Summer Classes 2015

Classes Start May 26

Open Registration Begins April 27
<table>
<thead>
<tr>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bluefield College</td>
</tr>
<tr>
<td>Christopher Newport University</td>
</tr>
<tr>
<td>College of William and Mary University</td>
</tr>
<tr>
<td>Emory and Henry College</td>
</tr>
<tr>
<td>Ferrum College</td>
</tr>
<tr>
<td>George Mason University</td>
</tr>
<tr>
<td>George Washington University</td>
</tr>
<tr>
<td>Hollins University</td>
</tr>
<tr>
<td>James Madison University</td>
</tr>
<tr>
<td>Johnson &amp; Wales University</td>
</tr>
<tr>
<td>Liberty University</td>
</tr>
<tr>
<td>Longwood University</td>
</tr>
<tr>
<td>Lynchburg College</td>
</tr>
<tr>
<td>Mary Baldwin College</td>
</tr>
<tr>
<td>Norfolk State University</td>
</tr>
<tr>
<td>Old Dominion University</td>
</tr>
<tr>
<td>Radford University</td>
</tr>
<tr>
<td>Randolph College</td>
</tr>
<tr>
<td>Randolph Macon College</td>
</tr>
<tr>
<td>Regent University</td>
</tr>
<tr>
<td>Regis University</td>
</tr>
<tr>
<td>Shenandoah Conservatory</td>
</tr>
<tr>
<td>Shenandoah University</td>
</tr>
<tr>
<td>St. Leo University</td>
</tr>
<tr>
<td>Strayer University</td>
</tr>
<tr>
<td>Troy University</td>
</tr>
<tr>
<td>University of Mary Washington</td>
</tr>
<tr>
<td>University of Richmond</td>
</tr>
<tr>
<td>University of Virginia</td>
</tr>
<tr>
<td>Virginia Commonwealth University</td>
</tr>
<tr>
<td>Virginia State University</td>
</tr>
<tr>
<td>Virginia Tech University</td>
</tr>
<tr>
<td>Virginia Union University</td>
</tr>
<tr>
<td>Western Governors University</td>
</tr>
</tbody>
</table>

WHERE OUTSTANDING TRANSFER STUDENTS GET STARTED
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration &amp; Advising Dates</td>
<td>4-5</td>
</tr>
<tr>
<td>Steps to Taking Classes</td>
<td>6-7</td>
</tr>
<tr>
<td>Programs of Study</td>
<td>8-12</td>
</tr>
<tr>
<td>Take Classes Online</td>
<td>13</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>14</td>
</tr>
<tr>
<td>Getting to Campus</td>
<td>15</td>
</tr>
<tr>
<td>MyReynolds</td>
<td>16</td>
</tr>
<tr>
<td>Register Online for Classes</td>
<td>17</td>
</tr>
<tr>
<td>Campus Bulletin Board</td>
<td>18-19</td>
</tr>
</tbody>
</table>

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 conditions 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

- **Department of Education**
  - Office of Civil Rights
  - 400 Maryland Avenue, S.W.
  - Washington, DC 20022-1100
  - www.ed.gov

In addition to health courses which students can take for credit, Reynolds offers intramurals and wellness programs through the Office of Student Life.

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.
ACADEMIC ADVISING
April 13 – 24
• New students must meet with a specialist in the Student Success Center (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 the Student Success Center.
• Student Success Center hours during the advising period are:
  8:30 a.m. - 5:00 p.m. .................. M, T, Th
  8:30 a.m. - 7:30 p.m. ............ Tuesday, April 14
  8:30 a.m. - 7:00 p.m. ............... Wednesday
  8:30 a.m. - 3:00 p.m. ................ Friday

PRIORITY REGISTRATION
April 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 March 30 for information about when summer class registration will be available specifically for you.

Payment is due on Friday, May 1, 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, May 1.

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

OPEN REGISTRATION
April 27 – May 25
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 (April 27 – May 15)
  8:30 a.m. - 4:00 p.m. ......................... M, T, Th
  8:30 a.m. - 6:00 p.m. ...................... Wednesday
  8:30 a.m. - 3:00 p.m. ...................... Friday

In Person (May 18 – 22)
  8:30 a.m. - 6:00 p.m. ......................... M - Th
  8:30 a.m. - 3:00 p.m. ...................... Friday

LATE REGISTRATION & ADD/DROP
May 26 – 29
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. - 7:30 p.m. .................... T - Th
  8:30 a.m. - 4:00 p.m. ..................... Friday

LATE STARTING CLASSES
For classes that start after the Late Registration and Add/Drop period for the ten-week session (after May 29), payment is due the same day you register by close of business if paying in person, or by midnight if paying by MyReynolds.
**OTHER IMPORTANT DATES**

- **Deadline for Summer 2015 Domicile Appeals** ........................................ April 1
- **Deadline for 2015 Online Scholarship Applications** .......................... April 15
- **Memorial Day (college closed)** ..................................................... May 25
- **Deadline for Fall Applications for F-1 Visa Students** ......................... June 1
- **Last day to return textbooks for refund** ....................................... June 2
- **Deadline for Summer Graduation Applications** .......................... June 30
- **Independence Day (college closed)** ............................................. July 3
- **Deadline for Fall 2015 Domicile Appeals** ....... August 3

**Classes Start May 26**

**First Four-Week Session**
- **Classes Begin** .......................... May 26
- **Late Registration and Add/Drop** ......................... May 26–29
- **Last Day to Add Class** .......................... May 29
- **Last Day to Drop with Refund** ......................... June 4
- **Last Day to Withdraw* from Class with a Grade of “W”** .................. July 7
- **Classes End** ............................................. August 3
- **Make-up Day for Independence Day** .................. August 4

**Second Four-Week Session**
- **Classes Begin** .......................... July 6
- **Late Registration and Add/Drop** ......................... July 6–7
- **Last Day to Add Class** .......................... July 8
- **Last Day to Drop with Refund** ......................... July 13
- **Last Day to Withdraw* from Class with a Grade of “W”** .................. July 21
- **Classes End** ............................................. July 31

**Ten-Week Session**
- **Classes Begin** .......................... May 26
- **Late Registration and Add/Drop** ......................... May 26–29
- **Last Day to Add Class** .......................... May 29
- **Last Day to Drop with Refund** ......................... June 4
- **Last Day to Withdraw* from Class with a Grade of “W”** .................. July 7
- **Classes End** ............................................. August 3
- **Make-up Day for Independence Day** .................. August 4

**Eight-Week Session**
- **Classes Begin** .......................... June 9
- **Late Registration and Add/Drop** ......................... June 9–11
- **Last Day to Add Class** .......................... June 11
- **Last Day to Drop with Refund** ......................... June 16
- **Last Day to Withdraw* from Class with a Grade of “W”** .................. July 13
- **Classes End** ............................................. August 3
- **Make-up Day for Independence Day** .................. August 4

**First Five-Week Session**
- **Classes Begin** .......................... May 26
- **Late Registration and Add/Drop** ......................... May 26–27
- **Last Day to Add Class** .......................... May 27
- **Last Day to Drop with Refund** ......................... May 29
- **Last Day to Withdraw* from Class with a Grade of “W”** .................. June 15
- **Classes End** ............................................. June 29

**Second Five-Week Session**
- **Classes Begin** .......................... July 6
- **Late Registration and Add/Drop** ......................... July 6–7
- **Last Day to Add Class** .......................... July 7
- **Last Day to Drop with Refund** ......................... July 9
- **Last Day to Withdraw* from Class with a Grade of “W”** .................. July 24
- **Classes End** ............................................. August 7

---

**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

---

*Withdrawals must be done in person in the Student Success Center.

*A receipt along with the textbook being returned in its original condition is required to receive a full refund.
8 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

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, 2015. Learn more about financial aid and how to pay for college on page 14 or at: reynolds.edu/financialaid.

4. TEST

Speak with an advisor at any campus Student Success Center. Our academic advisors will help you select the classes you need to complete your program and graduate on time.

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.
Register for classes. Open Registration for Summer 2015 begins April 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.

Pay for your classes. Tuition for in-state students is $147.60 per credit. Tuition for out-of-state students is $342.20 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.

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.

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.
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](http://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. | Area code 804 for all phone numbers.

<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><strong>203</strong></td>
<td>Accounting</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td><strong>202</strong></td>
<td>Accounting</td>
<td>C</td>
<td>Courses</td>
</tr>
<tr>
<td><strong>400-01</strong></td>
<td>Administration of Justice</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td><strong>221-640-01</strong></td>
<td>American Sign Language</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td><strong>640</strong></td>
<td>American Sign Language – English Interpretation</td>
<td>AAS</td>
<td>Courses</td>
</tr>
</tbody>
</table>

**ARCHITECTURAL AND ENGINEERING TECHNOLOGY**

| **895-01** | Architectural/Industrial Design Specialization | AAS | Courses | 523-5177 | 523-5301 | Complete | Courses | Courses |
| **895-02** | Building Construction Management Specialization | AAS | Courses | 523-5177 | 523-5301 | Complete | Courses | Courses |
| **895-03** | Geospatial and Environmental Engineering Technologies Specialization | AAS | Courses | 523-5177 | 523-5301 | Complete | Courses | Courses |
| **909** | Automotive Technology | AAS | Courses | 523-5177 | 523-5301 | Complete | Courses | Courses |
| **902** | Automotive Technology | C | Courses | 523-5177 | 523-5301 | Complete | Courses | Courses |
| **213** | Business Administration | AS | Courses | 523-5177 | 523-5301 | Complete | Courses | Complete |
| **221-729-01** | Computer-Aided Design Specialist | CSC | Courses | 523-5177 | 523-5301 | Complete | Courses | Courses |
| **221-400-4S** | Criminal Justice | CSC | Courses | 523-5177 | 523-5301 | Complete | Courses | Complete |

**CULINARY ARTS**

| **242-01** | Culinary Arts Specialization | AAS | Courses | 523-5177 | 523-5301 | Complete | Courses | Courses |
| **242-02** | Pastry Arts Specialization | AAS | Courses | 523-5177 | 523-5301 | Complete | Courses | Courses |
| **242-03** | Culinary Management Specialization | AAS | Courses | 523-5177 | 523-5301 | Complete | Courses | Courses |
| **120** | Dental Assisting | C | Courses | 523-5177 | 523-5301 | Complete | Courses | Courses |

AAS = Associate of Applied Science, 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>117</td>
<td>Dental Laboratory Technology</td>
<td>AAS</td>
<td>523-5931 Complete</td>
</tr>
<tr>
<td>221-117-02</td>
<td>Dental Laboratory Technology</td>
<td>CSC</td>
<td>523-5931 Complete</td>
</tr>
<tr>
<td>920</td>
<td>Diesel Mechanics Technology</td>
<td>C</td>
<td>Courses</td>
</tr>
<tr>
<td>636</td>
<td>Early Childhood Development</td>
<td>AAS</td>
<td>523-5178 Courses</td>
</tr>
<tr>
<td>632</td>
<td>Early Childhood Development</td>
<td>C</td>
<td>523-5178 Courses</td>
</tr>
<tr>
<td>221-636-06</td>
<td>Early Childhood Education</td>
<td>CSC</td>
<td>523-5178 Complete</td>
</tr>
<tr>
<td>221-636-08</td>
<td>Early Childhood Education – Advanced</td>
<td>CSC</td>
<td>523-5178 Courses</td>
</tr>
<tr>
<td>221-636-07</td>
<td>Early Childhood School-Age Child Care</td>
<td>CSC</td>
<td>523-5178 Courses</td>
</tr>
<tr>
<td>221-251-01</td>
<td>eCommerce</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>146</td>
<td>Emergency Medical Services – Paramedic&lt;sup&gt;4&lt;/sup&gt;</td>
<td>AAS</td>
<td>523-5768 Courses</td>
</tr>
<tr>
<td>221-146-01</td>
<td>Emergency Medical Services – Emergency Medical Technician</td>
<td>CSC</td>
<td>523-5768 Complete</td>
</tr>
<tr>
<td>221-146-03</td>
<td>Emergency Medical Services – Intermediate&lt;sup&gt;3&lt;/sup&gt;</td>
<td>CSC</td>
<td>523-5768 See footnote #5</td>
</tr>
<tr>
<td>221-146-05</td>
<td>Emergency Medical Services – Paramedic&lt;sup&gt;2&lt;/sup&gt;</td>
<td>CSC</td>
<td>523-5768 See footnote #5</td>
</tr>
<tr>
<td>831</td>
<td>Engineering</td>
<td>AS</td>
<td>523-5374 Courses</td>
</tr>
<tr>
<td>221-212-10</td>
<td>Entrepreneurship in Small Business</td>
<td>CSC</td>
<td>523-5177 Courses</td>
</tr>
<tr>
<td>427-01</td>
<td>Fire Science Technology</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>428</td>
<td>Fire Science Technology</td>
<td>C</td>
<td>Courses</td>
</tr>
<tr>
<td>221-335-02</td>
<td>Floral Design</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>695</td>
<td>General Education</td>
<td>C</td>
<td>523-5178 Complete</td>
</tr>
<tr>
<td>221-719-71</td>
<td>Geospatial Information and Positioning</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>221-190-06</td>
<td>Health Care Technician</td>
<td>CSC</td>
<td>523-5375 Complete</td>
</tr>
<tr>
<td>335</td>
<td>Horticulture Technology&lt;sup&gt;2&lt;/sup&gt;</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td></td>
<td>HOSPITALITY MANAGEMENT&lt;sup&gt;3&lt;/sup&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>775-07</td>
<td>Food Service Management Specialization</td>
<td>AAS</td>
<td>523-5069 Courses</td>
</tr>
<tr>
<td>775-06</td>
<td>Hospitality Entrepreneurship Specialization</td>
<td>AAS</td>
<td>523-5069 Courses</td>
</tr>
<tr>
<td>School/Plan Code</td>
<td>Plans</td>
<td>Certificate or Degree</td>
<td>Campus Location</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------</td>
<td>-----------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DTC</td>
</tr>
<tr>
<td>775-04</td>
<td>Lodging Operations Specialization</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>480</td>
<td>Human Services</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>221-309-46</td>
<td>Hybrid and Electric Vehicle Technology</td>
<td>CSC</td>
<td>Courses</td>
</tr>
</tbody>
</table>

**INFORMATION SYSTEMS TECHNOLOGY**

<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></td>
<td>DTC</td>
</tr>
<tr>
<td>299-01</td>
<td>Computer Programmer Specialization</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>299-03</td>
<td>Microcomputer Technical Support (Networking) Specialization</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>299-04</td>
<td>Microcomputer Applications (Administrative/Office Applications) Specialization ²</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>299-05</td>
<td>Internet Applications Development (Web Design) Specialization</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>221-299-06</td>
<td>Computer Programmer</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>221-299-18</td>
<td>Internet Applications Development (Web Design)</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>221-299-03</td>
<td>Microcomputer Applications ²</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>221-299-07</td>
<td>Microsoft Network Administration</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>221-732-11</td>
<td>Network Engineering</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>221-732-00</td>
<td>Network Fundamentals</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>221-260-10</td>
<td>Legal Office Technology¹</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>648</td>
<td>Liberal Arts</td>
<td>AA</td>
<td>Courses</td>
</tr>
<tr>
<td>648-TP</td>
<td>Teacher Preparation Specialization</td>
<td>AA</td>
<td>Courses</td>
</tr>
</tbody>
</table>

**MANAGEMENT**

<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></td>
<td>DTC</td>
</tr>
<tr>
<td>212-03</td>
<td>Retail Management Specialization¹</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>212-04</td>
<td>Small Business Management Specialization¹⁰</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>151</td>
<td>Medical Laboratory Technology¹³</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>221-152-06</td>
<td>Medical Records Coder</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>156</td>
<td>Nursing</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>160</td>
<td>Opticianry¹</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>221-160-04</td>
<td>Opticians Apprentice¹</td>
<td>CSC</td>
<td>Complete</td>
</tr>
<tr>
<td>School/Plan Code</td>
<td>Plans</td>
<td>Certificate or Degree</td>
<td>Campus Location</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------------</td>
<td>-----------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DTC</td>
<td>PRC</td>
</tr>
<tr>
<td><strong>PARALEGAL STUDIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>260-01</td>
<td>General Practice Specialization</td>
<td>AAS Courses</td>
<td>S23-S501 Complete</td>
</tr>
<tr>
<td>260-02</td>
<td>Litigation Specialization</td>
<td>AAS Courses</td>
<td>S23-S501 Complete</td>
</tr>
<tr>
<td>221-242-04</td>
<td>Pastry Arts</td>
<td>CSC S23-5781</td>
<td>Complete</td>
</tr>
<tr>
<td>221-190-08</td>
<td>Pharmacy Technician</td>
<td>CSC S23-5375 Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>157</td>
<td>Practical Nursing</td>
<td>C S23-5375 Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>221-120-01</td>
<td>Pre-Dental Assisting</td>
<td>CSC S23-5375 Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>221-151-01</td>
<td>Pre-Medical Laboratory Technology</td>
<td>CSC S23-5375 Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>221-156-02</td>
<td>Pre-Nursing</td>
<td>CSC S23-5375 Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>221-157-02</td>
<td>Pre-Practical Nursing</td>
<td>CSC S23-5375 Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>221-181-02</td>
<td>Pre-Respiratory Therapy</td>
<td>CSC S23-5375 Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>221-152-02</td>
<td>Release of Health Information Specialist</td>
<td>CSC S23-5375 Complete</td>
<td>Courses</td>
</tr>
<tr>
<td>181</td>
<td>Respiratory Therapy†</td>
<td>AAS S23-5009 Complete</td>
<td>Courses</td>
</tr>
<tr>
<td>221-212-70</td>
<td>Real Estate Agent/Broker</td>
<td>CSC S23-5377 Courses</td>
<td>S23-S501 Complete</td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>880-02</td>
<td>Computer Science Specialization</td>
<td>AS S23-5374 Courses</td>
<td>S23-S225 Complete</td>
</tr>
<tr>
<td>880-TP</td>
<td>Mathematics and Science Teacher Preparation Specialization</td>
<td>AS S23-5374 Complete</td>
<td>S23-S225 Complete</td>
</tr>
<tr>
<td>880-05</td>
<td>Mathematics Specialization</td>
<td>AS S23-5374 Courses</td>
<td>S23-S225 Complete</td>
</tr>
<tr>
<td>880-01</td>
<td>Science Specialization</td>
<td>AS S23-5374 Complete</td>
<td>S23-S225 Complete</td>
</tr>
<tr>
<td>882</td>
<td>Social Sciences</td>
<td>AS S23-5178 Complete</td>
<td>S23-S225 Complete</td>
</tr>
<tr>
<td>882-01</td>
<td>American Sign Language/Deaf Studies Specialization</td>
<td>AS S23-5178 Complete</td>
<td>Courses</td>
</tr>
<tr>
<td>882-TP</td>
<td>Teacher Preparation Specialization</td>
<td>AS S23-5178 Complete</td>
<td>S23-S225 Complete</td>
</tr>
<tr>
<td>221-480-30</td>
<td>Substance Abuse Counseling Education†</td>
<td>CSC S23-5178 Courses</td>
<td>Courses</td>
</tr>
<tr>
<td>221-335-06</td>
<td>Sustainable Agriculture</td>
<td>CSC Courses</td>
<td>Courses</td>
</tr>
<tr>
<td>221-995-01</td>
<td>Welding</td>
<td>CSC Courses</td>
<td>Courses</td>
</tr>
</tbody>
</table>

AAS = Associate of Applied Science  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
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.

Revised 03-04-15

BUILDING A BETTER COMMUNITY

Reynolds also offers training and professional certifications through the Community College Workforce Alliance.

CCWA offers hundreds of courses at three Greater Richmond area locations and online, plus custom-designed training at your office or ours.

ccwatraining.org
TAKE CLASSES ONLINE

Take classes from your home, office, or wherever there is Internet access. For more information about different types of distance learning courses, or requirements such as proctored testing or teleconferencing, contact the Center for Distance Learning at (804) 523-5612 or (800) 711-1628 (Virginia only) or visit reynolds.edu/cde.

ONLINE DEGREE & CERTIFICATE PROGRAMS

Some courses may require campus labs, seminars, demonstrations, community clinicals, and/or proctored exams.

School of Business

Business Administration .......................... AS
Criminal Justice ................................. CSC
Entrepreneurship in Small Business .......................... CSC
Network Engineering ........................... CSC
Network Fundamentals .......................... CSC
Real Estate Agent/Broker ....................... CSC

The following programs can be completed online with the exceptions noted:

- Microcomputer Applications .......................... AAS except a seminar and project course
- Small Business Management .......................... AAS except a coordinated internship course
- Microcomputer Applications .......................... CSC except a seminar and project course

School of Humanities and Social Sciences

Early Childhood Development .......................... AAS
Early Childhood Development .......................... C
Early Childhood Education .......................... CSC
Early Childhood Education – Advanced .......................... CSC

General Education ................................. C
Social Sciences ................................. AS

School of Mathematics, Science, and Engineering

Science ................................. AS

School of Nursing and Allied Health

Opticians Apprentice ............................... CSC
Pre-EMS-Paramedic ............................... CSC
Pre-Medical Lab Technology .......................... CSC
Pre-Nursing ................................. CSC
Pre-Respiratory Therapy .............................. CSC

The following programs can be completed online with exception of labs and clinical, which must be completed at an approved site:

- Medical Laboratory Technology .......................... AAS
- Opticianry ............................... AAS
- Respiratory Therapy .............................. AAS

8-week Online Sessions

Beginning German I & II
starts June 15

Intermediate German I
starts May 18

Intro to Biochemistry
starts June 1

These courses are Shared Services Distance Learning (SSDL) courses and do not follow the Reynolds academic calendar. Visit reynolds.edu/ssdl.

AAS Associate of Applied Science | AA Associate of Arts | AS Associate of Science
C Certificate | CSC Career Studies Certificate

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

If necessary, corrections and/or verification documents required to complete the FAFSA should be submitted promptly to a campus Student Success Center. 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 April 15, 2015 for Summer 2015; June 15, 2015 for Fall 2015, and November 16, 2015 for Spring 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.

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 May 18 – June 4, 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 May 18, 2015 please register for your classes on or before May 15, 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
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.

---

**STUDENT SUCCESS CENTERS**
*(Enrollment Services)*
Your one-stop shop for becoming a Reynolds student. Services include academic advising, admissions, and financial aid.

Locations are available on all three campuses – in the lobby of the Downtown and Goochland Campuses, and in Georgiadis Hall on the Parham Road Campus.

Walk-in during business hours or call (804) 523-6464.

---

**Shuttle Service**

**Downtown Campus:**
8th Street  A/B Parking Lots

**Parham Road Campus:**
Front of Georgiadis Hall

Use of the Reynolds inter-campus shuttle service requires a valid Reynolds ID. Students, faculty and staff with a valid Reynolds ID may also use VCU’s shuttle service from VCU’s Parking Lot I, located on 7th Street directly across from the Reynolds Downtown Campus Parking Lot A. Shuttle schedules vary and are subject to change. Visit reynolds.edu/shuttle for the most current shuttle schedules and information about shuttle routes that fit your needs.

For directions and campus maps, visit reynolds.edu/locations.
MyReynolds provides a common point of entry to access Blackboard (a web-based learning management system), Student Email, and the Student Information System (VCCS 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.

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 a Student Success Center 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.
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.

I have not received my 1098-T, how can I get it?
- Call our 1098 Tax Relief Information Line at (804) 523-5721 and leave a message with your name, phone number and EMPL ID.

Where do I send a transcript?
- You can mail transcripts or any type of correspondence to Reynolds Community College, Attn: Admissions & Records, P.O. Box 85622, Richmond, VA 23285-5622.

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.

Summer Learning Community:
“Making History”
Take US History (HIS121) and American Literature (ENG241) as a cohort this summer.
Visit reynolds.edu/lc for details about Reynolds Learning Community cohorts.

Is online learning right for you?
Take the SmarterMeasure assessment to get tips on how to be successful. reynolds.edu/cde

Phil Theta Kappa Honor Society reynolds.edu/ptk
Summer Classes!
Visit reynolds.edu and learn more about “transient student” admission requirements and waivers under “Steps for Admission.”

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

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

Join a Student Club!
reynolds.edu/studentlife

Important Phone #s
Financial Aid- (804) 523-6444
Testing Center-
  Downtown: (804) 523-5470
  Parham Road: (804) 523-5411
  Goochland: (804) 523-5421
Business Office- (804) 523-5186
Bookstores-
  Downtown: (804) 786-8580
  Parham Road: (804) 371-3266