

REGISTRATION GUIDE



SIGN UP TODAY
reynolds.edu



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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.

3 STEPS TO GET STARTED

1

Explore

Explore 80+ programs at Reynolds by visiting Majors by Careers (reynolds.edu/majorsbycareer) or Majors A to Z (reynolds.edu/majors), and learn about G3 program opportunities (reynolds.edu/g3). Also explore in person by signing up for a campus tour (reynolds.edu/tours), or request more information (reynolds.edu/start-your-journey) from a friendly Admissions team member.

2

Apply and Log into **MyREYNOLDS**

Apply for free by completing the Reynolds application at reynolds.edu/apply. The application takes less than 20 minutes. After completing your application, immediately log into your **MyREYNOLDS** account and change your password.

To change your password and set up MFA (Multi-factor Authentication)

- Visit reynolds.edu
- Select **MyREYNOLDS** from the top bar
- Choose Student Information System (SIS)
- Select My Student Information
- Set MFA by going to **MyREYNOLDS** and selection MFA Enrollment

If you need help changing your password or setting up your MFA (Multi-factor Authentication) call Reynolds Information Center at (804) 371-3000.

3

Complete your FAFSA

Visit studentaid.gov to complete your Free Application for Federal Student Aid (FAFSA). When completing, please use Reynolds Federal School code: 003759. With documentation, this takes less than 30 minutes! If you have questions about filling out your FAFSA visit our Financial Aid page (reynolds.edu/financialaid).



HOW TO ENROLL IN CLASSES (NEW STUDENTS)

Complete your FAFSA

Visit studentaid.gov to complete your Free Application for Federal Student Aid (FAFSA). When completing, please use Reynolds Federal School code: 003759. To be considered for financial aid you must complete your FAFSA every year. If you have questions about filling out your FAFSA, visit our Financial Aid page (reynolds.edu/financialaid).

Check your Message Center

Log into your [MyREYNOLDS](#) account and check your Message Center in your Student Information System (SIS). This is where you will see pending financial award or if the Financial Aid department needs more information to award you financial aid.

Search the Class Schedule

The class schedule for each semester is available online. Check out the Navigate icon in your [MyREYNOLDS](#) account to see your path to completion based on the program or major you selected. Undecided about your program of study? Explore the 80+ exciting programs available at Majors by Careers (reynolds.edu/majorsbycareer) or Majors A to Z (reynolds.edu/majors), and learn about G3 program opportunities (reynolds.edu/g3).

Direct Enrollment for English and Math

Log into your [MyREYNOLDS](#) account and complete your short advising questionnaire. This will help place you in the appropriate math and English classes. **No more placement test necessary!** If you have questions or need help completing this, please call the Reynolds Information Center at (804) 371-3000.

Sign-up for New Student Orientation Welcome Session

Be sure to sign-up for your student advising session by visiting reynolds.edu/SOAR to be connected to your advisor. During your appointment, your advisor will help you choose a major or program, sign-up for classes, and share campus resources available and payment options. Need help paying for college? Check out our [How to Pay for College Guide](#).

Complete your SOAR Online Orientation Modules

These modules provide you with information that new students need to be successful.



Visit Go2Reynolds.com to get started:

- Click on Create Account
- Enter the required information
- Create a password
- On the left side, complete “New Student Orientation”

New to Reynolds? Don't stress, our advisors will help you sign-up for classes during your SOAR session.

HOW TO ENROLL IN CLASSES (CURRENT STUDENTS)

Before You Enroll

Complete your FAFSA

Visit studentaid.gov to complete or renew your Free Application for Federal Student Aid (FAFSA). When completing, please use Reynolds Federal School code: 003759. To be considered for financial aid you must complete the FAFSA every year. If you have questions about this, visit our Financial Aid page (reynolds.edu/financialaid).

Check your Message Center

Check your Message Center in your Student Information System (SIS) using [MyREYNOLDS](#). This is where you will see your pending financial aid award or if the Financial Aid department needs more information to award you financial aid.

Talk with your advisor

It is always best practice to check in with your advisor every semester to ensure you are on the right track. Use the Navigate App in your [MyREYNOLDS](#) to make an appointment. For more information on advising services, visit reynolds.edu/advising.

How to Enroll

Log into your [MyREYNOLDS](#) account.

Select SIS, My Student Information.

Click the Enroll link.

Key the 5-digit class number and click Enter.

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 the Select Class button.

Review class information and click the Next button.

Check for success or error messages.

Enter next class number for another class if desired.

Click Proceed to Step 2 of 3 button.

Click Finish Enrolling.

Check the Status column to see if you are enrolled.

****Please pay for classes by their payment due date to avoid being backed out of your classes.***





PROGRAMS A-Z

To view all of Reynolds programs please visit [Programs A-Z](#) or [Programs by Career](#).

CAREER COACH

Have your future take flight. Take advantage of the Career Coach tool.

What is Career Coach?

- Career Coach is a game-changing platform designed just for you. It's your guide to understanding your interests, discovering potential career matches, and taking control of your future. This dynamic tool empowers you to:
- Learn About Yourself: Explore your interests, strengths, and passions.
- Search for Careers: Find the perfect job that matches your skills, salary expectations, and education requirements.
- Craft Your Resume: When the time comes, Career Coach can assist you in creating an impressive resume that sets you apart.

How to Get Started?

Getting started with Career Coach is simple and free! Visit go.reynolds.edu/careercoach and explore the tool at your own pace. It's a fantastic resource to have right at your fingertips.



THINKING ABOUT TRANSFERRING?

Reynolds has many guaranteed transfer agreements with four-year public and private colleges and universities. Students interested in this transfer opportunity, or transferring in general, should contact a Reynolds transfer advisor via email transfer@reynolds.edu or by calling 804-371-3000 to make an appointment. Consult your transfer advisor upon program entry for further guidance Or visit transfervirginia.org for your one-stop college transfer toolkit.

Business Administration AS

Education AS

- Elementary Education
- Health and Physical Education
- World Languages Education
- Secondary English Education
- Secondary Social Studies Education
- Secondary Mathematics Education
- Secondary Science Education

Engineering AS

- Chemical/Biomedical specialization
- Electrical/Computer specialization
- Mechanical/General specialization

General Education C

General Studies AS

Liberal Arts AA

- American Sign Language/
Deaf Studies specialization

Sciences AS

- Science specialization
- Computer Science specialization
- Mathematics specialization

Social Sciences AS

Check out the Transfer Virginia portal at transfervirginia.org. More than 60 colleges and universities in Virginia are listed to help you research and plan your college journey!



HOW TO LOG INTO MyREYNOLDS

MyREYNOLDS provides a common point of entry to access Canvas, Navigate, Student Email, Student Information System (SIS), and to manage account information using one log on and one password. Users must look up their Username, Empl ID (student ID), and set their password the first time they access their accounts.

Forgot Username and EMPL ID?

- Go to reynolds.edu and click [MyREYNOLDS](#).
- Click Forgot Username.

My Username
Username
My Password
Password
SIGN IN
Forgot Password | Forgot Username

Enter User Information

- Click the I'm not a robot box, click Continue.
- Enter your first and last name, and date of birth.
- Enter one of the following: your Empl ID or social security number.
- Click Next.
- Click the correct button if you know or do not know your password and click Next.

Password Reset
Enter your name, date of birth, and either Empl ID or SSN.
FIRST NAME: John
LAST NAME: Doe
DATE OF BIRTH: 01/01/1975
EMPL ID: [field]
SSN: [field]
Next

Your user name is jstudent0123.
☐ I know my password. I can log in now.
☐ I do not know my password. I would like to reset it now.

If you can't find your Username and Empl ID, need help with MFA (Multi-factor Authentication), or don't know which semester to enroll, call the Reynolds Information Center at (804) 371-3000. For more information visit reynolds.edu and click Technology Support under Register for classes.

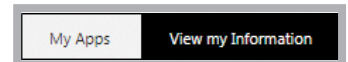
Forgot your Password?

- Go to reynolds.edu and click [MyREYNOLDS](#).
- Click Forgot Password.
- Enter your VCCS username. Click Submit.
- Answer three of your five security questions. Click Submit after you answer your third question.
- Enter your new password and confirm it. Click Submit.
- Verify that you see a successful password change message.
- 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

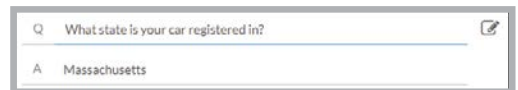
- On the main [MyREYNOLDS](#) page, click the View my Information tab near the top left portion of the page (the tab should be highlighted in black).
- Your directory information will be shown.



Setting your Security Questions and Answers for the First Time

When you login to [MyREYNOLDS](#) for the very first time, you will be prompted to set your account recovery settings. Do not skip this step.

- Enter your current password, if prompted.
- Click on Get Started under the Account Recovery Settings area.
- Enter your five questions and the answers.
- Click Submit to update your questions and answers to the system.
- Click Return to Homepage.
- Click Yes to continue.



Set up your MFA (Multi-factor Authentication)

Visit reynolds.edu/2fa for more information and directions.

MyREYNOLDS Applications

Each time you login to [MyREYNOLDS](#), you'll see a list of VCCS applications represented as icons. Click the icon to access that application.



HOW TO APPLY FOR FINANCIAL AID

Visit studentaid.gov to complete your Free Application for Federal Student Aid (FAFSA). When completing, please use Reynolds Federal School code: 003759. If you have questions about filling out your FAFSA visit our Financial Aid page (reynolds.edu/financialaid). The 2023-2024 FAFSA application became available on Oct. 1, we recommend that students apply by our priority deadline of April 15. For Summer 2024 semester, students will need to submit the 2023-2024 FAFSA.

Students are encouraged to apply between October and April and follow up with Reynolds to ensure everything is completed by April.

To view your Award Status:

- Select [MyREYNOLDS](#)
- [Choose Student Information System \(SIS\)](#)
- Select “My Student Information”
- Select Student Center then View My Financial Aid

FAFSAs (or VASA Applications) received after April, 15 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 an award notification from the Office of Financial Aid regarding your eligibility for financial aid. **You must apply**

Submit your Federal Direct Loan Request form to the Financial Aid Office by:

- **Final summer semester deadline: July 1, 2024**
- **Final fall semester deadline: Dec. 1, 2024**

Submit your form in person, email to finaid@reynolds.edu, or fax to (804) 371-3739. The form is located at reynolds.edu/financialaid. Click the Forms/Documents tab.

Financial Aid FAQs

How do I see my bill?

Ensure that your preferences are set to J. Sargeant Reynolds CC. Log in to [MyREYNOLDS](#) to access SIS then navigate to My Student Information. Scroll down to Finances. If the community college listed is NOT J. Sargeant Reynolds CC, click on the User Preferences to change your preferences to J. Sargeant Reynolds CC. To ensure the proper balance is showing, click Account Inquiry.

To view the status of your financial aid, scholarship, or third party sponsorship award, click Account Inquiry and then click Check Pending Aid Based on Actual Enrollment to see your balance. You may need to pay some or all of your outstanding charges based on your enrollment.

When can I pay for my books with financial aid?

Financial aid recipients may charge books to their aid. Please check the [academic calendar](#) for the dates on when students can charge books to their aid.

If I have a financial aid question, whom can I call?

For 24-hour student account and financial aid support please call 1 (855) 874-6682 or visit our website. Take advantage of one of our virtual events. See Financial Aid Workshops on the next page.

Financial Aid Workshops

The Office of Financial Aid offers workshops in a variety of topics from FAFSA to financial literacy. Visit reynolds.edu/financialaid to learn more.

WE ARE HERE TO SUPPORT YOU

Student Support Services

Whether you need assistance getting through the week, the month or the semester, we are here to support you. Visit reynolds.edu/student-support-services To learn more about your resources.

TimelyCare

TimelyCare is a telehealth service that offers free 24/7 mental health support for students. You can talk to licensed mental health providers from anywhere in the U.S. with a web-enabled device. To access these services and other wellness resources, register at timelycare.com/vccs with your student email.

Great Expectations

Great Expectations is a program designed to help students who are or were affiliated with the foster care system. Through coaching, advocacy and programming, students gain the tools necessary for college and life success.

Apply for Benefit Programs

Single Stop is an easy-to-use benefits screener to educate students about their potential eligibility for assistance, including federal and state benefits. Students can work with a Student Support caseworker to identify local and college resources such as loaner laptops, health coverage, SNAP and more.

Food Pantries

Reynolds has food pantries to address emergency food needs. Any currently enrolled student can visit Student Support Services and our staff will provide access.

Locations

- Downtown Campus - First Floor, Room 105
- Parham Road Campus - Georgiadis Hall, Room 200

Have questions? Visit reynolds.edu/student-support-services.

STUDENT ACCOMMODATIONS

Students with disabilities seeking accommodations may contact the Office of Student Accommodations.

reynolds.edu/student_services/student-accommodations

Downtown
(804)523-5628

Goochland
(804)523-5290

Parham Road
(804)523-5290

The Kitchens
(804)523-5628

MEET WITH YOUR ADVISOR

Academic Advising is important to your success at Reynolds! Speak with an advisor before you register for classes or anytime during the semester to learn more about how you can connect with resources, plan your college experience, and achieve your goals!

Academic Advising | reynolds.edu/advising

We are committed to providing you with a coordinated care advising experience that will strengthen your connection to Reynolds.

To assist you in meeting your goals, Reynolds first-year advisors and faculty advisors work with intentional collaboration to ensure you have the resources to plan your academic, career, and transfer goals.

For new and returning students, use the **Navigate Student App** to make a virtual or in-person appointment with an advisor and more! Available in the Apple and Google Play stores. You may also schedule appointments using [MyREYNOLDS](#).

Having trouble logging into your [MyREYNOLDS](#)? Contact the Reynolds Help Desk at helpdesk@reynolds.edu or call (804) 371-3000.

Career Advising | reynolds.edu/career

In addition to academic program advising, Reynolds provides advising to help you with career exploration. Career advisors offer assistance in career decision making, job searches, and on-site visits with employer visits. Make an appointment for career advising contact careers@reynolds.edu or **(804) 523-5067**.

Career Coach

Have your future take flight! Take advantage of the Career Coach tool.

What is Career Coach?

- Career Coach is a game-changing platform designed just for you. It's your guide to understanding your interests, discovering potential career matches, and taking control of your future. This dynamic tool empowers you to:
- Learn About Yourself: Explore your interests, strengths, and passions.
- Search for Careers: Find the perfect job that matches your skills, salary expectations, and education requirements.
- Craft Your Resume: When the time comes, Career Coach can assist you in creating an impressive resume that sets you apart.

How to Get Started?

Getting started with Career Coach is simple! Visit go.reynolds.edu/careercoach and explore the tool at your own pace. It's a fantastic resource to have right at your fingertips.

CLASS TYPES

Course / Class Format	What sections are in this format?	Do I have to come to campus?	Does it meet VA Chapter 33 Post-9/11 GI Bill® In-Person Requirements
In-Person Classes are taught in-person, face-to-face with the instructor.	##PR (Parham), ##DT (Downtown), ##GC (Goochland), ##TK (Kitchens)	Yes - every class	Yes
Traditional Online (Asynchronous) All instruction is delivered online through Canvas, without any scheduled class meeting time (e.g., recorded lectures).	##OA	No	No
Live Online (Synchronous) All instructional hours are delivered in real-time online through live video conferencing (e.g., Zoom). Students are required to attend and participate in live online courses during the scheduled course time, just as would be expected in in person courses.	##LO	No	No
Online Hybrid (live online + traditional online) All instructional hours are delivered online, including both live meetings (e.g. scheduled times on Zoom) and traditional online format.	##HO	No	No
Hybrid In-Person+Live Online At least 50% of instructional hours are delivered live, online (e.g. scheduled class times on Zoom) and the remaining instructional hours are in-person, face-to-face.	#LP (Parham), ##LD (Downtown), ##LG (Goochland), ##LK (Kitchens)	Yes - some class meetings	Yes
Hybrid In-Person/Traditional Online At least 50% of instructional hours are delivered in traditional online format (no specific scheduled class meeting times) and remaining instructional hours are delivered in person, face-to-face.	##HP (Parham), ##HD (Downtown), ##HG (Goochland), ##HK (Kitchens)	Yes - some class meetings	Yes
HyFLEX (In-Person/Sync/Traditional Online) All instruction is delivered synchronously in both In Person and Live Online formats in a HyFLEX classroom environment, with students attending via the modality of their choosing (In-Person, Live Online, or Traditional Online).	##FX	No - student chooses how to attend	This course may satisfy the in-person requirement for Chapter 33 Post-9/11 GI Bill® students if the student attends an in-person session during the first week.
HyFLEX (In-Person/Sync) Hybrid At least 50% of instructional hours are delivered in traditional online format (no specific scheduled class meeting times) and the remaining instructional hours are delivered in HyFLEX (In-Person+Live Online) format.	##HX	No - student chooses how to attend	This course may satisfy the in-person requirement for Chapter 33 Post-9/11 GI Bill® students if the student attends an in-person session during the first week.

HOW TO ENROLL USING MyREYNOLDS

Find Your Username, Empl ID and Set your Password


- Visit reynolds.edu
- Hover over Register for Classes and scroll down to Technology Support.
- Click [MyREYNOLDS](#) Accounts.
- Follow the directions listed to find your Username, Empl ID and set your password.
- Record your Username and Empl ID and keep in a safe place.

Log in to MyREYNOLDS

- Visit reynolds.edu and click [MyREYNOLDS](#).
- Enter Username and Password.
- Click Log In button.
- Click SIS: Student Information System button.
- Click My Student Information.
- In the different sections, you can enroll, view aid, pay tuition and enroll in a payment plan.



Set Preferences

- Scroll down to Personal Information.
- Click User Preferences link.
- Select “J. Sargeant Reynolds CC” from the Institution drop-down.
- Select “Credit” from the Academic Career drop-down.
- Click the magnifying glass beside the Term.
- Select the term and year for which you are enrolling.
- Click the magnifying glass beside Aid Year.
- Select the current financial aid year.
- Click Save to keep the values.
- Click Student Center from the drop-down menu, click .

Enroll in Classes

- Click the **Enroll** link.
- Key the 5-digit class number and click **Enter**.
- 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, known, and click **Search**.
 - Click **Select Class** button.
- Review class information and click Next button.

A screenshot of a web interface showing a success message and a table of classes. The success message says 'Success: enrolled' with a green checkmark. Below it, a table lists classes. The first row shows 'ACC 115' in the 'Class' column, 'Success: This class has been added to your schedule.' in the 'Message' column, and a green checkmark in the 'Status' column. Above the table, there is a red 'X' icon and the text 'Error: unable to add class'.

Class	Message	Status
ACC 115	Success: This class has been added to your schedule.	✓

if

- Check for success or error messages.
- Enter next class number for another class if desired.
- Click **Proceed to Step 2 of 3** button.
- Click **Finish Enrolling**.
- Check **Status** column (If you do not see aa, you are not enrolled).

View Schedule

- In the **Enroll** area, click the **My Class Schedule** tab.

Pay Tuition

- On your SIS My Student Information page, under the Finances section, click the Make a Payment link.
- From SIS you will be taken to the Nelnet® landing page.
- Click the green Make a Payment button.
- Available terms will display with the amount due for that term.
- Enter the amount you want to pay to the desired term.
- Click on Next - Payment Method.
- The first time you make a payment in Nelnet® you will need to enter credit card or bank account information for the payment. You can choose to save that information for future use.
- Once you have entered/confirmed the billing information, click on Pay \$ Now.
- When the payment is processed you will be taken to the Receipt page where a confirmation of your transaction will be displayed.
- Exit Nelnet® to return to SIS and verify your student account balance due updated.

View Grades

- In the Enroll area, click on Term Information.
- Click Grades: View My Grades.

Print Unofficial Transcript

- In the My Academics area, click View My Unofficial Transcript.
- Select J. Sargeant Reynolds CC from the Academic Institution drop -down list.
- Select Unofficial from the Report Type drop-down.
- Click the Go button and review results.

Sign Out

- Click **Sign Out**. Close the browser window to end session.

PAYING TUITION



Payment Dates

The payment due dates for each session are listed on go.reynolds.edu/PaymentsDates. To avoid being backed out of your classes please pay your tuition in full by session due dates. Payments paid in person must be made by the close of business on the due date. Payments made online through MyREYNOLDS and NelNet® Payment Plan must be made by 11:59 p.m.

Nelnet® Payment Plan

Reynolds offers payment plan options called Nelnet® Payment Plan. To learn more about enrollment dates and payment details please visit go.reynolds.edu/PaymentPlan.

Scholarships

Students can apply for 180+ scholarships through one application. The application opens Dec. 1 and closes March 1. To apply visit reynolds.edu/scholarships.

How to Check the FAFSA Status

- Log on to [MyREYNOLDS](https://myreynolds.edu) to access the Student Information System (SIS)
- Click SIS then choose Student Center
- Review your To Do List for any additional information that is needed by the Office of Financial Aid to complete the processing of your FAFSA.
- Once your FAFSA is complete and you have been awarded, you can view your awards under View Financial Aid under the Finances section.

Remember to read your messages from your Message Center thoroughly.

How to View Anticipated Aid in the Student Center

Click on the Account Inquiry link under the Finances section. This will bring you to the Account Summary. Under the What I Owe box, click on the yellow bar that says CLICK HERE to see Pending Financial Aid Based on Actual Enrollment. This is the amount of aid you will receive based on the number of classes you are taking. If anticipated Financial Aid is sufficient to cover your tuition and fee balance in full, no action is required. Your classes will be held as long as the account balance does not exceed the anticipated aid for that particular semester. Account balances that occur from a shortage of semester-anticipated financial aid must be paid in full by Reynolds payment deadlines.

How to View Tuition Balance in SIS

- Scroll down to Personal Information.
- Click User Preferences link.
- Select “J. Sargeant Reynolds CC” from the Institution dropdown.
- Select “Credit” from the Academic Career dropdown.
- Click the magnifying glass beside the Term.
- Select the term and year for which you are enrolling.
- Click the magnifying glass beside Aid Year.
- Select the current financial aid year.
- Click Save to keep the values.
- Click Student Center from the drop-down menu, then click.

SET YOURSELF UP FOR SUCCESS

Tips for Preparing for The Semester

Know your class schedule and add it to your calendar. This makes it easier to plan other commitments like job schedules or family time. To view your class schedule, follow these instructions:

- Visit reynolds.edu
- Select [MyREYNOLDS](#) from the top bar
- Choose Student Information System (SIS) or Navigate

Get or find your Reynolds ID. You will need your Reynolds ID if you are using your financial aid reward to pay for books or to access the Downtown Campus parking deck. Visit reynolds.edu/id to learn how to get your Reynolds ID.

Explore the tools found in your [MyREYNOLDS](#). These tools can track your progress towards graduation, help organize your semester and help make advising appointments. Visit reynolds.edu/track for video tutorials.

Familiarize yourself with Canvas

All students use Canvas to access course materials. You will find your Canvas account when you log on to [MyREYNOLDS](#).

One of the exciting features of Canvas is its easy to use app! The Canvas Student app allows you to access your course and groups through a mobile device. Students can view grades, due dates, and communicate through the app. It's available for both Android and iOS devices.

Be sure to download the Canvas app to your phone or tablet. Directions for using your Canvas app can be found at: reynolds.edu/canvasapp.

Learn about your free academic support services.

Math Central+

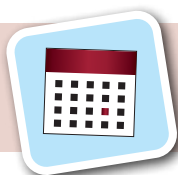
Math Central+ provides coaching focused on math, physics, engineering, and more. Qualified faculty and peer math coaches offer a variety of techniques to support students through developmental and credit-level courses. To learn more visit reynolds.edu/mathcentral.

Reynolds Peer Tutoring

Our trained peer tutors look forward to helping you strengthen your understanding of course content and develop academic skills that will contribute to continued success. Tutoring is available by appointment and can take place online or in person. For more information please visit reynolds.edu/tutoring.

Writing Studio

The Reynolds Writing Studio offers one-on-one instruction with all kinds of writing, no matter the class or assignment. Visit reynolds.edu/writingstudio to learn more.



Check out the [Academic Calendar](#) and write down important dates.



Reynolds
COMMUNITY COLLEGE