Tuition and fees are due by 3 p.m. on the Friday of the week you register for classes. If payment is not received in full, you will automatically be dropped from the class(es). Payment is due daily during late registration.

- Drop the classes you do not want to take or payment will be expected.
- If you have been awarded enough financial aid to cover the full cost of your tuition and fees, your aid will automatically be applied to your account. View your financial aid award at MyReynolds.
- You may pay your tuition and fees online or at any campus Business Office.

- Purchase books at a campus bookstore. Learn more about using financial aid to purchase books.
- Tip: take a copy of your class schedule with you.
- Get your Student ID and parking decal.
- Check out our schedule of classes online.
- Be sure to identify the campus where your classes are scheduled. We have three campuses.

## Campus Resources

### Student Success Centers
(Admissions, Registration, Advising & Financial Aid)
Downtown Campus (DTC) ................................ (804) 523-5455
Parham Road Campus (PRC) .......................... (804) 523-5368
Goochland Campus (GC) ............................... (804) 523-5400

### Bookstores
DTC .................................................................. (804) 786-8580
PRC and GC ...................................................... (804) 371-3266

### Reynolds Department of Police
DTC ................................................................. (804) 523-5472
PRC ................................................................. (804) 523-5219
GC ..................................................................... (804) 523-5407
Emergency - 5911 from any Reynolds phone

### Business Offices
DTC .................................................................. (804) 523-5285
PRC ................................................................. (804) 523-5212
GC ..................................................................... (804) 523-5404

### Career, Employment and Transfer Centers
DTC ................................................................. (804) 523-5970
PRC ................................................................. (804) 523-5061

### Testing Centers
DTC ................................................................. (804) 523-5470
PRC ................................................................. (804) 523-5411
GC ..................................................................... (804) 523-5421

### Outreach and Recruitment:
Campus Tours ............................................... (804) 523-5165
First-Year Students:
Orientation .................................................... (804) 523-5900
1. Apply

Apply online at reynolds.edu
It can take less than 30 minutes to apply. Once your application is processed, you will receive an Empl ID number (student ID number). Keep a record of this number. You will need it for conducting all college business, including accessing your Reynolds email account.

- OR -
Submit a paper application by mail, fax, or in person
Visit reynolds.edu/forms or any campus Student Success Center. Paper applications take five to seven business days to process.

- Check your Reynolds email account for your acceptance letter. Look for a postcard in the mail that provides you with instructions for accessing your email account through MyReynolds.
- Final official high school transcripts should be requested from your high school after you graduate. If you took classes through Reynolds as a Dual Enrollment student during high school, you will not need to re-apply.

Apply online at fafsa.ed.gov
Documents are due to Student Success Centers by the following deadlines:
• April 15 for Fall
• September 15 for Spring
• March 15 for Summer

The Reynolds Federal School Code is 003759.
▶ Financial aid awards are made by Reynolds, not FAFSA. Applying for financial aid is not the same as being awarded.
▶ Students awarded financial aid will receive an award letter listing the types and amounts of aid.
▶ Students may view financial aid awards and ongoing updates at MyReynolds.
▶ Financial aid awards are issued based on full-time status. If you register for less than 12 credits for a semester, your award will be adjusted accordingly.

Incoming students must take reading, writing and math placement tests. In some cases, testing may be waived. Ask an advisor in any Student Success Center about this.

For sending SAT scores to Reynolds, use code 5340.
- Placement test results determine which developmental courses, if any, you will need to take. It is very important to prepare and study for placement tests.
- Students whose first language is not English must take the Reynolds ESL placement test. Call (804) 523-5020.
- Bring your Empl ID and a photo ID to the Testing Center.
- The Goochland Campus Testing Center offers placement testing on Tuesdays, Wednesdays, and Thursdays. Appointments are required at Goochland Campus. Call (804) 523-5421 to schedule an appointment.
- PRC and DTC Testing Centers begin testing at 9 a.m., Monday through Friday. Appointments are not required at PRC or DTC.
- Students with a documented disability need to contact the Office of Accommodations, (804) 523-5290, prior to taking placement tests.
- For more details, visit reynolds.edu/testing.

First, register for new student orientation at reynolds.edu/orientation. If you are unable to attend orientation, meet with an academic advisor in any campus Student Success Center for “first-year survival” information and advice.

Register on site for classes and meet with an advisor.