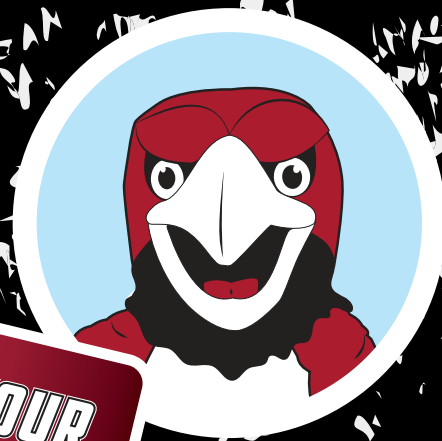




Advising Workbook

A tool to help Red Hawks
register for classes



Hurray Red Hawks!

We are so glad you joined our flock.



Academic Calendar



Make sure to keep track of these dates.

Event	Date
Open registration begins Spring 2024	10/30/23
First day to charge books to Financial Aid Spring 2024	1/2/24
Rev. Dr. Martin Luther King, Jr. Day (college closed)	1/15/24
Deadline for graduation applications Spring 2024	2/15/24
Last day to submit online applications for Reynolds scholarships 2024-25	3/1/24
Spring Break (no classes)	3/11 - 3/16/24
Last day to charge textbooks to Financial Aid Spring 2024	3/25/24
Last day to return textbooks for full refund (with receipt, in original condition)	3/25/24
Regular Session (15 Weeks)	
Classes begin	1/16/24
Add/Drop	1/16 - 1/22/24
Last day to add class	1/22/24
Last day to drop with refund	1/30/24
Last day to withdraw* from class with a grade of "W"	3/25/24
Classes end	4/29/24
Twelve-Week Session	
Classes begin	2/6/24
Add/Drop	2/06 - 2/09/24
Last day to add class	2/9/24
Last day to drop with refund	2/16/24
Last day to withdraw* from class with a grade of "W"	4/2/24
Classes end	5/6/24

First Seven-Week Session	
Classes begin	1/16/24
Add/Drop	1/16 - 1/22/24
Last day to add class	1/18/24
Last day to drop with refund	1/22/24
Last day to withdraw* from class with a grade of "W"	2/13/24
Classes end	3/4/24
Second Seven-Week Session	
Classes begin	3/19/24
Add/Drop	3/19 - 3/21/24
Last day to add class	3/21/24
Last day to drop with refund	3/25/24
Last day to withdraw* from class with a grade of "W"	4/16/24
Classes end	5/6/24
First Five-Week Session	
Classes begin	1/16/24
Add/Drop	1/16 - 1/22/24
Last day to add class	1/17/24
Last day to drop with refund	1/19/24
Last day to withdraw* from class with a grade of "W"	2/5/24
Classes end	2/19/24
Second Five-Week Session	
Classes begin	2/20/24
Add/Drop	2/20 - 2/21/24
Last day to add class	2/21/24
Last day to drop with refund	2/24/24
Last day to withdraw* from class with a grade of "W"	3/18/24
Classes end	4/1/24
Third Five-Week Session	
Classes begin	4/2/24
Add/Drop	4/2 - 4/3/24
Last day to add class	4/3/24
Last day to drop with refund	4/5/24
Last day to withdraw* from class with a grade of "W"	5/22/24
Classes end	5/6/24

Let Advising Help You



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 gain clarity on their path in college and beyond.

To make an advising appointment 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 or calling (804) 371-3000.

Having trouble logging into MYREYNOLDS? Contact the Reynolds Help Desk at helpdesk@reynolds.edu or call (804) 523-6464.

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.



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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 _____

Advisor Name _____ Advisor Email _____

Goals

Short-term Career Goal _____

Long Term Career Goal _____

Transfer Goals _____

Academic Program Information

Program of Study _____

Program Start Date _____ Target Graduation Date _____

General Education Requirements

Major Requirements with Credits

Electives with Credits

GPA Requirement _____

Notes



Upcoming Advising Appointments

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

Program Name	Plan Code	Type of Credential
Accounting	203	AAS
Accounting	221-203-02	CSC
Accounting Support Functions	221-203-01	CSC
Criminal Justice	456	AAS
Advanced Medical Coder (Health Information Management)	221-152-07	CSC
American Sign Language	221-640-01	CSC
American Sign Language - English Interpretation	640	AAS
Building Construction Management Specialization	895-02	AAS
Automotive Maintenance and Light Repair	221-909-01	CSC
Automotive Technology	909	AAS
Automotive Technology, Original Equipment Manufacturer, Major	909-01	AAS
Automotive Technology	902	C
Behavioral Health Technician	221-480-32	CSC
Bookkeeping	221-212-03	CSC
Business Administration	213	AS
Central Sterile Technician	221-174-01	CSC
Computer-Aided Design Specialist	221-729-01	CSC
Criminal Justice	221-400-45	CSC
Culinary Arts Specialization	242-01	AAS
Pastry Arts Specialization	242-02	AAS
Culinary Management Specialization	242-03	AAS
Culinary - Food and Beverage Operations	221-242-09	CSC
Culinary - Foundations of Culinary Technique	221-242-12	CSC
Culinary Fundamentals	221-242-03	CSC
Dental Assisting	120	C
Diesel Mechanics Technology	920	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
Elementary Education Major	625-M1	AS
Health and Physical Education Major	625-M2	AS
Secondary English Education Major	625-M3	AS
Secondary Mathematics Education Major	625-M4	AS

Secondary Science Education Major	625-M5	AS
Secondary Social Studies Education Major	625-M6	AS
World Languages Education Major	625-M7	AS
Emergency Medical Services - Paramedic	146	AAS
Emergency Medical Services - Emergency Medical Technician	221-146-01	CSC
Chemical/Biological Engineering Specialization	831-04	AS
Electrical/Computer Engineering Specialization	831-03	AS
Mechanical/General Engineering Specialization	831-01	AS
Entrepreneurship in Small Business	221-212-10	CSC
Floral Design	221-335-02	CSC
UCGS	695	C
General Studies	699	AS
Health Information Management (Partnership with LFCC)	152	AAS
Health Science I	221-190-01	CSC
Horticulture Technology	335	AAS
Human Services	480	AAS
Human Services Technician	221-480-44	CSC
Information Systems Technology	299	AAS
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
Cyber Security	221-732-09	CSC
Network Fundamentals	221-732-00	CSC
Web Development	221-299-18	CSC
Liberal Arts	648	AA
American Sign Language/Deaf Studies Specialization	648-03	AA
Small Business Management Specialization	212-04	AAS
Medical Laboratory Technology	151	AAS
Medical Records Coder (Health Information Management)	221-152-06	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
Payroll and Taxation	221-203-06	CSC
Practical Nursing	157	C
Release of Health Information Specialist (Health Information Management)	221-152-02	CSC
Respiratory Therapy	181	AAS
Science	880	
Computer Science Specialization	880-02	AS
Mathematics Specialization	880-05	AS
Science Specialization	880-01	AS
Social Sciences	882	AS
Pre-Social Work Specialization	882-02	AS

Substance Abuse Counseling Education	221-480-30	CSC
Sustainable Agriculture	221-335-06	CSC
Welding	221-995-01	CSC
Welding - Advanced Welding	221-995-02	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 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

- Pre-Social Work specialization

Check out Transfer Virginia at transfervirginia.org and see 60+ colleges and universities guaranteed transfer pathways.

Advising Checklist



☐ Complete The FAFSA

Complete the Free Application for Federal Student Aid known as FAFSA at studentaid.gov. For helpful tips and videos visit 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 questionnaire, which will help place you in the appropriate math and English classes to complete your college studies in less time, saving more money. Visit reynolds.edu/directenrollment for more information.

☐ Complete Orientation Modules for New Students

These modules provide you with more detailed new student information. Visit Go2Reynolds.com to get started:

- 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, or call (804) 371-3000 to make an appointment!

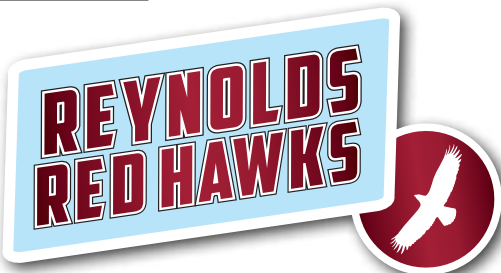
☐ Buy Textbooks

☐ Get a Student ID

☐ Pick Up Your Parking Pass

☐ Confirm Tuition Payment Options

Due Dates _____



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 reynolds.edu/financialaid.

Opening date for the 2024-2025 FAFSA will be delayed until December 2023.

Congress has decided to give FAFSA a major overhaul streamlining the application process and making it easier for students to complete. The Department of Education has not provided a specific date as yet. Please visit reynolds.edu/financialaid for more information.

Paying Your Tuition

In-State Tuition				
Number of Credits	Tuition	ACT Fee	AUX Fee	Total Cost
1	\$162.71	\$2.00	\$6.50	\$171.21
2	\$325.42	\$4.00	\$13.00	\$342.42
3	\$488.13	\$6.00	\$19.50	\$513.63
4	\$650.84	\$8.00	\$26.00	\$684.84
5	\$813.55	\$10.00	\$32.50	\$856.05
6	\$976.26	\$12.00	\$39.00	\$1,027.26
7	\$1,138.97	\$14.00	\$45.50	\$1,198.47
8	\$1,301.68	\$16.00	\$52.00	\$1,369.68
9	\$1,464.39	\$18.00	\$58.50	\$1,540.89
10	\$1,627.10	\$20.00	\$65.00	\$1,712.10
11	\$1,789.81	\$22.00	\$71.50	\$1,883.31
12	\$1,952.52	\$24.00	\$78.00	\$2,054.52
13	\$2,115.23	\$26.00	\$84.50	\$2,225.73
14	\$2,277.94	\$28.00	\$91.00	\$2,396.94
15	\$2,440.65	\$30.00	\$97.50	\$2,568.15
16	\$2,603.36	\$32.00	\$104.00	\$2,739.36
17	\$2,766.07	\$34.00	\$110.50	\$2,910.57
18	\$2,928.78	\$36.00	\$117.00	\$3,081.78

Out of State Tuition					
Number of Credits	Tuition	ACT Fee	AUX Fee	Capital Fee	Total Cost
1	\$339.31	\$2.00	\$6.50	\$23.50	\$371.31
2	\$678.62	\$4.00	\$13.00	\$47.00	\$742.62
3	\$1,017.93	\$6.00	\$19.50	\$70.50	\$1,113.93
4	\$1,357.24	\$8.00	\$26.00	\$94.00	\$1,485.24
5	\$1,696.55	\$10.00	\$32.50	\$117.50	\$1,856.55
6	\$2,035.86	\$12.00	\$39.00	\$141.00	\$2,227.86
7	\$2,375.17	\$14.00	\$45.50	\$164.50	\$2,599.17
8	\$2,714.48	\$16.00	\$52.00	\$188.00	\$2,970.48
9	\$3,053.79	\$18.00	\$58.50	\$211.50	\$3,341.79
10	\$3,393.10	\$20.00	\$65.00	\$235.00	\$3,713.10
11	\$3,732.41	\$22.00	\$71.50	\$258.50	\$4,084.41
12	\$4,071.72	\$24.00	\$78.00	\$282.00	\$4,455.72
13	\$4,411.03	\$26.00	\$84.50	\$305.50	\$4,827.03
14	\$4,750.34	\$28.00	\$91.00	\$329.00	\$5,198.34
15	\$5,089.65	\$30.00	\$97.50	\$352.50	\$5,569.65
16	\$5,428.96	\$32.00	\$104.00	\$376.00	\$5,940.96
17	\$5,768.27	\$34.00	\$110.50	\$399.50	\$6,312.27
18	\$6,107.58	\$36.00	\$117.00	\$423.00	\$6,683.58

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 a 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.

Notes



