It's time.

Fall Classes 2015

Open Registration Begins July 27 | Classes Start August 24
Reynolds Honors Program

Challenge yourself with advanced academic coursework and be part of a community of highly motivated and intellectually curious students. Honors students are eligible for additional scholarship funds. Learn more about eligibility requirements and how to apply at reynolds.edu/honors.
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The procedures, programs, courses, regulations, rules and policies listed in this booklet are subject to change by Reynolds, the Reynolds College Board, the Virginia Community College System or the State Board for Community Colleges.

For the most current list of available classes, visit the Reynolds website at reynolds.edu.

Nondiscrimination Policy

J. Sargeant Reynolds Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. Reynolds 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. The college also prohibits sexual harassment including sexual violence or misconduct.

Contact Information

Students or prospective students who believe they have witnessed or experienced discriminatory corruptions or discriminatory acts inclusive of sexual misconduct, sexual violence, sexual harassment or inaccessible conditions should present their concerns to either of the following:

- Vice President of Student Affairs
  College Title IX Coordinator and ADA/Section 504 Compliance Officer
  J. Sargeant Reynolds Community College
  P.O. Box 85622
  Richmond, VA 23285-5622
  Telephone: (804) 523-5296
  Fax: (804) 523-5714
  Email: VPSA@Reynolds.edu
  Physical Location: Parham Road Campus, Georgiadis Hall, Room 350

Or

- Department of Education
  Office of Civil Rights
  400 Maryland Avenue, S.W.
  Washington, DC 20002-1100
  www.ed.gov

J. Sargeant Reynolds Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of J. Sargeant Reynolds Community College.
REGISTRATION & ADVISING DATES
FALL 2015

ACADEMIC ADVISING
July 13–24

- New students must meet with a specialist in Enrollment Services and are encouraged to view New Student Orientation at reynolds.edu/orientation.
- Returning curricular students are encouraged to meet with their assigned advisor or a school advisor by appointment.
- Returning non-curricular students are encouraged to meet with a specialist in Enrollment Services.
- Enrollment Services hours during the advising period are:
  8:30 a.m. to 5:00 p.m. ............. Mon, Tues, Thurs
  8:30 a.m. to 7:00 p.m. .............. Wednesday
  8:30 a.m. to 3:00 p.m. .............. Friday

OPEN REGISTRATION
July 27 – August 23

Payment is due on Friday of the week you register by 3:00 p.m. if paying in person, or by midnight if paying by MyReynolds. If using the TMS Payment Plan, the application must be successfully completed by 3:00 p.m. on Friday of the week you register.

MyReynolds ............ Available 24 hours per day
TMS Payment Plan... Available 24 hours per day

In Person (July 27–August 14)
  8:30 a.m. to 4:00 p.m. ..........Mon, Tues, Thurs
  8:30 a.m. to 6:00 p.m. ............. Wednesday
  8:30 a.m. to 2:00 p.m. .............. Friday

In Person (August 17–21)
  8:30 a.m. to 6:00 p.m. ......Monday – Thursday
  8:30 a.m. to 3:00 p.m. .............. Friday

PRIORITY REGISTRATION
July 13–26

Online via MyReynolds only
(no in-person registration)

Priority Registration offers returning students, enrolled in a program, an opportunity to register online for classes prior to the start of Open Registration. Check MyReynolds or your college email beginning June 29 for information about when fall class registration will be available specifically for you.

Payment is due on Friday, July 31, by 3:00 p.m. if paying in person, or by midnight if paying by MyReynolds. If using the TMS Payment Plan, the application must be successfully completed by 3:00 p.m. on Friday, July 31.

MyReynolds ............ Available 24 hours per day
TMS Payment Plan... Available 24 hours per day
In Person ......................... Not available during Priority Registration

LATE REGISTRATION & ADD/DROP
August 24–28

Payment is due daily by the close of business if paying in person, or by midnight if paying by MyReynolds. If using the TMS Payment Plan, the application must be successfully completed by 3:00 p.m. daily.

MyReynolds ............ Available 24 hours per day
TMS Payment Plan... Available 24 hours per day
In Person
  8:30 a.m. to 7:30 p.m. .......Monday – Thursday
  8:30 a.m. to 4:00 p.m. .......... Friday

LATE STARTING CLASSES

For classes that start after the Late Registration and Add/Drop period for the sixteen-week session (after August 28), payment is due the same day you register by close of business if paying in person, or by midnight if paying by MyReynolds.
IMPORTANT DATES
Deadline for Fall Domicile Appeals ?????????? August 3
Adjunct Faculty Convocation ?????????????? August 20
Last day to return textbooks for refund* ??????? August 31
Labor Day (college closed) ?????????????? September 7
College-wide Employee Convocation Day (no classes/no services) ?????????????? September 22
Deadline for Fall Graduation Applications ???????????????? September 30
Deadline for Spring Applications for F-1 Visa Students ???????????????? October 1
Faculty Research Day (no classes/college closes at noon) ...... November 25
Fall Break (no classes) ?????????????? November 26-29
Deadline for Spring Domicile Appeals ...... December 1

Regular Session (16-Week Session)
Classes Begin ??????????????????????????????? August 24
Late Registration and Add/Drop ????????? August 24-28
Last Day to Add Class ?????????????????????????? August 28
Last Day to Drop with Refund ???????????????? September 9
Last Day to Withdraw* from Class with a Grade of “W” ???????????????? October 30
Classes End ????????????????????????????????????????????? December 12
Examination Period ??????????????????????????? December 14-19

Twelve-Week Session
Classes Begin ??????????????????????????????? September 23
Late Registration and Add/Drop .... September 23-28
Last Day to Add Class ?????????????????????????? September 28
Last Day to Drop with Refund ???????????????? October 5
Last Day to Withdraw* from Class with a Grade of “W” ???????????????? November 11
Classes End ????????????????????????????????????????????? December 19

First Eight-Week Session
Classes Begin ??????????????????????????????? August 24
Late Registration and Add/Drop ...... August 24-26
Last Day to Add Class ????????????????????????? August 26
Last Day to Drop with Refund ???????????????? August 31
Last Day to Withdraw* from Class with a Grade of “W” ???????????????? September 28
Classes End ????????????????????????????????????????????? October 20

Second Eight-Week Session
Classes Begin ??????????????????????????????? October 21
Late Registration and Add/Drop .... October 21-23
Last Day to Add Class ????????????????????????? October 23
Last Day to Drop with Refund ???????????????? October 28
Last Day to Withdraw* from Class with a Grade of “W” ???????????????? November 23
Classes End ????????????????????????????????????????????? December 19

First Four-Week Session
Classes Begin ??????????????????????????????? August 24
Late Registration and Add/Drop ????????? August 24
Last Day to Add Class ????????????????????????? August 24
Last Day to Drop with Refund ????????? August 26
Last Day to Withdraw* from Class with a Grade of “W” ???????????????? September 9
Classes End ????????????????????????????????????????????? September 21

Second Four-Week Session
Classes Begin ??????????????????????????????? September 23
Late Registration and Add/Drop ????????? September 23
Last Day to Add Class ????????????????????????? September 23
Last Day to Drop with Refund ????????? September 25
Last Day to Withdraw* from Class with a Grade of “W” ???????????????? October 8
Classes End ????????????????????????????????????????????? October 20

Third Four-Week Session
Classes Begin ??????????????????????????????? October 21
Late Registration and Add/Drop ????????? October 21
Last Day to Add Class ????????????????????????? October 21
Last Day to Drop with Refund ????????? October 23
Last Day to Withdraw* from Class with a Grade of “W” ???????????????? November 5
Classes End ????????????????????????????????????????????? November 17

Fourth Four-Week Session
Classes Begin ??????????????????????????????? November 18
Late Registration and Add/Drop ????????? November 18
Last Day to Add Class ????????????????????????? November 18
Last Day to Drop with Refund ????????? November 20
Last Day to Withdraw* from Class with a Grade of “W” ???????????????? December 8
Classes End ????????????????????????????????????????????? December 19

*Withdrawals must be done in person in Enrollment Services.
*A receipt along with the textbook being returned in its original condition is required to receive a full refund.

ACCOMMODATIONS
Students with disabilities can contact the Office of Accommodations. Deaf or hard of hearing students may use the 711 Relay system with any Reynolds phone number.

Downtown Campus (804) 523-5628
Parham Road Campus (804) 523-5290
Goochland Campus (804) 523-5290
9 STEPS TO TAKING CLASSES AT REYNOLDS

1. APPLY

Apply online at reynolds.edu and receive your Empl ID (student ID). Be sure to send in transcripts from your high school or previous college if they are required.

2. MyReynolds

Use your Empl ID to set up your MyReynolds account. See page 16 for details about MyReynolds. Important information will be sent to your Reynolds email account, so it is important to check it regularly.

3. FINANCIAL AID

Speak with an advisor in Enrollment Services. Our academic advisors will help you select the classes you need to complete your program and graduate on time.

4. TEST

Apply for Financial Aid. Complete the Free Application for Federal Student Aid (FAFSA) to ensure it is received on time. Use the Reynolds code: 003759.

Reynolds also offers scholarships. Fall scholarship applications are due April 15 for the following academic year. Learn more about financial aid and how to pay for college on page 14 or at: reynolds.edu/financialaid.

Take the placement tests seriously. Placement tests determine what, if any, developmental courses you need to take. Developmental courses prepare you for college-level math and English. Learn more about how to prepare for placement tests at reynolds.edu/testing.

Enrollment Services

Formerly known as the Student Success Center, it is your one-stop shop for becoming a Reynolds student. Services include academic advising, admissions, and financial aid. Available on all campuses. Call (804) 523-6464.
What type of student am I?

“Curricular” students are working toward a degree or certificate at Reynolds and are eligible for financial aid.

“Non-curricular” students may be taking some classes, or perhaps have not yet enrolled in a degree or certificate program. Non-curricular students are not eligible for financial aid.

Are you a veteran? A high school student? A student at another college? Learn more about your specific admissions requirements at reynolds.edu/steps.

5. GET ADVICE

Register for classes. Open Registration for Fall 2015 begins July 27. Returning students enrolled in a degree or certificate program are eligible for Priority Registration and may enroll in classes through MyReynolds prior to Open Registration. Returning students should check Reynolds email for information about Priority Registration. Register as early as possible to get the classes you need to finish your degree on time.

6. REGISTER

Pay for your classes. Tuition for in-state students is $155.10 per credit. Tuition for out-of-state students is $349.70 per credit. Students can pay online through MyReynolds or in-person at any campus Business Office. For more information about payment plans, refunds, or paying with a scholarship, savings plan or other third-party sponsor, visit reynolds.edu/businessoffice.

7. PAY

Buy your books. Campus bookstores are open during registration hours. A temporary bookstore is available on the Goochland Campus during the first week of classes. Students may charge books to their financial aid. Visit reynolds.edu/bookstore for more information.

8. BUY BOOKS

Use the tools in the Student Information System (SIS) to track your progress and graduate on schedule. For video tutorials, visit reynolds.edu/track.

9. TRACK
The following tables show the respective plan's contact number for each campus location. In the campus location columns, **Complete** indicates that the plan's certificate or degree can be completed at that campus. **Courses** indicates that one or more courses for the plan are offered at that campus. The **DL** campus location indicates Distance Learning courses. These are typically administered online; but some courses may require proctored exams, on-campus labs, clinicals, or other special on-campus meetings. For information on Distance Learning, visit reynolds.edu/cde or call the Center for Distance Learning at (804) 523-5612 or (800) 711-1628 (Virginia only). See page 13 also.

### Certificates or degrees listed in **RED** below indicate transfer degree and certificate programs. **AA** = Associate of Arts **AS** = Associate of Science **C** = Certificate **CSC** = Career Studies Certificate **School of Business** | **School of Humanities & Social Sciences** | **School of Nursing & Allied Health** | **School of Mathematics, Science & Engineering**

<table>
<thead>
<tr>
<th>School/Plan Code</th>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DTC</td>
<td>PRC</td>
</tr>
<tr>
<td>203</td>
<td>Accounting</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>202</td>
<td>Accounting</td>
<td>C</td>
<td>Courses</td>
</tr>
<tr>
<td>400-01</td>
<td>Administration of Justice</td>
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<tr>
<td>221-640-01</td>
<td>American Sign Language</td>
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<tr>
<td>640</td>
<td>American Sign Language – English Interpretation¹</td>
<td>AAS</td>
<td>Courses</td>
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<tr>
<td>895-01</td>
<td>Architectural/Industrial Design Specialization</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>895-02</td>
<td>Building Construction Management Specialization</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
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<td>Geospatial and Environmental Engineering Technologies Specialization</td>
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<td>909</td>
<td>Automotive Technology¹</td>
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<tr>
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<td>213</td>
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**ARCHITECTURAL AND ENGINEERING TECHNOLOGY**

<table>
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<th>School/Plan Code</th>
<th>Plans</th>
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<tr>
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<td>Courses</td>
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<tr>
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<td>American Sign Language</td>
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<tr>
<td>640</td>
<td>American Sign Language – English Interpretation¹</td>
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<td>Architectural/Industrial Design Specialization</td>
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<tr>
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**CULINARY ARTS¹**

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<td>Courses</td>
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<td>Pastry Arts Specialization</td>
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<td>242-03</td>
<td>Culinary Management Specialization</td>
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<tr>
<td>120</td>
<td>Dental Assisting</td>
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<td>Courses</td>
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</table>

**Notes:**

1. Programs listed in **RED** indicate transfer degree and certificate programs.

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**AAS** = Associate of Applied Science  **AA** = Associate of Arts  **AS** = Associate of Science  **C** = Certificate  **CSC** = Career Studies Certificate
<table>
<thead>
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<td>Diesel Mechanics Technology</td>
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<td>636</td>
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<td>Emergency Medical Services – Paramedic</td>
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<td>Emergency Medical Services – Emergency Medical Technician</td>
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<td>Fire Science Technology</td>
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<td>Food Service Management Specialization</td>
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<td>775-06</td>
<td>Hospitality Entrepreneurship Specialization</td>
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<td>Hybrid and Electric Vehicle Technology</td>
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<td>INFORMATION SYSTEMS TECHNOLOGY</td>
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<td>299-01</td>
<td>Computer Programmer Specialization</td>
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<td>Courses</td>
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<td>299-03</td>
<td>Microcomputer Technical Support (Networking) Specialization</td>
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<td>Microcomputer Applications (Administrative/Office Applications) Specialization</td>
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<td>299-05</td>
<td>Internet Applications Development (Web Design) Specialization</td>
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<td>Network Engineering</td>
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### SCIENCE

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<td>Welding</td>
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**Footnotes:***
- **11**: See footnote #11
- **14**: See footnote #14

**Abbreviations:**
- **AAS** = Associate of Applied Science
- **AA** = Associate of Arts
- **AS** = Associate of Science
- **C** = Certificate
- **CSC** = Career Studies Certificate
- **DTC** = Downtown Campus
- **PRC** = Port Richey Campus
- **GC** = Gulfport Campus
- **DL** = Dunedin Laboratory

**Schools:**
- School of Business
- School of Humanities & Social Sciences
- School of Nursing & Allied Health
- School of Mathematics, Science & Engineering
1 A majority of the courses in the American Sign Language – English Interpretation program are offered only via distance learning.

2 All courses in this program may be completed at the Goochland Campus except for the social/behavioral science and humanities/fine arts electives, which may be completed at the Downtown Campus, Parham Road Campus, or via distance learning.

3 All courses in the Culinary Arts AAS degree may be completed at the Downtown Campus except HRI 119, which is offered only via distance learning.

4 Completion of the courses in the EMS - Paramedic AAS degree requires that most EMS courses be taken at local fire/EMS training centers.

5 All courses in this program must be completed at local fire/EMS training centers.

6 Completion of the Hospitality Management AAS degree requires that courses be taken both at the Downtown Campus and via distance learning.

7 All courses in this program can be completed online except for the seminar and project course.

8 All courses in the Legal Office Technology CSC may be completed at the Parham Road Campus with the exception of AST 243, which is offered only via distance learning.

9 All courses in the Management AAS, Retail Specialization, may be completed at the Parham Road Campus with the exception of MKT 220 and MKT 271, which are offered only via distance learning.

10 All courses in the Management AAS, Small Business Specialization, may be completed at the Parham Road Campus with the exception of BUS 260, which is offered only via distance learning.

11 All courses in this program are offered via distance learning with the exception of labs and clinicals, which must be completed at an approved site.

12 All courses in this program are offered via distance learning. Apprentice students are also required to complete 2,000 hours of on-the-job training per year, for a total of 6,000 hours.

13 Completion of the Substance Abuse Counseling Education Career Studies Certificate requires that some courses be taken via distance learning.

14 This program is also offered through the Weekend College.

Revised 06-01-15
ATTENTION: New Online Students

New distance learning students will be automatically enrolled in CDL001 Orientation to Learning Online. Get the skills you need to begin online learning with confidence. Check Blackboard a week after enrollment to access and complete CDL001 online before the start of classes.

Learn more at: reynolds.edu/cde
Financial Aid

To ensure that financial aid awards are made in time for students to register for classes and pay their tuition and fees with an approved award, students should be admitted into an eligible program of study and complete the Free Application for Federal Student Aid (FAFSA) in sufficient time to ensure that it is received by the Pell Processing Center no later than:

- April 15, 2015 for Fall 2015
- September 15, 2015 for Spring 2016
- April 15, 2016 for Fall 2016

If necessary, corrections and/or verification documents required to complete the FAFSA should be submitted promptly to Enrollment Services. The deadline for submitting requested documents to correct and/or verify the data on the Student Aid Reports (SARs) is 10 business days from the date of the Financial Aid office correspondence sent to the student. **A student should be prepared to pay tuition and fees if corrections are processed by the Financial Aid office after June 15, 2015 for Fall 2015, November 16, 2015 for Spring 2016 and April 15, 2016 for Summer 2016.**

Students who are eligible and have been awarded financial aid will receive an email listing the types and amounts of aid. Anticipated financial aid will be automatically posted to student accounts, and tuition and fees will automatically be charged to each student’s financial aid after the last day to drop a class with a refund. If financial aid is not enough to cover all charges, the amount remaining is the responsibility of the student and is due according to the tuition payment deadlines found on page 4. Students with web access may use MyReynolds to check on their financial aid and student account. After logging into MyReynolds, students may view their financial aid and student account in the Finances section of the Student Center in SIS.

Satisfactory Academic Progress

Students must maintain Satisfactory Academic Progress (SAP) to receive financial aid. Satisfactory academic progress means successfully finishing your program of study within an acceptable time frame. For more information about SAP, visit reynolds.edu/financialaid.

Purchasing Books Using Financial Aid

Financial aid recipients may charge books to their aid from August 14 – September 9, 2015. The following stipulations apply to the process of book purchasing:

- You must be enrolled in classes to charge or return books.
- You must have financial aid funds available after tuition and fees are paid. If your only financial aid award is the Commonwealth Grant or Part-Time Assistance Program (PTAP) grant, you cannot charge books.
- Try to make all of your purchases at one time.

It takes 24 hours from the moment you enroll in classes until you can start charging books in the bookstore.

To ensure you are able to begin charging books on August 14, 2015 please register for your classes on or before August 12, 2015. Here are the maximum amounts you will be allowed to charge against your financial aid in the bookstore.

- 1-5 credits ........................................$200
- 6-8 credits ........................................$400
- 9-11 credits .......................................$600
- 12-14 credits ....................................$800
- 15+ credits .......................................$1,200

LEARN MORE ON THE WEB!

Visit reynolds.edu/financialaid to learn more about:
- How to keep your financial aid
- Academic standards • Appeals
GETTING TO CAMPUS

Downtown Campus (DTC)
700 East Jackson Street, Richmond, VA 23219
The Downtown Campus, near the Richmond Coliseum, provides one- and two-year occupational/technical programs in a number of allied health, business and community service areas, as well as college transfer programs in liberal arts, business, science and computer science.

Goochland Campus (GC)
1851 Dickinson Road, Goochland, VA 23063
Located on the same campus as the Goochland Family YMCA near Routes 6 and 632, the Goochland Campus offers a range of programs in horticulture, sustainable agriculture, automotive and diesel mechanics, and welding.

Parham Road Campus (PRC)
1651 East Parham Road, Richmond, VA 23228
Located one mile west of I-95 in Henrico County, the Parham Road Campus offers college transfer programs in liberal arts, education, engineering, science, and computer science, as well as a broad range of occupational/technical programs. Central Admissions and Records and Financial Aid offices are located on the Parham Road Campus.

Center for Distance Learning
(online classes)
Need the flexibility of taking classes from home, but want the convenience of traditional college resources and services? Reynolds offers the best of both, with more than 20 online programs including business, technology, education and healthcare. Learn more at reynolds.edu/cde.

Shuttle Service
Between Parham Road and Downtown Campuses

Shuttle Stops:
Downtown Campus
8th Street
A/B Parking Lots
Parham Road Campus
Front of Georgiadis Hall

Visit reynolds.edu/shuttle for a schedule.
MyReynolds provides a common point of entry to access Blackboard (a web-based learning management system), Student Email, and the Student Information System (VCSS SIS) to manage account information, using one username and one password. Users must look up their Username, Empl ID and set their password the first time they access their accounts.

**Find your Username and Empl ID**

Go to reynolds.edu and click MyReynolds. Click **Look up your username and set your password**.

**Set your Password**

Passwords must be 8 to 10 characters in length, include at least one lowercase letter (a-z), one uppercase letter (A-Z) and one number (0-9).

**Username and Empl ID**

Print this page and save it for your records. Wait 10 minutes for password to be accepted. Click **Please Log In** and enter your new password.

**Enter User Information**

Enter your first and last name, birth date and social security number, then click **Search**.

**Set your security question**

Pick a security question, enter your answer, click **Next**.

**MyReynolds Applications**

If you can’t find your Username and Empl ID, or don’t have an available term for enrollment, contact Enrollment Services or call the Student Information Center at (804) 371-3000.

For more information visit reynolds.edu and click Technology Support.
REGISTER ONLINE FOR CLASSES

STEP 1 Find Your Username, Empl ID and Set your Password
1. Go to reynolds.edu > Register for Classes > Technology Support.
2. Click MyReynolds Accounts.
3. Follow the directions listed on the page to find your Username, Empl ID and set your password.
4. Record your Username and Empl ID and keep in a safe place.

STEP 2 Login to MyReynolds
1. Go to reynolds.edu and click MyReynolds.
2. Enter Username.
3. Enter Password.
4. Click Log In button.
5. Click VCCS SIS: Student Information System button.
6. Click the Student Center link in the folder group.
7. In the different sections of the Student Center, click the Expand icon to show options or the Collapse icon to show more of the page.

STEP 3 Set Preferences
1. Scroll down to Personal Information.
2. Click User Preferences link.
4. Select “Credit” from the Academic Career dropdown.
5. Click the magnifying glass beside the Term.
6. Select the term and year for which you are enrolling.
7. Click the magnifying glass beside Aid Year.
8. Select the current financial aid year.
9. Click Save to keep the values.
10. Click Student Center from the drop-down menu, click ▶️.

STEP 4 Enroll in Classes
1. Click the Enroll link.
2. Key the 5-digit class number and click Enter.
3. 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 Select Class button.
4. Review class information and click Next button.
5. Check for success or error messages.
6. Enter next class number for another class if desired.
7. Click Proceed to Step 2 of 3 button.
8. Click Finish Enrolling.
9. Check Status column (If you do not see a , you are not enrolled.).

STEP 5 View Schedule
1. In the Enroll area, click the My Class Schedule tab.

STEP 6 Pay Tuition
1. In the Finances area, click the Go to QuikPay link.
2. Click the Make Payment link.
3. Complete the Payment Amount and Method and click the Continue button.
4. Enter the additional required payment information and click the Continue button.
5. Click Submit.
6. Follow instructions on Payment Result page.

STEP 7 Sign Out
1. Click Sign Out.
2. Close browser window to end your registration session.

View Grades
1. In the Enroll area, click on the Term Information tab.
2. Click the Grades: View My Grades link.

Print Unofficial Transcript
1. In the My Academics area, click the View My Unofficial Transcript link.
2. Select J. Sargeant Reynolds CC from the Academic Institution drop-down list.
3. Select Unofficial from the Report Type drop-down list.
4. Click the Go button and review results.
5. Click the Return link at the top of the top of the page.
Is online learning right for you?

Take the SmarterMeasure assessment to get tips on how to be successful.

reynolds.edu/cde

Sign Up to Receive Text Message Alerts
to your cell phone or email.
Sign up at: alert.reynolds.edu

Stay notified about:
• emergencies
• delays or closings
• important notices

Frequently Asked Questions

What is the Reynolds School Code?

► 003759

How do I view my financial aid award?

► Log into MyReynolds to access SIS. Click Self Service, then Campus Finances and View Financial Aid.

How much does it cost to take a class?

► Tuition rates for the current semester can be found online at reynolds.edu/tuition.

How do I reset my password in MyReynolds?

► From the main SIS page, scroll down and click “look up user name and set password” then follow the directions.

Phi Theta Kappa Honor Society
reynolds.edu/ptk
FALL 2015 REGISTRATION INFORMATION

Prepare for placement tests.
Check tips at reynolds.edu/testing.

Transcripts!
Get your copy at reynolds.edu.
Click “Transcripts” under “Student Services.”

Join a Student Club!
reynolds.edu/studentlife

New at Parham Road Campus:
Brookside Hall
Visit reynolds.edu to learn more about Brookside Hall, where to park, and shuttle service.

Important Phone #’s

Financial Aid: (804) 523-5137
Testing Center:
Downtown: (804) 523-5470
Parham Road: (804) 523-5411
Goochland: (804) 523-5421
Business Office: (804) 523-5186
Bookstores:
Downtown: (804) 784-8580
Parham Road: (804) 371-3266
reynolds.edu | (804)371-3000
Downtown • Goochland • Parham Road
VA Relay 711