Assistantship Application

1. DEADLINE for assistantship applications is 5:00 p.m. on the second day of class each four week session.
2. If a question does not apply to you on this application please put N/A in the space.
3. Type or print clearly. Illegible applications will not be considered.
4. You will be notified by college email during the second week of the session about the status of your application.
5. If you have any questions about the application, please contact Mrs. Jackie Victory, (804) 523-5538 or by email at mathcentral@reynolds.edu.

PURPOSE
The Reynolds Math Central Assistantship was established in 2014 through a corporate grant from Altria. The purpose of the assistantship is to provide support to individuals completing mathematics prerequisites for their college level mathematics courses.

ASSISTANTSHIP AWARDS
Applicants may receive tuition credit for one college level mathematics course (in state tuition rate only) upon satisfying all requirements of the Math Central (MC) contract and successfully completing a minimum of three developmental mathematics credits. If the applicant is not successful in a developmental mathematics course, they will be encouraged to continue to use MC services but will not be eligible for the assistantship. This award is based on fulfilling the criteria as stated in this document. In addition, there must be no more than a one year gap between completing the developmental mathematics courses and enrolling in the credit mathematics course. The applicant must successfully complete a minimum of three developmental courses at Reynolds following the planned guidance and specific protocols of our Instructional Coaches and Peer Coaches in MC. The assistantship is awarded one and only one time for each individual. There will be no cash payouts. The assistantship will be applied to the applicant’s financial account.

CRITERIA
- Applicants must enroll in a minimum of three credits of developmental mathematics beginning on the initial application date and completion of the developmental program. The developmental mathematics courses must be taken in sequential order while participating in the program without gaps in enrollment.
- Applicants must be successful in each attempt at a developmental mathematics course upon acceptance in the program. If a course needs to be repeated, the applicant will no longer be eligible for the assistantship but will be counseled to continue to use the program for support.
- Applicants must be accepted as a full-time or part-time student at Reynolds Community College for the upcoming academic semester and enroll in a college level mathematics course after completing the developmental mathematics requirements. The gap between the developmental and credit mathematics courses must be no more than one year.
- Each applicant will be assigned an MC Coach and must log all activity in a math journal and/or notebook.
- Applicants must attend class regularly, missing no more than two class periods in a session. If a class is missed, the student must visit his/her assigned MC Coach to assist with material missed for that day. It is the student’s responsibility to find out what material was covered in a missed class period.
- Applicants must attend a minimum of one session in Math Central weekly.
- Applicants must adhere to all college and classroom rules.
- Applicants must complete all assignments and recommendations given by the MC Coach and his instructor.
- Applicants may receive credit for one and only one college level course upon completing this program.
- Assistantships will be processed for the next semester only after their final grades from the previous session have been verified and all other criteria have been successfully met.

(OVER)
# Math Central Assistantship Application

**Deadline:** 5:00 p.m. the second day of class each four week session

Please type on a separate sheet or print your answers below. If application is illegible it will be returned to you.

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| 5. | Check the developmental mathematics courses that you have previously **completed successfully.** | ☐ BSK1 ☐ MTE1 ☐ MTE2 ☐ MTE3  
☐ MTE4 ☐ MTE5 ☐ MTE6 ☐ MTE7  
☐ MTE8 ☐ MTE9 |
|   | Check the developmental mathematics courses that you have **repeated** (U or W grades) in the past. | ☐ BSK1 ☐ MTE1 ☐ MTE2 ☐ MTE3  
☐ MTE4 ☐ MTE5 ☐ MTE6 ☐ MTE7  
☐ MTE8 ☐ MTE9 |
| 6. | What is the next college level mathematics course needed for your curriculum? | ☐ MTH 120 ☐ MTH 126 ☐ MTH 170  
☐ MTH 163 ☐ MTH 166 ☐ MTH 151  
☐ MTH 146 ☐ OTHER ______ |
| 7. | **CAREER PLANS:** What are your career plans and what would you like to be doing in 10 years? |   |
| 8. | The following items must be attached to this application in order for the application to qualify to be reviewed by the assistantship committee. Your application will be returned to you if these items are not attached to this application. (No exceptions) **Circle “YES” or “NO” to be sure you have attached each item as required** |   |
|   | YES | NO | A copy of your academic plan |
|   | YES | NO | A copy of your current schedule |

**STATEMENT OF ACCURACY**

I hereby affirm that all the above stated information provided by me to the Reynolds Math Central Assistantship Committee is true, correct and without forgery. I also consent that my picture may be taken and used for any purpose deemed necessary to promote the Reynolds Math Central Assistantship Program.

I hereby understand that if chosen as an assistantship recipient, according to Reynolds Math Central policy, I must provide evidence of enrollment/registration in a college level mathematics course at Reynolds and I must meet all other criteria as spelled out in this application before assistantship funds can be awarded.

Signature of assistantship applicant: __________________________ Date: ______________

Math Central Coach: __________________________ Date: ____________
Application Process

NEW ASSISTANTSHIP APPLICANTS MUST PROVIDE:
- Completed application form
- A copy of his/her academic plan
- A copy of his/her schedule

These materials may be turned in to the Math Central office on either campus location.

Jackie Victory
Room 658
Downtown Campus
804-523-5538

Daniel Westfall
Room 368 Georgiadis Hall
Parham Campus
804-523-5525

Questions may be emailed to mathcentr@reynolds.edu

ASSISTANTSHIP RENEWAL:
- This assistantship is not renewable.
- Only one application per student will be accepted.

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