



---

# Advising Workbook

A tool to help Red Hawks register for classes

---



# Table of Contents

An Advisor Can Answer That!.....	2	Programs A - Z .....	6
Academic Calendar: Summer 2024.....	2	Thinking About Transferring?.....	9
Academic Calendar: Fall 2024 .....	3	Complete Career Coach.....	9
Advising Worksheet.....	4	Paying Your Tuition .....	10
Advising Checklist.....	5	Academic Calendar: Spring 2025 .....	11

## An Advisor Can Answer That!



**Academic Advising is important to your success at Reynolds!** Studies have shown that a lack of clarity around one’s academic interests and career goals can delay graduation, increase college costs, and weaken a student’s motivation to stay in college. An academic advisor can help students navigate their college path and beyond. Download the Navigate Student app or access in your portal to make a virtual or in person advising appointment. Available in the Apple and Google Play stores. You may also schedule appointments using [MyREYNOLDS](#) or calling (804) 371-3000.

Having trouble logging into [MyREYNOLDS](#)? Email [helpdesk@reynolds.edu](mailto:helpdesk@reynolds.edu) or call (804) 523-6464.

## Academic Calendar: Summer 2024

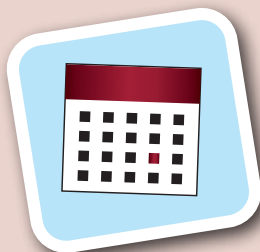
Event	Date
First day to charge textbooks to Financial Aid Summer 2024	5/6/24
Last day to return textbooks for full refund (with receipt, in original condition)	5/27/24
Memorial Day (college closed)	5/27/24
Juneteenth Holiday observed (college closed)	6/19/24
Independence Day Holiday (college closed)	7/4/24
10-Week Session	
Classes begin	5/20/24
Add/Drop	5/20 - 5/23/24
Last day to add class	5/23/24
Last day to drop with refund	5/30/24
Last day to withdraw* from class with a grade of “W”	7/2/24
Classes end	7/31/24

Seven-Week Session	
Classes begin	6/11/24
Add/Drop	6/11 - 6/13/24
Last day to add class	6/13/24
Last day to drop with refund	6/17/24
Last day to withdraw* from class with a grade of “W”	7/11/24
Classes end	7/31/24
First Five-Week Session	
Classes begin	5/20/24
Add/Drop	5/20 - 5/21/24
Last day to add class	5/21/24
Last day to drop with refund	5/23/24
Last day to withdraw* from class with a grade of “W”	6/10/24
Classes end	6/25/24
Second Five-Week Session	
Classes begin	6/26/24
Add/Drop	6/26 - 6/27/24
Last day to add class	6/27/24

# Academic Calendar: Fall 2024

Event	Date
First day to charge textbooks to Financial Aid Fall 2024	8/7/24
Labor Day (college closed)	9/2/24
Last day to return textbooks for full refund (with receipt, in original condition)	9/3/24
College-wide In-Service Day (no classes nor services)	9/24/24
Last day to charge textbooks to Financial Aid Fall 2024	10/29/24
Election Day (college closed)	11/5/24
Fall Break (college closed)	11/28 - 11/30/24
First day to submit online applications for Reynolds scholarships 2024-25	12/1/24
Winter Break (college closed)	12/23 - 1/1/25
Regular Session (15 Weeks)	
Classes begin	8/26/24
Add/Drop	8/26 - 8/30/24
Last day to add class	8/30/24
Last day to drop with refund	9/10/24
Last day to withdraw* from class with a grade of "W"	10/29/24
Classes end	12/9/24
Examination period	12/10 - 12/16/24
First Seven-Week Session	
Classes begin	8/26/24
Add/Drop	8/26 - 8/30/24
Last day to add class	8/28/24
Last day to drop with refund	8/30/24
Last day to withdraw* from class with a grade of "W"	9/25/24
Classes end	10/15/24

Second Seven-Week Session	
Classes begin	10/23/24
Add/Drop	10/23 - 10/25/24
Last day to add class	10/25/24
Last day to drop with refund	10/29/24
Last day to withdraw* from class with a grade of "W"	11/21/24
Classes end	12/16/24
First Five-Week Session	
Classes begin	8/26/24
Add/Drop	8/26 - 8/30/24
Last day to add class	8/27/24
Last day to drop with refund	8/29/24
Last day to withdraw* from class with a grade of "W"	9/16/24
Classes end	10/1/24
Second Five-Week Session	
Classes begin	10/2/24
Add/Drop	10/2 - 10/3/24
Last day to add class	10/3/24
Last day to drop with refund	10/7/24
Last day to withdraw* from class with a grade of "W"	10/22/24
Classes end	11/6/24
Third Five-Week Session	
Classes begin	11/7/24
Add/Drop	11/7 - 11/8/24
Last day to add class	11/8/24
Last day to drop with refund	11/12/24
Last day to withdraw* from class with a grade of "W"	12/2/24
Classes end	12/16/24



## The difference between "drop" and "withdraw."

If you drop a course before the add/drop deadline, you **do receive a refund of tuition** for that course.

If you withdraw from a course before the deadline, you **do not receive a refund of tuition** for that course, and you receive a "W" as a grade. Withdrawing does not impact your GPA, but can impact your financial aid.



# Advising Worksheet

Using this sheet can be very helpful to streamline the academic advising process and provide a clear roadmap for you. **Please complete the worksheet below with your advisor.**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Student EMPL ID \_\_\_\_\_ Reynolds Email \_\_\_\_\_

## Goals

Short-term Career Goal \_\_\_\_\_

Long Term Career Goal \_\_\_\_\_

Transfer Goals \_\_\_\_\_

Would you prefer to attend classes online or in-person?  Online  In-person  Hybrid

## Academic Program Information

Program of Study \_\_\_\_\_

Program Start Date \_\_\_\_\_ Target Graduation Date \_\_\_\_\_ GPA requirement \_\_\_\_\_

## Important Dates & Contacts

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Course Recommendations

Term	Course Name	Number Of Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Advising Checklist

### Complete The FAFSA

Complete the Free Application for Federal Student Aid known as FAFSA at [studentaid.gov](https://studentaid.gov). For helpful tips and videos visit [go.reynolds.edu/financialaid](https://go.reynolds.edu/financialaid).

### Submit Transcripts

It is free and only takes 15 minutes! Students need to submit a final official high school transcript or GED to the Admissions Office after graduation. If you have transfer credit from another college or university, SAT or ACT scores, and/or AP/IB scores, send the official transcript to the Registrar's Office.

### Direct Enrollment for New Students

Complete the advising short questionnaire, which will help place you in the appropriate math and English classes to complete your college studies in less time, saving more money. For more information visit [reynolds.edu/directenrollment](https://reynolds.edu/directenrollment).

### Complete Orientation Modules for New Students

These modules provide you with more detailed new student information. To get started, visit [college2success.com/reynolds](https://college2success.com/reynolds):

- Click on Create Account
- Enter the required information
- Create your own password
- On the left side, complete "New Student Orientation"

### Meet With An Advisor and Register for Classes

Use the Navigate Student App, [MyREYNOLDS](https://myreynolds.com), or call (804) 371-3000 to make an appointment!

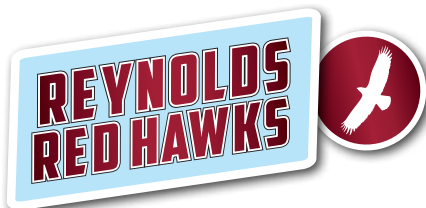
### Buy Textbooks

### Get a Student ID

### Pick Up Your Parking Pass

### Confirm Tuition Payment Options

Due Dates \_\_\_\_\_



# Programs A - Z

## Abbreviations

**AAS:** Associate of Applied Science

**AS:** Associate of Science

**CSC:** Career Studies Certificate

**AA:** Associate of Arts

**C:** Certificate

**ST:** Short-term Training

Plan Name	Plan Code	Type of Credential
Accounting	203	AAS
Accounting	221-203-02	CSC
Accounting Support Functions	221-203-01	CSC
Advanced Medical Coder (Health Information Management)	221-152-07	CSC
American Sign Language	221-640-01	CSC
American Sign Language - English Interpretation	640	AAS
American Sign Language/Deaf Studies Major	648-04	AA
Automotive Maintenance and Light Repair	221-909-01	CSC
Automotive Technology	909	AAS
Automotive Technology	902	C
Automotive Technology, Original Equipment Manufacturer Major	909-01	AAS
Behavioral Health Technician	221-480-32	CSC
Biomedical Engineering Major	831-05	AS
Biotechnology Laboratory Technician Major	880-07	AS
Bookkeeping	221-212-03	CSC
Building Construction Management Specialization	895-02	AAS
Business Administration	213	AS
Chemical Engineering Major	831-06	AS
Civil Engineering Major	831-07	AS
Cloud Computing	221-299-06	CSC
Computer Applications	221-299-03	CSC
Computer Applications Fundamentals	221-299-00	CSC
Computer Programmer	221-299-50	CSC
Computer Science	246	AS
Computer-Aided Design Specialist	221-729-01	CSC
Criminal Justice	456	AAS
Criminal Justice	221-400-45	CSC
Culinary - Food and Beverage Operations	221-242-09	CSC
Culinary - Foundations of Culinary Technique	221-242-12	CSC
Culinary Arts Specialization	242-01	AAS
Culinary Fundamentals	221-242-03	CSC
Culinary Management Specialization	242-03	AAS
Cyber Security	221-732-09	CSC
Dental Assisting	120	C
Early Childhood Development	636	AAS
Early Childhood Development	632	C
Early Childhood Education	221-636-06	CSC

Early Childhood Education - Advanced	221-636-08	CSC
eCommerce	221-251-01	CSC
Education: Elementary Education Major	625-M1	AS
Education: Health and Physical Education Major	625-M2	AS
Education: Secondary English Education Major	625-M3	AS
Education: Secondary Mathematics Education Major	625-M4	AS
Education: Secondary Science Education Major	625-M5	AS
Education: Secondary Social Studies Education Major	625-M6	AS
Education: World Languages Education Major	625-M7	AS
Electrical/Computer Engineering Major	831-08	AS
Emergency Medical Services - Emergency Medical Technician	221-146-01	CSC
Emergency Medical Services - Paramedic	146	AAS
Engineering	831	AS
Entrepreneurship in Small Business	221-212-10	CSC
Fire Science	221-472-02	CSC
Floral Design	221-335-02	CSC
General Studies	699	AS
Health Science I	221-190-01	CSC
Health Sciences	620	AS
Horticulture Technology	335	AAS
Human Services	480	AAS
Human Services Technician	221-480-44	CSC
Information Systems Technology	299	AAS
Liberal Arts	648	AA
Licensed Practical Nursing (LPN) to Registered Nursing (RN) Advanced Placement Option (APO)	156-02	AAS
Mathematics Major	880-06	AS
Mechanical/Aerospace Major	831-09	AS
Media Production	221-297-01	CSC
Medical Laboratory Technology	151	AAS
Medical Records Coder (Health Information Management)	221-152-06	CSC
Network Fundamentals	221-732-00	CSC
Nursing	156	AAS
Opticianry	160	AAS
Opticians Apprentice	221-160-04	CSC
Paralegal Studies - General Practice Specialization	260-01	AAS
Paralegal Studies - Litigation Specialization	260-02	AAS
Pastry Arts Specialization	242-02	AAS
Payroll and Taxation	221-203-06	CSC
Pre-Social Work Major	882-03	AS
Release of Health Information Specialist (Health Information Management)	221-152-02	CSC
Respiratory Therapy	181	AAS
Science	880	AS
Small Business Management Specialization	212-04	AAS
Social Sciences	882	AS
Substance Abuse Counseling Education	221-480-30	CSC
Surgical Technology	171	AAS
Sustainable Agriculture	221-335-06	CSC

UCGS	695	C
Web Development	221-299-18	CSC
Welding Fundamentals - MIG	221-995-05	CSC
Welding Fundamentals - Pipe Welding	221-995-07	CSC
Welding Fundamentals - Stick	221-995-04	CSC
Welding Fundamentals - TIG	221-995-06	CSC
AWS Certified Solutions Architect (Associate)	NA	ST
AWS Cloud Practitioner	NA	ST
Certified Logistics Associate	NA	ST
Certified Logistics Technician	NA	ST
Certified Nurse Aide	NA	ST
Clinical Medical Assistant	NA	ST
Commercial Driver's License (CDL)	NA	ST
CompTIA A+	NA	ST
CompTIA Linux+	NA	ST
CompTIA Network+	NA	ST
CompTIA Security+	NA	ST
Core - Introductory Craft Skills	NA	ST
Customer Service & Sales	NA	ST
EKG Technician	NA	ST
Electrical - Level 1	NA	ST
Emergency Medical Technician	NA	ST
Emergency Telecommunicator (9-1-1 Dispatcher)	NA	ST
Heavy Equipment Operator	NA	ST
HVAC - Level 1	NA	ST
Lean Practitioner	NA	ST
Manufacturing Specialist (MS)	NA	ST
Manufacturing Technician 1 (MT1)	NA	ST
Medical Biller - Certified Professional Biller	NA	ST
Medical Coding - Certified Professional Coder	NA	ST
PCAP - Certified Associate in Python Programming	NA	ST
Pharmacy Technician	NA	ST
Phlebotomy Technician	NA	ST
Plumbing - Level 1	NA	ST
Teacher Licensure (EducateVA)	NA	ST
VDOT - Virginia Department of Transportation Certifications	NA	ST
VDOT Bridge Preservation for Inspectors	NA	ST
VDOT Central Mix Aggregate Plant	NA	ST
VDOT Concrete Plant	NA	ST
VDOT Documentation & Record Keeping for Inspectors	NA	ST
VDOT Intermediate Work Zone Traffic Control Training and Flagger Certification	NA	ST
VDOT New Structures and Bridges for Inspectors	NA	ST
VDOT Pavement Marking	NA	ST
VDOT Plan Reading for Inspectors	NA	ST
VDOT Roadway Construction & Drainage for Inspectors	NA	ST
VDOT Soils and Aggregate Compaction	NA	ST
VDOT Surveying for Inspectors	NA	ST



# 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](mailto: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](http://transfervirginia.org) for your one-stop college transfer toolkit. Below are our current transfer programs.

## Business Administration AS

## Computer Science 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

- Biomedical Major
- Chemical Major
- Civil Major
- Electrical/Computer Major
- Mechanical/Aerospace Major

## General Education C

## General Studies AS

## Health Sciences AS

## Liberal Arts AA

- American Sign Language/Deaf Studies Major

## Sciences AS

- Biotechnology Laboratory Technician Major
- Mathematics Major

## Social Sciences AS

- Pre-Social Work Major



Check out Transfer Virginia at [transfervirginia.org](http://transfervirginia.org) and see 60+ colleges and universities with guaranteed transfer pathways.



# Complete Career Coach

## 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](http://go.reynolds.edu/careercoach) and explore the tool at your own pace. It's a fantastic resource to have right at your fingertips.

Please complete the career coach assessment before meeting with an advisor.



# Paying Your Tuition

There are several ways to pay your tuition, which are outlined below. The payment due dates for each session are listed on [go.reynolds.edu/PaymentsDates](https://go.reynolds.edu/PaymentsDates). To avoid being backed out of your classes, please pay your tuition in full by session due dates.

## Financial Aid

There are two main types of financial aid. Federal loans that have to be paid back and grants that do not require repayment. To be eligible for either, students must fill out a FAFSA form. To complete the FAFSA form, please visit [studentaid.gov](https://studentaid.gov) and use Reynolds Federal School code: 003759. If you have questions, please visit [reynolds.edu/financialaid](https://reynolds.edu/financialaid).

## Reynolds Scholarships

Scholarships do not need to be repaid. Students can apply for 180+ scholarships through one application. The application opens Dec. 1 and closes March 1. To apply, visit [reynolds.edu/scholarships](https://reynolds.edu/scholarships).

## Payment Plan

Reynolds offers a payment plan option called Nelnet® Payment Plan. To learn more about enrollment dates and payment details, visit [go.reynolds.edu/PaymentPlan](https://go.reynolds.edu/PaymentPlan).

## Other Types of Assistance

Visit [reynolds.edu/businessoffice](https://reynolds.edu/businessoffice) to learn more about other types of assistance, including Virginia 529, Third-Party Assistance, and Military Tuition Assistance.

## Paying Out of Pocket

There are two options if you plan to pay for your tuition out of your own pocket. One is online through [MyREYNOLDS](https://MyREYNOLDS) with a Visa, MasterCard, Discover credit card, or an eCheck from a checking or savings account. The other is in person at any campus Business Office during business hours using cash, check, money order, VISA, MasterCard, or Discover credit card. Visit [reynolds.edu/hours](https://reynolds.edu/hours) for listing of business hours.



## How to Check the Status of your FAFSA

- Log on to [MyREYNOLDS](https://MyREYNOLDS) 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.
- Make sure to click on the appropriate aid year. For 2010-21, the aid year is 2021.

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.

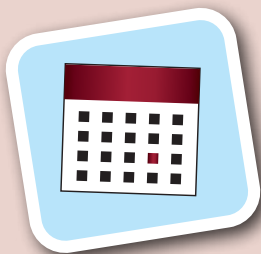
## How to View Tuition Balance in SIS

- 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.

# Academic Calendar: Spring 2025

Event	Date
Registration for Spring 2025 begins	11/4/24
First day to charge textbooks to Financial Aid Spring 2025	1/2/25
Rev. Dr. Martin Luther King, Jr. Day (college closed)	1/20/25
Last day to return textbooks for full refund (with receipt, in original condition)	1/21/25
Last day to submit online applications for Reynolds scholarships 2025-26	3/1/25
Spring Break (no classes)	3/10 - 3/15/25
Last day to charge textbooks to Financial Aid Spring 2025	3/21/25
Winter Break (college closed)	12/23/24 - 1/1/25
Regular Session (15 Weeks)	
Classes begin	1/13/25
Add/Drop	1/13 - 1/17/25
Last day to add class	1/17/25
Last day to drop with refund	1/28/25
Last day to withdraw* from class with a grade of "W"	3/24/25
Classes end	4/28/25
Examination period	4/29 - 5/5/25
First Seven-Week Session	
Classes begin	1/13/25
Add/Drop	1/13 - 1/15/25
Last day to add class	1/15/25
Last day to drop with refund	1/17/25
Last day to withdraw* from class with a grade of "W"	2/11/25
Classes end	3/3/25

Second Seven-Week Session	
Classes begin	3/17/25
Add/Drop	3/17 - 3/19/25
Last day to add class	3/19/25
Last day to drop with refund	3/21/25
Last day to withdraw* from class with a grade of "W"	4/14/25
Classes end	5/2/25
First Five-Week Session	
Classes begin	1/13/25
Add/Drop	1/13 - 1/14/25
Last day to add class	1/14/25
Last day to drop with refund	1/16/25
Last day to withdraw* from class with a grade of "W"	2/3/25
Classes end	2/17/25
Second Five-Week Session	
Classes begin	2/18/25
Add/Drop	2/18 - 2/19/25
Last day to add class	2/19/25
Last day to drop with refund	2/21/25
Last day to withdraw* from class with a grade of "W"	3/17/25
Classes end	3/31/25
Third Five-Week Session	
Classes begin	4/1/25
Add/Drop	4/1/ - 4/2/25
Last day to add class	4/2/25
Last day to drop with refund	4/4/25
Last day to withdraw* from class with a grade of "W"	4/21/25
Classes end	5/5/25



## The difference between "drop" and "withdraw."

If you drop a course before the add/drop deadline, you **do receive a refund of tuition** for that course.

If you withdraw from a course before the deadline, you **do not receive a refund of tuition** for that course, and you receive a "W" as a grade. Withdrawing does not impact your GPA, but can impact your financial aid.



