

6 EASY STEPS TO GET STARTED

New Students begin with step 1 - Apply. | Returning students begin with step 5 - Get Advised.

1. APPLY & LOG ON

Apply and log on to MyREYNOLDS within 24 hours to activate your account.

Apply to Reynolds at reynolds.edu and receive your **Empl ID** (student ID) and username. Save this information! You will need both to log on and create a MyREYNOLDS account within 24 hours of applying. Otherwise, your password will expire and you will have to call (804) 371-3000 to reset.

Log on to reynolds.edu > **MyREYNOLDS** > **Student Information System (SIS)** > **Student Center**. Time-sensitive information is sent here, and to your personal email account used on the application. *It is important to check these often.*

2. FINANCIAL AID

Apply for Financial Aid.

Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov by the priority deadlines: April 15 for fall semester, and Sept 15 for spring semester. Use the **Reynolds Federal School code: 003759**. For more information visit reynolds.edu/financialaid.

To be considered for financial aid, you must apply each year.

The Reynolds Scholarship Office offers more than 100 private scholarships. Apply for any scholarship using the online common application. Applications are accepted between December 1 and March 1. Visit reynolds.edu/scholarships.

3. EXPLORE CAREERS

Explore career pathways to stay on track.

Reynolds offers over **80 exciting programs** and **career paths**. Check out the **Navigate icon** in your MyREYNOLDS account to see your path based on the program or major you selected. If you are undecided, or do not see your program in Navigate, go to reynolds.edu and view Programs A to Z.

**4.
DIRECT
ENROLLMENT**

Direct enrollment will maximize your success in college-level math and English classes. This will help you complete your college studies in less time, saving more money.

Go to reynolds.edu/directenrollment and learn how to enroll in the math and English class/es best suited for you. Self-placement and enrollment criteria are based on things like how many years you've been out of high school, your GPA, and other transcript details.

**5.
GET
ADVISED**

Attend Orientation & Get Advised.

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

Returning students are advised by meeting with an advisor before registering for class. All students can set up advising appointments using Navigate in their **MyREYNOLDS** account.

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

**6.
REGISTER
& PAY**

Register & Pay for classes!

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

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

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

NOTE: You will receive a reynolds.edu email account after you register.