late Registration and Add/Drop**: Feb. 4
- **Last Day to Add Class**: Feb. 4
- **Last Day to Drop with Refund**: Feb. 6
- **Last Day to Withdraw* from Class**: Feb. 19
  - with a Grade of “W”
- **Classes End**: Mar. 3

### Third Four-Week Session
- **Classes Begin**: Mar. 4
- **Late Registration and Add/Drop**: Mar. 4
- **Last Day to Add Class**: Mar. 4
- **Last Day to Drop with Refund**: Mar. 6
- **Last Day to Withdraw* from Class**: Mar. 26
  - with a Grade of “W”
- **Classes End**: Apr. 7

### Fourth Four-Week Session
- **Classes Begin**: Apr. 8
- **Late Registration and Add/Drop**: Apr. 8
- **Last Day to Add Class**: Apr. 8
- **Last Day to Drop with Refund**: Apr. 10
- **Last Day to Withdraw* from Class**: Apr. 23
  - with a Grade of “W”
- **Classes End**: May 5

*Withdrawals must be done in person in the Student Success Center.

**A receipt along with the textbook being returned in its original condition is required to receive a full refund.
GETTING TO CAMPUS

Downtown Campus (DTC)
700 East Jackson Street, Richmond, VA 23219

The Downtown Campus, near the Richmond Coliseum, provides one- and two-year occupational/technical programs in a number of allied health, business and community service areas, as well as college transfer programs in liberal arts, business, science and computer science.

Goochland Campus (GC)
1851 Dickinson Road, Goochland, VA 23063

Located on the same campus as the Goochland Family YMCA near Routes 6 and 632, the Goochland Campus offers a range of programs in horticulture, sustainable agriculture, automotive and diesel mechanics, and welding.

Parham Road Campus (PRC)
1651 East Parham Road, Richmond, VA 23228

Located one mile west of I-95 in Henrico County, the Parham Road Campus offers college transfer programs in liberal arts, education, engineering, science, and computer science, as well as a broad range of occupational/technical programs. Central Admissions and Records and Financial Aid offices are located on the Parham Road Campus.

Center for Distance Learning (online classes)

Need the flexibility of taking classes from home, but want the convenience of traditional college resources and services? Reynolds offers the best of both, with more than 20 online programs including business, technology, education and healthcare. Learn more at reynolds.edu/cde or see page 22.

Shuttle Service Stops

Downtown Campus: 8th Street
A/B Parking Lots

Parham Road Campus: Front of Georgiadis Hall

Use of the Reynolds inter-campus shuttle service requires a valid college ID. Students, faculty and staff with a valid college ID may also use VCU’s shuttle service from VCU’s Parking Lot I, located on 7th Street directly across from the Reynolds Downtown Campus Parking Lot A. Shuttle schedules vary and are subject to change. Visit reynolds.edu/shuttle for the most current shuttle schedules and information about shuttle routes that fit your needs.

For directions and campus maps, visit reynolds.edu/locations

Student Success Centers

(Admissions, Financial Aid, Advising)

Downtown Campus
(804) 523-5455

Goochland Campus
(804) 523-5400

Parham Road Campus
(804) 523-5368
WHAT TYPE OF STUDENT AM I?

I am a new student interested in a degree or certificate

This is also known as “curricular.” This means you’re working towards completing an associate degree, certificate, or career studies certificate in one of our programs of study. Students seeking a degree or certificate are eligible for financial aid.

I am a new student not enrolled in a degree or certificate program

Maybe you’re just taking a class, or you simply have not yet enrolled in a program. This is also known as “non-curricular.” Please note that non-curricular students are not eligible for financial aid.

I am a transfer student

Do you have credits from another school that you want to transfer here? Have an official copy of your transcript sent to Reynolds for a formal evaluation. If you are attending a school within the Virginia Community College System, an official transcript is not required; however, you need to complete a form to request that your other VCCS college credits be considered for transfer. Plan early and submit these items two to four weeks prior to registering for classes.

I am a current or returning student

If you have registered for classes at Reynolds within the last three years, you do not need to apply for admission again. As long as you are in good academic standing and have no outstanding financial obligations or restrictions on file, you can register for classes through MyReynolds.

I am a transient student

This means you’re also taking classes at another college or university, but you want to take a class (or classes) here to satisfy credits and/or degree requirements there. If you are a student who attends another college and are planning on coming to Reynolds for a short period of time, perhaps over the summer, you are considered a transient student. Transient students should seek approval from the advisor at their home institution and complete the Transient Student Approval Form (reynolds.edu/forms) in order to waive placement tests and course pre-requisites.

I am a high school student

Yes, you can take classes at Reynolds while you’re still in high school! Dual Enrollment students take Reynolds classes and receive “dual” credit – towards college as well as high school. Check with your guidance counselor to see if Dual Enrollment classes are offered at your high school. Concurrent Enrollment high school students take classes at Reynolds and receive only college credit.

I am an international student

Non-U.S. citizens seeking eligibility for in-state tuition rates must provide passports and immigration documents to Reynolds (Student Success Centers or Admissions and Records Office) when applying for admission or prior to enrolling. Individuals seeking admission as international students (F-1 Visa) must contact Reynolds’ international student advisor (ISA) directly for assistance. F-1 students are required to register in person with the ISA in the Admissions and Records Office, Parham Road Campus. To make an appointment, students should call (804) 523-5029 or email admissions@reynolds.edu.

I am a veteran

Have you served in the military? Be sure to take advantage of the services available to you. It is helpful to meet with and advisor in the Veteran’s Affairs Office to review specific admissions requirements.

I am a senior citizen

Eligible senior citizens may be able to register for classes at no cost. Learn more about eligibility requirements.
To ensure that financial aid awards are made in time for students to register for classes and pay their tuition and fees with an approved award, students should be admitted into an eligible program of study and complete the Free Application for Federal Student Aid (FAFSA) in sufficient time to ensure that it is received by the Pell Processing Center no later than:

- September 16, 2013 for Spring 2014
- February 17, 2014 for Summer 2014

If necessary, corrections and/or verification documents required to complete the FAFSA should be submitted promptly to a campus Student Success Center. The deadline for submitting requested documents to correct and/or verify the data on the Student Aid Reports (SARs) is 10 business days from the date of the Financial Aid office correspondence sent to the student. A student should be prepared to pay tuition and fees if corrections are processed by the Financial Aid office after November 15, 2013 for Spring 2014; April 15, 2014 for Summer 2014 and June 16, 2014 for Fall 2014. Students may apply late for financial aid, but there is no guarantee that award eligibility and notification will be in time to assist with tuition, fees, and books for the current registration.

Students who are eligible and have been awarded financial aid will receive an email listing the types and amounts of aid. Anticipated financial aid will be automatically posted to student accounts, and tuition and fees will automatically be charged to each student’s financial aid after the last day to drop a class with a refund. If financial aid is not enough to cover all charges, the amount remaining is the responsibility of the student and is due according to the tuition payment deadlines found on page 3. Students with web access may use MyReynolds to check on their financial aid and student account. After logging into MyReynolds, students may view their financial aid and student account in the Finances section of the Student Center.

### Payment Due for Financial Aid

#### Students Who Withdraw

Students receiving federal financial aid who withdraw from all courses before attending more than 60% of a given semester, or who do not complete the entire semester, will owe a portion of their financial aid back to the federal government. They also incur a liability with Reynolds for any tuition and/or book expenses that no longer are payable with federal financial aid monies.

#### Satisfactory Academic Progress

Students must maintain Satisfactory Academic Progress (SAP) to receive financial aid. Satisfactory academic progress means successfully finishing your program of study within an acceptable timeframe.

**Some SAP Facts**

- Grades of F, U, W, I or R negatively impact your SAP equally.
- Time does not repair poor performance. Classes taken five, 10, 15, or 20 years ago can affect your SAP today.
- SAP standards are tougher than Reynolds Academic Standing requirements.
- Academic Renewal does not automatically reinstate your eligibility.

#### Satisfactory Academic Progress Standards

A student must successfully complete two-thirds (67%) of all the credit and developmental hours they attempt. Completion rates will be assessed at the end of a student’s first semester. Successful completion means a grade of A, B, C, D, S, or P. Grades of F, U, W, I, R and missing grades represent hours not completed. Federal law requires Reynolds to count all credits attempted at Reynolds.

#### How to Keep Your Financial Aid

To remain eligible for loans, grants and work-study, students should:

- Successfully complete classes, avoid excessively withdrawing from classes, and avoid receiving grades of F, U, R or I (a D is better than a W).
- Submit the FAFSA each year by April 15.
- Submit requested documents in a timely manner.
**Maximum Time Frame**

The U.S. Department of Education expects students to complete their plan requirements within 150% of the published length of that plan in credit hours. Developmental/ESL hours do not count in this total. For example, a student in the Accounting AAS plan (length 66 credit hours) will lose his/her eligibility after 99 attempted credit hours if he/she has not finished the plan. Students can calculate their own 150% rate by finding the total credits in their plan from the catalog.

\[
\text{Total Plan Credits} \times 1.5 = \text{_______}
\]

*Note: Transfer credits are included in the 150% calculation.*

**Grade Point Average**

Students must meet the following cumulative grade point standards to be eligible for aid:

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.50</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

The standards in the table above are absolute minimums. Students should strive to do much better than the minimum.

**If You Do Not Meet the Academic Standards**

The Financial Aid office checks each student’s eligibility at the end of each semester (Fall, Spring, and Summer) and cancels future aid for students who do not meet the satisfactory academic progress standards. The Financial Aid office will notify students of their status by placing a message on MyReynolds and by sending emails to a student’s VCCS email address.

**Appeals**

Students with mitigating circumstances (personal illness, death of immediate family member, etc.) that occurred during the problem semester(s) may go to a campus Student Success Center to obtain a "Satisfactory Academic Progress (SAP) Appeal" form or download the form from the financial aid website at reynolds.edu/financialaid. Completed forms should have copies of documents that confirm the mitigating circumstances and should be returned to the Student Success Center by the deadline on the form. Please note that students are only allowed two SAP appeal approvals at Reynolds. Students should work closely with their academic advisor and choose their courses wisely. Students who are uncertain about their SAP status should consult a financial aid specialist in a Student Success Center.

**Purchasing Books Using Financial Aid**

Financial aid recipients may charge books to their aid from January 2, 2014 – January 22, 2014. The following stipulations apply to the process of book purchasing:

- You must be enrolled in classes to charge or return books.
- You must have financial aid funds available after tuition and fees are paid. If your only financial aid award is the Commonwealth Grant or Part-Time Assistance Program (PTAP) grant, you will not be able to charge books.
- Try to make all of your purchases at one time.

It takes 24 hours from the moment you enroll in classes until you can start charging books in the bookstore.

To ensure you are able to begin charging books on January 2, 2014 please register for your classes on or before December 30, 2014. Here are the maximum amounts you will be allowed to charge against your financial aid in the bookstore.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>$200</td>
</tr>
<tr>
<td>6-8</td>
<td>$400</td>
</tr>
<tr>
<td>9-11</td>
<td>$600</td>
</tr>
<tr>
<td>12-14</td>
<td>$800</td>
</tr>
<tr>
<td>15+</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

Have questions?

Additional financial aid information can be found at: reynolds.edu/financialaid.
The following tables show the respective plan’s contact number for each campus location as appropriate. 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.

The Distance campus location indicates Distance Learning courses. These are typically administered online; but some courses may require proctored exams, on-campus labs, clinicals, or other special on-campus meetings. For information on Distance Learning, visit reynolds.edu/cde or call the Center for Distance Learning at (804) 523-5612 or (800) 711-1628 (Virginia only).

Certificates or degrees listed in GREEN below indicate transfer degree and certificate programs. Area code 804 for all phone numbers.

<table>
<thead>
<tr>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Plan Code</th>
<th>Campus Location</th>
<th>Downtown</th>
<th>Parham</th>
<th>Goochland</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCHOOL OF BUSINESS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting¹</td>
<td>AAS</td>
<td>203</td>
<td>523-5177 Courses</td>
<td>523-5301 Courses</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Accounting¹</td>
<td>C</td>
<td>202</td>
<td>523-5177 Courses</td>
<td>523-5301 Courses</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>AAS</td>
<td>400-01</td>
<td>Courses</td>
<td>523-5301 COMPLETE</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Administrative Support Technology²</td>
<td>C</td>
<td>398</td>
<td>523-5177 Courses</td>
<td>523-5301 Courses</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Architectural and Civil Engineering Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architectural/Industrial Design Specialization</td>
<td>AAS</td>
<td>895-01</td>
<td>Courses</td>
<td>523-5301 COMPLETE</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Building Construction Management Specialization</td>
<td>AAS</td>
<td>895-02</td>
<td>Courses</td>
<td>523-5301 COMPLETE</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Civil Engineering Technology Specialization</td>
<td>AAS</td>
<td>895-03</td>
<td>Courses</td>
<td>523-5301 COMPLETE</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology³</td>
<td>AAS</td>
<td>909</td>
<td>Courses</td>
<td>Courses</td>
<td>523-5432</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>C</td>
<td>902</td>
<td>Courses</td>
<td>Courses</td>
<td>523-5432 COMPLETE</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td>AS</td>
<td>213</td>
<td>523-5177 COMPLETE</td>
<td>523-5301 COMPLETE</td>
<td>Courses</td>
<td>COMPLETE</td>
<td></td>
</tr>
<tr>
<td>Computer-Aided Design Specialist</td>
<td>CSC</td>
<td>221-729-01</td>
<td>Courses</td>
<td>523-5301 COMPLETE</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>CSC</td>
<td>221-400-45</td>
<td>523-5177 Courses</td>
<td>523-5301 COMPLETE</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Culinary Arts⁴</td>
<td>AAS</td>
<td>242</td>
<td>523-5781 Courses</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Diesel Mechanics Technology</td>
<td>C</td>
<td>920</td>
<td>Courses</td>
<td>Courses</td>
<td>523-5432 COMPLETE</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>eCommerce</td>
<td>CSC</td>
<td>221-251-01</td>
<td>Courses</td>
<td>523-5301 COMPLETE</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
<tr>
<td>Entrepreneurship in Small Business</td>
<td>CSC</td>
<td>221-212-10</td>
<td>523-5177 Courses</td>
<td>523-5301 COMPLETE</td>
<td>Courses</td>
<td>Courses</td>
<td></td>
</tr>
</tbody>
</table>

AAS = Associate of Applied Science  AA = Associate of Arts  AS = Associate of Science  C = Certificate  CSC = Career Studies Certificate
<table>
<thead>
<tr>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Plan Code</th>
<th>Courses</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCHOOL OF BUSINESS</strong> (continued)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Science Technology</td>
<td>AAS</td>
<td>427-01</td>
<td>Courses</td>
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\(^{a}\) = Associate of Applied Science  \(^{AA}\) = Associate of Arts  \(^{AS}\) = Associate of Science  \(^{C}\) = Certificate  \(^{CSC}\) = Career Studies Certificate
### SCHOOL OF HUMANITIES and SOCIAL SCIENCES (continued)

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### SCHOOL OF NURSING and ALLIED HEALTH

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### PROGRAMS OF STUDY

#### SCHOOL OF NURSING and ALLIED HEALTH (continued)

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**Footnotes:**

1. All courses in the Accounting AAS degree or Certificate may be completed at Parham Road Campus with the exception of ACC 124, which is offered only via distance learning.
2. Completion of the Administrative Support Technology Certificate requires that some courses be taken via distance learning.
3. 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.
4. 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.
5. Completion of the Hospitality Management AAS degree requires that courses be taken both at the Downtown Campus and via distance learning.
6. All courses in the Legal Office Technology CSC may be completed at the Parham Road Campus with the exception of AST 243, which is offered only via distance learning.
7. 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.
8. 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.
9. A majority of the courses in the American Sign Language/English Interpretation program are offered only via distance learning.
10. Completion of the Substance Abuse Counseling Education Career Studies Certificate requires that some courses be taken via distance learning.
11. Completion of the courses in the EMS - Paramedic AAS degree requires that most EMS courses be taken at local fire/EMS training centers.
12. All courses in this program must be completed at local fire/EMS training centers.
13. 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.
14. 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.

Revised 05.01.13
7 STEPS TO TAKING CREDIT COURSES

STEP 1
Apply & Determine Your Enrollment Status

If you are new to Reynolds, taking credit classes for the first time, or are returning after an absence of three years or more (before Spring 2011), complete the Application for Admission, which can be found at reynolds.edu. Students who complete the online application will receive immediate feedback from Reynolds. If the online application is completed successfully, the new student will be issued a student ID number (Enrollment ID). Upon completion of the online application, students should print the application and confirmation page for their records. It is important that you set up your MyReynolds account immediately, using the information provided on the confirmation page. Your Reynolds email account can be accessed through MyReynolds once the account has been activated. Important information regarding your Reynolds acceptance and other Reynolds communications will be sent to this email account.

If you are a student who has attended a VCCS college in the past, please see Step 2. It is important that you use your existing Empl ID and do not create a new one. Students may also download and complete the Application for Admission from reynolds.edu/forms to be either mailed or faxed to Reynolds. Once received by Reynolds, paper applications require at least two business days to process.

Disclosure of your social security number is not required during application, but it is highly recommended. Disclosure ultimately will be required for most students at the time of enrollment, per Section 6050S of the Restructuring and Reform Act of 1998, or at the time of disbursement of federal financial aid, per 34 Code of Federal Regulations Part 668.36. The VCCS will only use your social security number in accordance with federal and state reporting requirements and for identification and research purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Code 1232G, or pursuant to your obtained consent.

You must be admitted to Reynolds, prior to taking placement tests, and as a degree-seeking student in order to be considered for financial aid. You do not need to reapply if you have taken credit classes within the past three years. If you left Reynolds on Academic Dismissal, refer to page 24 for information about getting reinstated. Whether new or returning, note that placement testing may be required (see Step 3); financial aid and scholarship applications and documents must be completed by the deadlines (see Step 3); the Open Registration period begins December 2 (see Calendar).

STEP 2
Get Your Empl ID

As a new student, once your application has been processed, you will be issued a Reynolds student ID number, known as the Empl ID. You will need your Empl ID for all on-campus, web and telephone services. If you are a returning student and need assistance with locating your Empl ID number or are unsure of your number, check MyReynolds, call the Reynolds Information Center (804-371-3000), or visit a computer lab on one of the campuses. If you have more than one Empl ID due to enrollment at another VCCS institution, and need assistance determining the correct Empl ID number to use for transactions at Reynolds, please call (804) 523-5029.
### 7 STEPS TO TAKING CREDIT COURSES

#### STEP 3
Prepare to Enroll

<table>
<thead>
<tr>
<th>PREPARATION STEPS</th>
<th>CURRICULAR STUDENT</th>
<th>NON-CURRICULAR STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. REQUEST TRANSCRIPTS FROM PREVIOUS SCHOOLS</strong> using the Reynolds High School/College Transcript Request form. <a href="http://reynolds.edu/forms">reynolds.edu/forms</a></td>
<td>Yes, if you are applying for certain health and medical technology programs, or if you plan to request college transfer credit. Applicants who are completing the 12th grade must send final high school graduation transcripts. Transfer credit evaluations are completed for curricular students only.</td>
<td>College transcripts may be necessary to determine if needed course prerequisites are satisfied. College transcripts will not be evaluated nor placed on a student’s official college record.</td>
</tr>
<tr>
<td><strong>B. TAKE REYNOLDS PLACEMENT TEST(S)</strong> Students can walk into the DTC and PRC Testing Centers without an appointment; appointments are required at the GC Testing Center. Bring your Empl ID and picture ID with you to the Testing Center. There is no fee to take the placement test. The DTC and PRC Testing Centers begin testing at 9 a.m. Monday through Saturday. See below for final seating times.</td>
<td>Yes, you are required to take Placement Tests in reading, writing and mathematics prior to your first registration. Consult the Reynolds Catalog for graduation requirements in your plan and the prerequisites for the courses.</td>
<td>Yes, if you plan to take courses in English, biology, chemistry, engineering, mathematics, social sciences or humanities. Transient students may qualify for waivers with a Transient Student Approval form. Consult the Reynolds Catalog for course prerequisites.</td>
</tr>
<tr>
<td>Monday–Thursday 4:30 p.m. PRC and DTC</td>
<td></td>
<td></td>
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<tr>
<td>Friday 11:30 a.m. PRC and DTC</td>
<td></td>
<td></td>
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<tr>
<td>Saturday 9:00 a.m. PRC and DTC</td>
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<tr>
<td>Centers are open Saturdays on a rotating basis. DTC (1st and 3rd Saturdays of the month) PRC (2nd and 4th Saturdays of the month)</td>
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</tr>
<tr>
<td>The GC Testing Center is open for scheduled appointments: Tuesday–Thursday 9:00 a.m. – 2:00 p.m.</td>
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<tr>
<td>Wednesday 3:00 p.m. – 8:00 p.m.</td>
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<tr>
<td>Contact a Testing Center for additional information.</td>
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</tr>
<tr>
<td>Downtown (804) 523-5470</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parham Road (804) 523-5411</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goochland (804) 523-5421</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C. GET ADVISED FOR PROPER COURSE SELECTION.</strong> Speak with an advisor at any campus Student Success Center.</td>
<td>Yes, first-semester students must meet with a Student Success Center specialist prior to registering, and are strongly encouraged to participate in an orientation session (<a href="http://reynolds.edu/orientation">reynolds.edu/orientation</a>). After earning 30 credits, advising is offered by faculty in your academic school. Advising is required for any student with a GPA less than 2.0.</td>
<td>Optional, as needed, but required if your GPA is less than 2.0. See a specialist in a Student Success Center.</td>
</tr>
<tr>
<td><strong>D. COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)</strong> Reynolds’ code is 003759. The FAFSA must be received electronically or by U.S. mail at the Pell Processing Center by the following deadlines: September 16, 2013 for Spring 2014 (2013-14) FAFSA February 17, 2014 for Summer 2014 (2013-14) FAFSA April 15, 2014 for Fall 2014 (2014-15 FAFSA) For information about financial aid and veterans’ benefits, contact a Student Success Center.</td>
<td>Yes, if you plan to apply for federal or state aid programs (grants, loans or work/study aid). The deadlines for submitting corrected Student Aid Reports (SARs), being admitted into a Reynolds-approved curriculum, and submitting other requested documents to the Student Success Center are: November 15, 2013 for Spring 2014 April 15, 2014 for Summer 2014 June 16, 2014 for Fall 2014</td>
<td>No, you are not eligible for financial aid.</td>
</tr>
<tr>
<td><strong>E. COMPLETE THE ONLINE SCHOLARSHIP APPLICATION</strong> Scholarship applications for 2014-15 may be submitted from: January 2 – April 15, 2014</td>
<td>Yes, if you wish to be considered for free scholarships (<a href="http://reynolds.edu/scholarship">reynolds.edu/scholarship</a>).</td>
<td>No, you are not eligible for scholarships.</td>
</tr>
</tbody>
</table>

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*DTC = Downtown Campus*  
*GC = Goochland Campus*  
*PRC = Parham Road Campus*
STEP 4
Plan Your Finances & Pay Your Tuition

A. Tuition & Fees

In-State Students $141.60 per semester credit*
Out-of-State Students $336.20 per semester credit*

*Tuition and fees are accurate at the time of publication. Check reynolds.edu/tuition for most current tuition and fees.

Included in the per semester credit hour cost are the student activity fee ($2.00), auxiliary services fee ($6.50), technology fee ($7.50) and capital fee for out-of-state students ($18.00) as set by the Reynolds Community College Board and the State Board for Community Colleges.

Students are required to pay their tuition and fees in full, according to the deadlines found in the Calendar on page 3. Students whose accounts are not fully paid by each payment deadline will be unenrolled from any and/or all classes. To ensure that the desired courses are retained, students should drop any courses that they do not wish to take. Payment may be in the form of cash, check, credit card or charge to a third-party sponsor. Financial Aid recipients, students interested in a tuition payment plan and students with an employer or third-party sponsor should refer to the appropriate section below.

B. Pay Tuition

OPTION 1: MyReynolds at reynolds.edu
Avoid long lines on campus—pay online. Students can pay tuition with a Visa, MasterCard or Discover credit card, or checking account, online. View the MyReynolds tutorial to guide you through the tuition payment process at reynolds.edu. Click “About MyReynolds.”

OPTION 2: Tuition Payment Plan

Students may sign up for the Nelnet payment plan for the Spring 2014 semester from November 11, 2013 through January 10, 2014. Nelnet e-Cashier applications must be completed by Reynolds payment deadlines. Increases to contract balances for added classes can only be made until January 10, 2014. Students must register for classes prior to enrolling in the payment plan.

For more information, visit reynolds.edu/tuition or apply for the Nelnet e-Cashier payment plan by logging onto MyReynolds and accessing the Student Information System (SIS). Navigate to Self Service, then Student Center, and Apply Nelnet Payment Plan link. Pop-up blockers must be turned off on your browser to access the Nelnet site.

Anticipated financial aid is not to be factored into payment plan contract balances. Students wanting to utilize additional third-party sponsorships (such as private scholarships, employer tuition assistance, or Virginia College Savings plan payments) must contact the Central Business Office payment plan liaison at (804) 523-5186 prior to initiating a Nelnet contract so their student account balance can be reduced appropriately.

Once a Nelnet payment plan is initiated a “Nelnet Payment Plan Contract” hold is placed on the student’s SIS account to maintain the student’s enrollment in classes while Nelnet installment payments are made. Nelnet contract balances are adjusted periodically if a student’s course schedule has been altered. Be aware that adding and dropping classes can automatically initiate adjustment of your original Nelnet contract balance to match the current student account balance due. The SIS student account balance will not reflect payments made to Nelnet until after the final installment has been paid and the funds are forwarded to Reynolds. Students failing to meet the contract conditions for Nelnet, including missed or declined payments, will be dropped from any and/or all registered courses by Reynolds. Any refunds due back from Nelnet contract overpayments will be disbursed to the student by check.

Students who wish to have their Nelnet contract terminated are advised to contact Reynolds Central Business Office payment plan liaison at (804-523-5186) and forward email authorization to ecashier@reynolds.edu. Any financial aid funds awarded to students after a Nelnet e-Cashier payment plan has been initiated would be disbursed after March 14, 2014.

OPTION 3: In Person

Visit a campus Business Office during published registration hours if you want to pay by cash, check, credit card or charge to a third-party sponsor.
C. Financial Aid
Get the financial aid you need in time to pay tuition and fees. Students should be admitted into an eligible program of study and complete the Free Application for Federal Student Aid (FAFSA) in sufficient time to ensure that it is received by the Pell Processing Center no later than:

- September 16, 2013 for Spring 2014
- February 17, 2014 for Summer 2014
- April 15, 2014 for Fall 2014

For comprehensive information about applying for financial aid grants and loans, and important deadlines, see page 7 or visit reynolds.edu/financialaid.

D. Tuition Assistance, Scholarships & Savings Plans (Third-party Sponsorships)
Students who anticipate tuition assistance from an employer or other third-party, including private scholarships or the Virginia College Savings Plan, should contact the Central Business Office at (804) 523-5186 prior to registration to determine required documents. Once registered, students must contact a campus Business Office each semester they wish to have their tuition and fees charged to the third-party prior to Reynolds payment deadlines. Students are responsible for all balances not covered by the third-party prior to Reynolds payment deadlines before the sponsorship can be applied against the student account and classes held. Private scholarship recipients must call prior to payment deadlines to verify funds have been received and are on file at Reynolds so their account can be flagged and classes held.

Students utilizing the Virginia College Savings Plan should complete their intent to enroll form to the Virginia College Savings Plan organization in advance. Once Reynolds receives authorization, your account will be flagged and classes held. Email VPEP@reynolds.edu or contact the Central Business office with questions.

Students utilizing Bon Secours authorizations will have their account flagged and classes held. You can contact the Central Business office or email busoffice@reynolds.edu with questions.

Please contact the Central Business Office at (804) 523-5186 with questions regarding any of the above mentioned third-party sponsorships.

Failure to remit authorizations in a timely manner may result in the removal of enrollment of any and/or all courses.

E. Out of State Appeals
New applicants should verify their residency classification on the Reynolds Application confirmation page or in their letter of admission. On occasion, applicants will be classified as out-of-state due to incomplete or incorrect application responses. To inquire about a possible correction of out-of-state status, students should send an email request with their full name and Empl ID to admissions@reynolds.edu. Students may need to submit supporting documentation or appeal for further consideration. Because this process can require several weeks, students should inquire immediately upon admission. The domicile status must be determined by the first day of class. Requests for review of domicile that are received after the first day of classes will be considered for subsequent semesters only.

Continuing students who have enrolled with out-of-state tuition status may request a review by submitting the residency portion of the Application for Admission to the Student Success Center on any campus. The domicile officer informs students of needed documentation and the appeal process, as needed. Appeal deadlines for continuing students are listed below:

- Fall Status, August 1
- Spring Status, December 1
- Summer Status, April 1

F. Buying Books Using Financial Aid
Financial aid recipients may charge books to their financial aid. See page 8 for details.

G. Enrollment Cancellation
Removal from some or all enrolled courses may occur for those students whose accounts are not paid in full or otherwise fully supported by an approved financial aid award or other third-party sponsorship agreement by each payment deadline.
Students who no longer wish to be enrolled in particular courses should drop unwanted courses by the published drop deadline. If not dropped, tuition refunds, where appropriate, will not be processed and financial aid awards and third-party sponsorship accounts will be charged accordingly. Students who have concerns about their account should contact a Business Office representative to answer questions.

H. Refunds

Students must drop classes they do not wish to take by submitting an Add/Drop form to any on-campus Student Success Center, or by utilizing MyReynolds to process the drop by the published drop deadline. Refunds are processed after the last day to drop with refund and take approximately three weeks to be received. Refunds for students whose payments were made by credit or debit card via MyReynolds will be credited to the debit or credit card from which the tuition was paid. All other tuition refunds are issued to students in the form of a check from the Treasurer of the Commonwealth of Virginia. Users of gift credit cards processed on the web should be aware that the credit card must be retained and not terminated if a tuition refund is anticipated, as funds are automatically returned to this credit card. A student awarded financial aid who drops all classes is not entitled to a refund of tuition and fees from federal or state grant aid. These funds are returned to the appropriate financial aid program.

Refunds for drops for special-session courses (shorter or longer course duration and/or offered at times other than the published semester begin date) will be permitted through the first 15% of the course length. Students should verify the refund deadline for such courses at a Student Success Center and ensure their mailing address on file with Reynolds is accurate. Refund processing times for special session courses take approximately four weeks to be received. Students participating in the Nelnet e-Cashier payment plan will receive refunds for plan overpayments approximately 75 days after the published semester drop date.

STEP 5
Enroll in Classes

Open Registration begins December 2. Current students enrolled in a degree or certificate program may be eligible for Priority Registration (see page 3). Over half of Reynolds’ students self-register without having to come on campus. MyReynolds registration is available to students in good academic standing (2.0 GPA or better). Students must know their username and password. Students who do not know their ID should see Step 2 or call (804) 371-3000 for assistance.

New curricular students will learn about MyReynolds registration after completing placement tests and getting advised in an on-campus Student Success Center, or during orientation (reynolds.edu/orientation). Students who have received an approved high school transcript or GED are eligible for curricular status.

New non-curricular students may self-enroll via MyReynolds after the admission application has been processed (see Step 1). Returning curricular and non-curricular students, who are in good academic standing, are encouraged—but not required—to meet with a school advisor and may self-enroll. High school and home-school students must register through an advisor in one of the Student Success Centers.

Students who have been blocked from self-enrollment must see an advisor. Log on to MyReynolds to see if you have any holds. Non-curricular students are advised by specialists in the Student Success Centers. Curricular students are advised by advisors in their academic school. After seeing an advisor, the self enrollment block can be removed to allow students to self-enroll.

Students must satisfy all outstanding financial obligations with Reynolds prior to enrolling. Log on to MyReynolds to see if you have any holds.

OPTION 1: MyReynolds at reynolds.edu

Students can browse a class listing, enroll, pay tuition by credit card, view their class schedule, check on their financial aid, view their holds, and access their academic records online through MyReynolds. Students are encouraged to enroll online and avoid long lines on campus. View the web registration tutorial to guide you through the enrollment process at reynolds.edu under Technology Support.
7 STEPS TO TAKING CREDIT COURSES

OPTION 2: In Person
Any student may choose to enroll on campus in the Student Success Center during published dates and times. Student Success Center hours during in-person registration dates are:

December 2-20
8:30 a.m. – 4:00 p.m. . . . . . . . . . . . . . M, T, Th
8:30 a.m. – 6:00 p.m. . . . . . . . . . . . . . W
8:30 a.m. – 3:00 p.m. . . . . . . . . . . . . . F

January 2-3
8:30 a.m. – 6:00 p.m. . . . . . . . . . . . . . Th
8:30 a.m. – 3:00 p.m. . . . . . . . . . . . . . F

January 6-10
8:30 a.m. – 7:30 p.m. . . . . . . . . M, T, W, Th
8:30 a.m. – 4:00 p.m. . . . . . . . . . . . . . F

STEP 6
Confirm Your Class Schedule
Upon completion of the registration and payment process, confirm your class schedule by one of the following methods:

OPTION 1: MyReynolds at reynolds.edu
   >> Select SIS
   >> Select Self-Service
   >> Select Student Center
   >> Select Enroll
   >> Select My Class Schedule

You may print your schedule from this screen. Repeat this each time you register (add, drop, swap) and pay for your classes.

OPTION 2: In Person
Any student may request a printed copy of their schedule on campus in a Student Success Center.

STEP 7
Buy Your Books
The bookstores are open during registration hours. Visit reynolds.edu/bookstore for specific information regarding textbooks, supplies and hours of operation.

Parham Road Campus Bookstore
(804) 371-3266

Downtown Campus Bookstore
(804) 786-8580

Goochland Campus
A temporary bookstore will be open only during the first week of classes, January 6-10, 2014. Otherwise please visit our bookstore online at reynolds.edu/bookstore or our Parham Road Campus location. Hours of operation are intermittent and may change. Call (804) 556-5758 for more information. Books may be reserved for pickup at this temporary location by visiting reynolds.edu/bookstore.

Choose Reynolds to begin your STEM degree.
STEM stands for “science, technology, engineering and mathematics.” You have likely heard about STEM because careers in these fields are growing by leaps and bounds. An Associate of Science degree from Reynolds provides the foundation for a bachelor’s degree in many of the top STEM college majors. Learn more at: reynolds.edu/stem
MyReynolds provides a common point of entry to access Blackboard (a web-based learning management system), Student Email, and the Student Information System (VCCS SIS) to manage account information, using one username and one password. Users must look up their Username, Empl ID and set their password the first time they access their accounts.

**Find your Username and Empl ID**

Go to reynolds.edu and click MyReynolds.

Click **Look up your username and set your password**.

**Set your Password**

Passwords must be 8 to 10 characters in length, include at least one lowercase letter (a-z), one uppercase letter (A-Z) and one number (0-9).

**Username and Empl ID**

Print this page and save it for your records.

Wait 10 minutes for password to be accepted.

Click **Please Log In** and enter your new password.

If you can't find your Username and Empl ID, or don't have an available term for enrollment, contact a Student Success Center or call the Student Information Center at (804) 371-3000. For more information visit reynolds.edu and click Technology Support.

**Enter User Information**

Enter your first and last name, birth date and social security number, then click **Search**.

**Set your security question**

Pick a security question, enter your answer, click **Next**.

**MyReynolds Applications**

If you cannot find your Username and Empl ID, or do not have an available term for enrollment, contact a Student Success Center or call the Student Information Center at (804) 371-3000.

For more information visit reynolds.edu and click Technology Support.
**REGISTER ONLINE FOR CLASSES**

**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 on the page 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.
3. Enter Password.
4. Click **Log In** button.
5. Click **VCCS SIS: Student Information System** button.
6. Click the **Student Center** link in the folder group.

7. In the different sections of the **Student Center**, click the Expand Section ▶ icon to show options or the Collapse Section ▼ 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” 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, click ➜ **Go**.

**If you can’t find your Username and Empl ID, or don’t have an available term for enrollment, contact a Student Success Center or call the Student Information Center at (804) 371-3000. For more information visit reynolds.edu and click Technology Support.**

**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 your registration 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.
5. Click the **Return** link at the top of the top of the page.
Center for Distance Learning

Take classes from your home, office, or wherever there is Internet access. Reynolds offers options for students with busy work schedules, family responsibilities or other demands that make it difficult to attend traditional on-campus classes. Reynolds now offers three kinds of distance learning courses through the Center for Distance Learning.

1. Online courses: All course work and interactions with the instructor and classmates are completed online. The course is accessed through Blackboard.

2. Distance Learning courses with in person or proctor requirement: Most of the instruction is online; however, students will be required to make a limited number of trips to campus for labs, presentations and other class activities or to a community site for clinicals or internships. Some courses may require proctored testing that can be done at Reynolds Testing Centers, testing sites at other VCCS colleges or any approved site outside of the state of Virginia.

3. Teleconferencing/video-conferencing courses: Students meet on-site at one of the Reynolds campuses, at another VCCS college or at a connected off-campus site. Class meetings are scheduled weekly, just like on-campus classes. The instructor is connected to the class by a closed video network. Students see the instructor and students at other sites on television monitors in the classroom. Some instruction and communications will be in Blackboard or via the Internet.

Students should carefully read section notes before registering for a distance learning course. Section notes will indicate the specific kind of distance learning course for that section. Visit reynolds.edu for registration information and procedures or refer to page 14. The last dates to register for any spring semester distance learning course are:

- January 8, 2014 for the 1st eight-week session
- February 7, 2014 for the 12-week session
- January 10, 2014 for the 16-week (regular) session
- March 6, 2014 for the 2nd eight-week session

Hybrid Courses

In an effort to provide both flexibility in course schedules and the benefits of face-to-face, on-campus instruction, Reynolds is now offering a range of hybrid courses. Hybrid courses are credit courses that require both online and on-campus class meetings. In these courses, half of the instruction will be in the classroom with the instructor and the other half of the course will be completed online. Many courses will require one meeting per week on campus; evening and Saturday classes may meet on campus on alternating weeks. Students must be proficient in basic computer skills and be able to attend the required on-campus class meetings in order to be successful in these courses. Students should carefully read the section comments in the schedule before registering for any hybrid course. Hybrid course sections will have the following section identifiers:

- HD – hybrid section with on-campus meeting at the Downtown Campus
- HP – hybrid section with on-campus meeting at the Parham Road Campus
- HW – hybrid section with on-campus meeting at the Goochland Campus

Is online learning right for you?

Take the SmarterMeasure assessment to get tips customized specifically for you.

reynolds.edu/cde
TAKING CLASSES ONLINE

Online Degree & Certificate Programs

Some courses may require campus labs, seminars, demonstrations, and/or community clinicals and/or proctored exams.

School of Business

- Business Administration ................. AS
- Hospitality Leadership .................. CSC
- Hotel Rooms Division Management .... CSC
- Management Development .............. C
- Microcomputer Applications ............ CSC
- Network Engineering .................... CSC
- Network Fundamentals .................. CSC
- Real Estate Agent/Broker ............... CSC

The following programs can be completed online with the exceptions noted:

- Administrative Support Technician ........ C
  except a coordinated internship course
- Microcomputer Applications ............ AAS
  except a seminar and project course

School of Humanities and Social Sciences

- Early Childhood Development .......... AAS
- Early Childhood Development .......... C
- Early Childhood Education .............. CSC
- Early Childhood Education – Advanced .... CSC
- General Education ....................... C
- Social Sciences ........................ AS
- Social Sciences Teacher Preparation .... AS

School of Mathematics, Science, and Engineering

- Science ................................ AS
- Science Teacher Preparation ............ AS

School of Nursing and Allied Health

- Health Records Coding Technician .......... CSC
- Opticians Apprentice .................... CSC
- Pre-EMS-Paramedic ...................... CSC
- Pre-Medical Lab Technology ........... CSC
- Pre-Nursing ................................ CSC
- Pre-Opticianry ............................ CSC
- Pre-Respiratory Therapy ............... CSC

The following programs can be completed online with exception of labs and clinical, which must be completed at an approved site:

- Medical Laboratory Technology .......... AAS
- Opticianry ................................ AAS
- Respiratory Therapy ...................... AAS
- Sleep Technology for Polysomnography .... CSC

For a complete list of classes available this spring, visit reynolds.edu.

For more information about online and hybrid classes, contact the Center for Distance Learning at (804) 523-5612 or (800) 711-1628 (Virginia only). Visit reynolds.edu/cde for more details about:

- Tips for success
- Necessary computer knowledge and skills
- Prerequisite requirements
- Technology and software requirements

Attention: New Online Students.

New distance learning students will be automatically enrolled in CDL001 – Orientation to Learning Online.

Get the skills you need to begin online learning with confidence. Check Blackboard a week after enrollment to access and complete CDL001 online before the start of classes.

Learn more at: reynolds.edu/cde
HELPFUL INFORMATION

Academic Renewal - Students who return or have returned to Reynolds after a separation of at least five years (60 consecutive months) may be eligible to petition for academic renewal. If academic renewal is granted, in most cases D’s and F’s earned prior to separation will not be computed in the student’s GPA. To be eligible to petition, a student must have earned a D or F prior to the separation, have completed 12 semester hours with a 2.5 grade point average after their return, have been enrolled in at least one semester since Spring 1994, and have not earned a degree, certificate, or career studies certificate using any of the affected D grades. Students may visit a Student Success Center or call Admissions and Records at (804) 523-5029 for further details or to obtain a petition for academic renewal.

Academic Standing - Students who attain a 2.00 GPA in their last semester at Reynolds are in good standing and are eligible to self-advise and self-register. Students with less than good standing must be advised by a Student Success Center representative (non-curricular students) or a faculty advisor (curricular students). Students returning from suspension or communicating with the instructor for a period of 2-3 weeks before the official withdrawal date for the course will receive a grade of F. It is important to note that students should not stop attending classes and rely on the institution to drop or withdraw them from a course. Students should go to a campus Student Success Center and complete the necessary paperwork within the designated deadline in order to ensure that their intended action be accurately reflected on their transcript. (See Withdrawals on the following page.)

Auditing Classes - Audited classes earn no grade-point credits and carry a grade of X. Students enrolled in classes for credit may not switch to audit after the official last day to add. Additionally, students who wish to change the status of a class from audit to credit must complete the request prior to the last day to add the class. Permission from the school dean or another appropriate academic administrator is required to audit a course.

Blackboard - Blackboard is a web-based learning management system, where instructors can post a class syllabus, assignments, learning materials, and special announcements for students. Students can also use the system to share documents, collaborate on assignments, participate in online discussion boards, and communicate with instructors.

Cancelled/Changed Classes – Each class is offered on the condition of adequate enrollment, and Reynolds reserves the right to cancel or discontinue any course because of low enrollment or for other reasons Reynolds deems necessary. Reynolds also reserves the right to make the necessary changes in this schedule that may be dictated by enrollment, personnel requirements, or availability of facilities. Refunds are generally processed after the last day to drop the class.

Careers - Reynolds’s Student Information System organizes its course offerings into sections, known as careers. When registering online, students will be prompted to select the appropriate career for the type of offering that they wish to register for. The career used at Reynolds for all credit courses is the Credit (CRED) career. The continuing education (CEU), non-credit (CNED), and quarter credit careers are listed for historical purposes only and should not be used.

Community College Workforce Alliance (CCWA) - The Community College Workforce Alliance is a cooperative partnership, between Reynolds Community College and John Tyler Community College, dedicated to supporting economic development and providing world-class workforce training and services to both the public and private sectors in Richmond, the Tri-cities, and surrounding counties. A variety of non-credit workforce development and lifelong learning courses are offered through CCWA.

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Concurrent Enrollment – High school and home-schooled juniors and seniors may be permitted to enroll in college-level courses prior to graduating from high school. Reynolds must receive written permission from the student’s high school principal for each requested semester or term. All high school students are required to complete all portions of the COMPASS placement test and earn specified scores before enrolling in any classes at Reynolds. Notes: High school students are not eligible to apply for financial aid. The parent of home-school students will be recognized as the principal. Registration for concurrent students must take place on campus at one of the Student Success Centers.

Continuing Education Unit (CEU) – Continuing Education Units are nationally recognized units of measurement for postsecondary-level studies that do not include academic credit. CEUs are designed for use when employers, licensure agencies and other authorities require a specific number of hours of study for career advancement purposes.

Course Load – Students who wish to enroll on a full-time basis should register for at least 12 credits. Any student wishing to enroll in more than 18 credits of course work should obtain his or her advisor’s recommendation prior to seeking the approval of the school dean.

Curricular – Curricular students are students who have satisfied general college curricular and any additional program admission requirements and are enrolled in credit or developmental courses for the purpose of earning a degree, certificate, or career studies certificate.

Curricular Status – Student’s last curricular or non-curricular status is still in effect upon returning each semester. Students should visit a Student Success Center to change their curricular status.

Developmental Courses – Developmental courses are designed to provide the basic skills and knowledge necessary for success in college-level courses. Developmental courses are numbered 1-99 and do not carry college-level credit.

Distance Learning – Distance Learning courses are online courses taught in a variety of settings and through alternative delivery methods that allow access to instruction from the home, office, or off-campus sites throughout the state with a desktop or laptop computer with Internet access.

Dual Enrollment – Dual enrollment courses are college-level courses for high school junior and senior students who are approved to participate. Students who are taking dual enrollment courses may receive both high school and college credit. High school students are not eligible to apply for financial aid.

Emp ID (Student ID) – The Emp ID is a unique 7-character number assigned to each student that serves as a student ID number.

Graduation Information – Students anticipating graduation must submit a graduation application by the following dates:
- January 31, 2014 (Spring 2014)
- June 30, 2014 (Summer 2014)
- September 30, 2014 (Fall 2014)

All graduating students must meet with an advisor in their academic program prior to registering for their final semester. The advisor will review all remaining program requirements. All documentation of training, education, or tests from organizations outside of Reynolds must be submitted to the Admissions and Records Office by the last day of classes in the student’s final semester. All Reynolds courses (including incomplete grades) must also be completed by the last day of classes in the student’s final semester in order to be used for graduation.

Hybrid Courses – Hybrid courses are credit courses that require both online and on-campus class meetings. In hybrid courses, a portion of the instruction is in the classroom with the instructor and the other portion of the class is completed online.

Incomplete – Students who receive an “I” (Incomplete) grade for a course should not register for the same course again. They must complete the course requirements with the guidance and approval of the original instructor. The instructor will submit the final grade to the Admissions and Records Office. Failure to complete course requirements by the end of the following semester will result in an automatic grade of F.

International Students – Non-U.S. citizens seeking eligibility for in-state tuition rates must provide passports and immigration documents to Reynolds (Student Success Centers or Admissions and Records Office) when applying for admission or prior to enrolling. Individuals seeking admission as international students (F-1 Visa) must contact Reynolds’ international student advisor (ISA) directly for assistance. F-1 students are required to register in person with the ISA in the Admissions and Records Office, Parham Road Campus. To make an appointment, students should call (804) 523-5029 or email admissions@reynolds.edu. More detailed information may be found at reynolds.edu under Get Started > Steps for Admission.

Learning Communities – Learning Communities are linked courses taught by a team of faculty members who connect the concepts of their disciplines under a common theme in a fun, creative and flexible setting.

MyReynolds – MyReynolds provides a common point of entry to access the Student Information System (VCCS SIS), Blackboard and student email using one login and one password. MyReynolds can be found at reynolds.edu.

New Student – A new student is a student who has never enrolled at Reynolds Community College. All new students are encouraged to attend an orientation session (reynolds.edu).
Non-Curricular – Non-Curricular students are students who are enrolled in credit and/or developmental courses without curricular admission and who do not currently intend to earn a degree, certificate or career studies certificate. Non-curricular students are not eligible to receive financial aid.

Notification of Rights under FERPA –

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

Old Dominion University Teletechnet –

The Teletechnet program is an interactive, distance education program that enables students to earn either bachelor’s or master’s degrees online. Teletechnet students complete their first two years of college through their local community college or other accredited institution and ultimately receive their bachelor’s or master’s degrees from ODU.

Open Registration – Registration period beginning several weeks before the start of classes. All students, both new and returning, may register for classes during Open Registration either online or in person at any campus Student Success Center.

PeopleSoft™ – Reynolds operates a Student Information System developed by PeopleSoft™. Features of the system can be found at reynolds.edu under Technology Support.

Plans of Study – Curricular plans are degrees, certificates or career studies certificates. Non-curricular plans are categories indicating the purpose for taking classes.

Priority Registration – Returning students, enrolled in a degree or certificate program, are offered an opportunity to register online for classes prior to the start of Open Registration.

Readmission – Returning students who have not enrolled at Reynolds within the past three years (Spring 2011 or later) are required to submit a new application with updated information.

Repeating a Course – Students are normally limited to two enrollments in the same course. Students wishing to enroll in a course for the third time must document extenuating circumstances, obtain the Request to Repeat Course form and all necessary signatures prior to registering for the course. Approvals may be granted with conditions. Additional information can be obtained from a campus Student Success Center.

Returning Student – A returning student is a student who has previously enrolled at Reynolds. Students who have not attended in the last three years must reapply for admission.

Self-Advising – Self-advising students should know that they assume full responsibility for selecting appropriate courses and for complying with pre- and co-requisites, as explained in the catalog. All curricular students, regardless of eligibility to self-advice, are encouraged to make an appointment to meet with their faculty advisor regularly regarding program requirements, progress toward graduation, and any changes in the catalog. Catalogs are available in the Student Success Centers and can be viewed on the web at reynolds.edu. Curriculum Progress Reports are available in the appropriate academic school, a Student Success Center, or online through MyReynolds.

Senior Citizens – Senior citizens at least 60 years of age and who can provide documentation to verify domicile in Virginia for one year may be eligible to register for tuition-free classes, after classes have begun for the semester or term. Applications and eligibility information for senior citizens are available in Student Success Centers. Those who pay tuition can register earlier. Refunds will not be granted for individuals that register prior to the specific time frame.

Students with Disabilities – Students who require accommodations in order to fully participate in the programs, services, and facilities at Reynolds should contact the Office of Student Accommodations (DTC 804-523-5628; PRC 804-523-5290; GC 804-523-5421). Deaf or hard of hearing students, please use the 711 Relay System with any Reynolds number.

User Name – User Name is a unique identifier assigned to each student for accessing the Student Information System (VCCS SIS), student email and Blackboard. Students may look up their user name at reynolds.edu.

VCCS – The Virginia Community College System is comprised of 23 community colleges. For more information, visit vccs.edu.

Veterans Administration (VA) Educational Assistance – A student interested in receiving VA educational assistance must contact the VA representative in the PRC Student Success Center at (804) 523-5368.

Withdrawals – Students do not have the ability to withdraw from courses online. To officially withdraw from a course or courses, a student must obtain a Request to Withdraw from Courses form and submit it to a Student Success Center. Withdrawal deadlines for full session classes are posted in the calendar section (page 3); deadlines for special sessions are available in the Student Success Centers. Students should check the Reynolds Catalog for course completion and grade requirements in their specific program. Withdrawals result in a grade of W with no refund. After the published deadline, withdrawals result in a grade of F. Withdrawal transactions are final and will not be rescinded or modified unless there is an administrative error by Reynolds.
It’s never too early to **GET STARTED**.

Register now for Spring 2014