Where are you headed?

Spring Classes 2016

Open Registration Begins Nov 30
Classes Start January 11
THAT MOMENT WHEN

YOU GET THE CLASSES YOU NEED IN THE ORDER YOU NEED THEM.

See your advisor.

reynolds.edu/advising
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Opticians prepare, fit, and dispense optical products such as eye glasses and contact lenses. Reynolds offers the only nationally accredited opticianry program in Virginia.

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

Or

Department of Education
Office of Civil Rights
400 Maryland Avenue, S.W.
Washington, DC 20202-1100
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.
ACADEMIC ADVISING
October 26 - November 6
• New students must meet with a specialist in Enrollment Services and are encouraged to view our online 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
November 30 – January 10
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 (November 30 – December 18)
  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 3:00 p.m. ................. Friday
In Person (January 4–8)
  8:30 a.m. to 6:00 p.m. ...... Monday – Thursday
  8:30 a.m. to 3:00 p.m. .................. Friday

PRIORITY REGISTRATION
November 9–29
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 October 26 for information about when spring class registration will be available specifically for you.
Payment is due on Friday, December 4, 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, December 4.
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
January 11–15
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 January 15), payment is due the same day you register by close of business if paying in person, or by midnight if paying by MyREYNOLDS.

CLASSES START JAN 11
IMPORTANT DATES
Deadline for Spring Domicile Appeals...December 1
Adjunct Faculty Convocation..................January 7
Martin Luther King, Jr. Holiday
(college closed)..................................January 18
Last day to return textbooks
for refund*......................................January 19
Deadline for Spring
Graduation Applications........................January 29
Professional Development Day
(no services).....................................March 21
Spring Break (no classes).......................March 21–27
Deadline for Summer Domicile Appeals.......April 1
Deadline for 2016
Online Scholarship Applications..............April 15
Graduation: VCU Siegel Center, 2:00 p.m. .........May 15

Regular Session (16-Week Session)
Classes Begin....................................January 11
Late Registration and Add/Drop.............January 11–15
Last Day to Add Class..........................January 15
Last Day to Drop with Refund.................January 27
Last Day to Withdraw* from Class
with a Grade of “W”...........................March 17
Classes End........................................May 2
Examination Period............................May 3–9

Twelve-Week Session
Classes Begin......................................February 9
Late Registration and Add/Drop.............February 9–12
Last Day to Add Class..........................February 12
Last Day to Drop with Refund.................February 19
Last Day to Withdraw* from Class
with a Grade of “W”...........................April 5
Classes End.........................................May 9

First Eight-Week Session
Classes Begin.....................................January 11
Late Registration and Add/Drop.............January 11–13
Last Day to Add Class..........................January 13
Last Day to Drop with Refund.................January 19
Last Day to Withdraw* from Class
with a Grade of “W”...........................February 12
Classes End.........................................March 7

Second Eight-Week Session
Classes Begin.....................................March 8
Late Registration and Add/Drop.............March 8–10
Last Day to Add Class..........................March 10
Last Day to Drop with Refund.................March 15
Last Day to Withdraw* from Class
with a Grade of “W”...........................April 15
Classes End.........................................May 9

First Four-Week Session
Classes Begin......................................January 11
Late Registration and Add/Drop.............January 11
Last Day to Add Class..........................January 11
Last Day to Drop with Refund.................January 13
Last Day to Withdraw* from Class
with a Grade of “W”...........................January 27
Classes End.........................................February 8

Second Four-Week Session
Classes Begin......................................February 9
Late Registration and Add/Drop.............February 9
Last Day to Add Class..........................February 9
Last Day to Drop with Refund.................February 11
Last Day to Withdraw* from Class
with a Grade of “W”...........................February 24
Classes End.........................................March 7

Third Four-Week Session
Classes Begin.....................................March 8
Late Registration and Add/Drop.............March 8
Last Day to Add Class..........................March 8
Last Day to Drop with Refund.................March 10
Last Day to Withdraw* from Class
with a Grade of “W”...........................March 30
Classes End.........................................April 11

Fourth Four-Week Session
Classes Begin.....................................April 12
Late Registration and Add/Drop.............April 12
Last Day to Add Class..........................April 12
Last Day to Drop with Refund.................April 14
Last Day to Withdraw* from Class
with a Grade of “W”...........................April 27
Classes End.........................................May 9

*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 13 for details about MyREYNOLDS. Timely 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.

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. Scholarship applications are due April 15 for the following academic year. Learn more about financial aid and how to pay for college at: reynolds.edu/financialaid or reynolds.edu/scholarships.

4. TEST

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
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.
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 starting January 4 through January 27, 2016. Visit reynolds.edu/bookstore for more information.

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

Register for classes. Open Registration for Spring 2016 begins November 30. 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 $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.

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.

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.
**PROGRAMS OF STUDY**

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. 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>
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<tr>
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<td>203</td>
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<td>S23-5178 Courses</td>
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<td>American Sign Language – English Interpretation¹</td>
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<tr>
<td>640</td>
<td>Criminal Justice</td>
<td>AAS</td>
<td>S23-5177 Courses</td>
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</table>

**ARCHITECTURAL AND ENGINEERING TECHNOLOGY**

| 895-01 | Architectural/Industrial Design Specialization | AAS | Courses | S23-5301 Complete | Courses | Courses |
| 895-02 | Building Construction Management Specialization | AAS | Courses | S23-5301 Complete | Courses | Courses |
| 895-04 | Geospatial and Environmental Engineering Technologies Specialization | AAS | Courses | S23-5301 Complete | Courses | Courses |

**CULINARY ARTS¹**

| 242-01 | Culinary Arts Specialization | AAS | S23-5781 Courses | Courses | Courses |
| 242-02 | Pastry Arts Specialization | AAS | S23-5781 Courses | Courses | Courses |
| 242-03 | Culinary Management Specialization | AAS | S23-5781 Courses | Courses | Courses |

| 120  | Dental Assisting | C | S23-5380 Complete | Courses | Courses |

**Notes:**
- AAS = Associate of Applied Science
- AA = Associate of Arts
- AS = Associate of Science
- C = Certificate
- CSC = Career Studies Certificate
<table>
<thead>
<tr>
<th>School/Plan Code</th>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Campus Location</th>
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<td>PRC</td>
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<td>Early Childhood Education – Advanced</td>
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<td>Early Childhood School-Age Child Care</td>
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<td>eCommerce</td>
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<td>Emergency Medical Services – Paramedic4</td>
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<td>Courses</td>
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<td>Emergency Medical Services – Emergency Medical Technician</td>
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<td>Emergency Medical Services – Paramedic2</td>
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<td>Engineering</td>
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<td>221-212-10</td>
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<td>General Education14</td>
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<td>Geospatial Information and Positioning</td>
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<td>Health Care Technician (PCA, CNA)</td>
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<td>Horticulture Technology12</td>
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<td>HOSPITALITY MANAGEMENT13</td>
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<td>School/Plan Code</td>
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<td>Microcomputer Technical Support (Networking) Specialization</td>
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<td>Microcomputer Applications (Administrative/Office Applications) Specialization</td>
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<td>Small Business Management Specialization(^8)</td>
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<td>Opticians Apprentice(^11)</td>
<td>CSC</td>
<td>523-5575 Complete</td>
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</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
<table>
<thead>
<tr>
<th>School/Plan Code</th>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Campus Location</th>
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<th>PRC</th>
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<td>AAS Courses</td>
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<td>157</td>
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<td>221-120-01</td>
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<td>221-156-02</td>
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<td>221-157-02</td>
<td>Pre-Practical Nursing</td>
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<td>Release of Health Information Specialist</td>
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<td>Respiratory Therapy&lt;sup&gt;1&lt;/sup&gt;</td>
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<td>221-212-70</td>
<td>Real Estate Agent/Broker</td>
<td>CSC 523-5377 Courses</td>
<td>523-5501 Complete</td>
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<td>880-02</td>
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<td>Mathematics and Science Teacher Preparation Specialization</td>
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<td>Social Sciences</td>
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<td>American Sign Language/Deaf Studies Specialization</td>
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<td>Substance Abuse Counseling Education&lt;sup&gt;1,14&lt;/sup&gt;</td>
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<sup>1</sup> See footnote #11
A majority of the courses in the American Sign Language – English Interpretation program are offered only via distance learning.

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.

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.

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

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

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

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

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.

1 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 clinics, 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
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
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.
Know when to ask for help.

reynolds.edu/resources

Academic Advising  |  Accommodations  |  Career Prep
Clubs & Leadership  |  Financial Aid  |  Orientation
Tech Support  |  Test Prep  |  Transfer  |  Tutoring