REGISTRATION BEGINS JULY 28

Fall Classes 2014

Classes start August 25.
FREQUENTLY ASKED QUESTIONS

What is the Reynolds School Code?
► 003759

How do I apply to Reynolds?
► Visit reynolds.edu and click “Apply Now!” Select “new user” and follow the directions. There is no cost.

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.

How can I prepare for placement tests?
► Placement tests determine what, if any, developmental courses you need to take. It is important to prepare for these assessments. For more information, visit reynolds.edu/testing.

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

How do I know if online classes are right for me?
► Check out the SmarterMeasure tool at reynolds.edu/cde.

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.
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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. Reynolds 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

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.
Pre-registration & Advising Hours
July 14–25

- New students must meet with a specialist in the Student Success Center 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 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. – 7:00 p.m. . . . . . . . . . . . . . . . . . . . . . W
  8:30 a.m. – 3:00 p.m. . . . . . . . . . . . . . . . . . . . . . F

Priority Registration
July 14–27

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 July 7 for information about when fall class registration will be available specifically for you.

Payment is due on Friday, August 1, by 3:00 p.m. if paying in person, or by midnight if paying by MyReynolds. If using the Nelnet e-Cashier Payment Plan, the application must be successfully completed by 3:00 p.m. on Friday, August 1.

- MyReynolds . . . Available 24 hours per day
- Nelnet e-Cashier Payment Plan . . Available 24 hours per day
- In Person . . . . . . . . . . . Not available during Priority Registration

Open Registration
July 28–August 24

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 Nelnet e-Cashier 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
- Nelnet e-Cashier Payment Plan . . Available 24 hours per day
- In Person (July 28-August 15)
  8:30 a.m. – 4:00 p.m. . . . . . . . . . . . . . . . . . . . . . M, T, Th
  8:30 a.m. – 6:00 p.m. . . . . . . . . . . . . . . . . . . . . . W
  8:30 a.m. – 2:00 p.m. . . . . . . . . . . . . . . . . . . . . . F
- In Person (August 18-22)
  8:30 a.m. – 6:00 p.m. . . . . . . . . . . . . . . . . . . . . . M-Th
  8:30 a.m. – 3:00 p.m. . . . . . . . . . . . . . . . . . . . . . F

Late Registration & Add/Drop
August 25–29

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

- MyReynolds . . . Available 24 hours per day
- Nelnet e-Cashier Payment Plan . . Available 24 hours per day
- In Person
  8:30 a.m. – 7:30 p.m. . . . . . . . . . . . . . . . . . . . . . M–Th
  8:30 a.m. – 4:00 p.m. . . . . . . . . . . . . . . . . . . . . . F

Late Starting Classes

For classes that start after the Late Registration and Add/Drop period for the sixteen-week session (after August 29), 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 AUGUST 25
Other Important Dates

Deadline for Fall Domicile Appeals ........................ Aug. 1
Adjunct Faculty Convocation ............................... Aug. 21
Labor Day (college closed) .................................. Sept. 1
Last day to return textbooks for refund** .............. Sept. 2
Deadline for Fall Graduation Applications .............. Sept. 30
Deadline for Spring Applications
  for F-1 Visa Students ................................ Oct. 1
College-wide Convocation Day
  (no classes/no services) ............................. Oct. 7
Faculty Research Day
  (no classes/campus closed at noon) .......... Nov. 26
Fall Break (no classes) .................................. Nov. 27-30
Deadline for Spring Domicile Appeals ................. Dec. 1

Regular Session
Sixteen-Week Session

Classes Begin ................................................ Aug. 25
Late Registration and Add/Drop .......................... Aug. 25-29
Last Day to Add Class .................................... Aug. 29
Last Day to Drop with Refund .......................... Sept. 10
Last Day to Withdraw* from Class with a Grade of “W” ............................ Oct. 31
Classes End .................................................. Dec. 13
Examination Period ......................................... Dec. 15-20

Twelve-Week Session

Classes Begin ................................................ Sept. 23
Late Registration and Add/Drop ......................... Sept. 23-26
Last Day to Add Class .................................... Sept. 26
Last Day to Drop with Refund .......................... Oct. 3
Last Day to Withdraw* from Class with a Grade of “W” ............................ Nov. 12
Classes End .................................................. Dec. 20

First Eight-Week Session

Classes Begin ................................................ Aug. 25
Late Registration and Add/Drop .......................... Aug. 25-27
Last Day to Add Class .................................... Aug. 27
Last Day to Drop with Refund .......................... Sept. 2
Last Day to Withdraw* from Class with a Grade of “W” ............................ Sept. 26
Classes End .................................................. Oct. 21

Second Eight-Week Session

Classes Begin ................................................ Oct. 22
Late Registration and Add/Drop .......................... Oct. 22-24
Last Day to Add Class .................................... Oct. 24
Last Day to Drop with Refund .......................... Oct. 29
Last Day to Withdraw* from Class with a Grade of “W” ............................ Nov. 24
Classes End .................................................. Dec. 20

First Four-Week Session

Classes Begin ................................................ Aug. 25
Late Registration and Add/Drop .......................... Aug. 25
Last Day to Add Class .................................... Aug. 25
Last Day to Drop with Refund .......................... Aug. 27
Last Day to Withdraw* from Class with a Grade of “W” ............................ Sept. 10
Classes End .................................................. Sept. 22

Second Four-Week Session

Classes Begin ................................................ Sept. 23
Late Registration and Add/Drop .......................... Sept. 23
Last Day to Add Class .................................... Sept. 23
Last Day to Drop with Refund .......................... Sept. 25
Last Day to Withdraw* from Class with a Grade of “W” ............................ Oct. 9
Classes End .................................................. Oct. 21

Third Four-Week Session

Classes Begin ................................................ Oct. 22
Late Registration and Add/Drop .......................... Oct. 22
Last Day to Add Class .................................... Oct. 22
Last Day to Drop with Refund .......................... Oct. 24
Last Day to Withdraw* from Class with a Grade of “W” ............................ Nov. 6
Classes End .................................................. Nov. 18

Fourth Four-Week Session

Classes Begin ................................................ Nov. 19
Late Registration and Add/Drop .......................... Nov. 19
Last Day to Add Class .................................... Nov. 19
Last Day to Drop with Refund .......................... Nov. 21
Last Day to Withdraw* from Class with a Grade of “W” ............................ Dec. 9
Classes End .................................................. Dec. 20

* 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.
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.

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

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 or see page 22.

Student Success Centers
(Admissions, Financial Aid, Advising)
Downtown Campus
(804) 523-5455
Goochland Campus
(804) 523-5400
Parham Road Campus
(804) 523-5368
I am a new student interested in a degree or certificate

This is also known as “curricular.” This means you’re working towards completing an associate degree, certificate, or career studies certificate in one of our programs of study. Students seeking a degree or certificate are eligible for financial aid.

I am a new student not enrolled in a degree or certificate program

Maybe you’re just taking a class, or you simply have not yet enrolled in a program. This is also known as “non-curricular.” Please note that non-curricular students are not eligible for financial aid.

I am a transfer student

Do you have credits from another school that you want to transfer here? Have an official copy of your transcript sent to Reynolds for a formal evaluation. If you are attending a school within the Virginia Community College System, an official transcript is not required; however, you need to complete a form to request that your other VCCS college credits be considered for transfer. Plan early and submit these items two to four weeks prior to registering for classes.

I am a current or returning student

If you have registered for classes at Reynolds within the last three years, you do not need to apply for admission again. As long as you are in good academic standing and have no outstanding financial obligations or restrictions on file, you can register for classes through MyReynolds.

I am a transient student

This means you’re also taking classes at another college or university, but you want to take a class (or classes) here to satisfy credits and/or degree requirements there. If you are a student who attends another college and are planning on coming to Reynolds for a short period of time, perhaps over the summer, you are considered a transient student. Transient students should seek approval from the advisor at their home institution and complete the Transient Student Approval Form (reynolds.edu/forms) in order to waive placement tests and course pre-requisites.

I am a high school student

Yes, you can take classes at Reynolds while you’re still in high school! Dual Enrollment students take Reynolds classes and receive “dual” credit towards college as well as high school. Check with your guidance counselor to see if Dual Enrollment classes are offered at your high school. Concurrent Enrollment high school students take classes at Reynolds and receive only college credit.

I am an international student

Non-U.S. citizens seeking eligibility for in-state tuition rates must provide passports and immigration documents to Reynolds (Student Success Centers or Admissions and Records Office) when applying for admission or prior to enrolling. Individuals seeking admission as international students (F-1 Visa) must contact Reynolds’ international student advisor (ISA) directly for assistance. F-1 students are required to register in person with the ISA in the Admissions and Records Office, Parham Road Campus. To make an appointment, students should call (804) 523-5029 or email admissions@reynolds.edu.

I am a veteran

Have you served in the military? Be sure to take advantage of the services available to you. It is helpful to meet with and advisor in the Reynolds Office of Veterans Services to review specific admissions requirements.

I am a senior citizen

Eligible senior citizens may be able to register for classes at no cost. Learn more about eligibility requirements at reynolds.edu.

RELAX.
Ace your placement test.
Get tips at reynolds.edu/testing.
FINANCIAL AID

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, 2014 for Fall 2014
- September 15, 2014 for Spring 2015

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 June 16, 2014 for Fall 2014; November 17, 2014 for Spring 2015; and April 15, 2015 for Summer 2015. Students may apply late for financial aid, but there is no guarantee that award eligibility and notification will be in time to assist with tuition, fees, and books for the current registration.

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 be automatically 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 3. 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.

Payment Due for Financial Aid

Students Who Withdraw

Students receiving federal financial aid who withdraw from all courses before attending more than 60% of a given semester, or who do not complete the entire semester, will owe a portion of their financial aid back to the federal government. They also incur a liability with Reynolds for any tuition and/or book expenses that no longer are payable with federal financial aid monies.

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 timeframe.

Some SAP Facts

- Grades of F, U, W, I or R negatively impact your SAP equally.
- Time does not repair poor performance. Classes taken five, 10, 15, or 20 years ago can affect your SAP today.
- SAP standards are tougher than Reynolds Academic Standing requirements.
- Academic Renewal does not automatically reinstate your eligibility.

Satisfactory Academic Progress Standards

A student must successfully complete two-thirds (67%) of all the credit and developmental hours they attempt. Completion rates will be assessed at the end of a student’s first semester. Successful completion means a grade of A, B, C, D, S, or P. Grades of F, U, W, I, R and missing grades represent hours not completed. Federal law requires Reynolds to count all credits attempted at Reynolds.

How to Keep Your Financial Aid

To remain eligible for loans, grants and work-study, students should:

- Successfully complete classes, avoid excessively withdrawing from classes, and avoid receiving grades of F, U, R or I (a D is better than a W).
- Submit the FAFSA each year by April 15.
- Submit requested documents in a timely manner.
Maximum Time Frame

The U.S. Department of Education expects students to complete their plan requirements within 150% of the published length of that plan in credit hours. Developmental/ESL hours do not count in this total. For example, a student in the Accounting AAS plan (length 66 credit hours) will lose his/her eligibility after 99 attempted credit hours if he/she has not finished the plan. Students can calculate their own 150% rate by finding the total credits in their plan from the catalog.

Total Plan Credits____________ x 1.5 = __________

Note: Transfer credits are included in the 150% calculation.

Grade Point Average

Students must meet the following cumulative grade point standards to be eligible for aid:

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.50</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

The standards in the table above are absolute minimums. Students should strive to do much better than the minimum.

If You Do Not Meet the Academic Standards

The Financial Aid office validates each student’s eligibility at the end of each semester (Fall, Spring, and Summer) and cancels future aid for students who do not meet the satisfactory academic progress standards. The Financial Aid office will notify students of their status by placing a message on MyReynolds and by sending emails to a student’s VCCS email address.

Appeals

Students with mitigating circumstances (personal illness, death of immediate family member, etc.) that occurred during the problem semester(s) may go to a campus Student Success Center to obtain a “Satisfactory Academic Progress (SAP) Appeal” form or download the form from the financial aid website at reynolds.edu/financialaid. Completed forms should have copies of documents that confirm the mitigating circumstances and should be returned to the Student Success Center by the deadline on the form. Please note that students are only allowed two SAP appeal approvals at Reynolds. Students should work closely with their academic advisor and choose their courses wisely. Students who are uncertain about their SAP status should consult a financial aid specialist in a Student Success Center.

Purchasing Books Using Financial Aid

Financial aid recipients may charge books to their aid from August 15, 2014 – September 10, 2014. 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 15, 2014 please register for your classes on or before August 12, 2014.

Here are the maximum amounts you will be allowed to charge against your financial aid in the bookstore.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>$200</td>
</tr>
<tr>
<td>6-8</td>
<td>$400</td>
</tr>
<tr>
<td>9-11</td>
<td>$600</td>
</tr>
<tr>
<td>12-14</td>
<td>$800</td>
</tr>
<tr>
<td>15+</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

Have questions? Additional financial aid information may be found at: reynolds.edu/financialaid.
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 Distance 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).

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></td>
<td></td>
<td>DTC</td>
<td>PRC</td>
</tr>
<tr>
<td>203</td>
<td>Accounting</td>
<td>AAS</td>
<td>523-5177 Courses</td>
</tr>
<tr>
<td>202</td>
<td>Accounting</td>
<td>C</td>
<td>523-5177 Courses</td>
</tr>
<tr>
<td>400-01</td>
<td>Administration of Justice</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>221-640-01</td>
<td>American Sign Language</td>
<td>CSC</td>
<td>523-5178 Courses</td>
</tr>
<tr>
<td>640</td>
<td>American Sign Language – English Interpretation</td>
<td>AAS</td>
<td>523-5178 Courses</td>
</tr>
</tbody>
</table>

**ARCHITECTURAL AND ENGINEERING 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>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>
<td>895-03</td>
<td>Geospatial and Environmental Engineering Technologies</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>909</td>
<td>Automotive Technology</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td>902</td>
<td>Automotive Technology</td>
<td>C</td>
<td>Courses</td>
</tr>
<tr>
<td>213</td>
<td>Business Administration</td>
<td>AS</td>
<td>523-5177 Complete</td>
</tr>
<tr>
<td>221-729-01</td>
<td>Computer-Aided Design Specialist</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>221-400-45</td>
<td>Criminal Justice</td>
<td>CSC</td>
<td>523-5177 Courses</td>
</tr>
<tr>
<td>242</td>
<td>Culinary Arts</td>
<td>AAS</td>
<td>523-5781 Courses</td>
</tr>
<tr>
<td>120</td>
<td>Dental Assisting</td>
<td>C</td>
<td>523-5380 Complete</td>
</tr>
<tr>
<td>117</td>
<td>Dental Laboratory Technology</td>
<td>AAS</td>
<td>523-5931 Complete</td>
</tr>
</tbody>
</table>

**Note:**
- AAS = Associate of Applied Science
- AA = Associate of Arts
- AS = Associate of Science
- C = Certificate
- CSC = Career Studies Certificate
- SB = School of Business
- SHSS = School of Humanities & Social Sciences
- SNH = School of Nursing & Allied Health
- SMM = 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></td>
<td>DTC</td>
</tr>
<tr>
<td>221-117-02</td>
<td>Dental Laboratory Technology</td>
<td>CSC</td>
<td></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>S22-5378</td>
</tr>
<tr>
<td>632</td>
<td>Early Childhood Development</td>
<td>C</td>
<td>S22-5378</td>
</tr>
<tr>
<td>221-636-06</td>
<td>Early Childhood Education</td>
<td>CSC</td>
<td>S22-5378</td>
</tr>
<tr>
<td>221-636-08</td>
<td>Early Childhood Education – Advanced</td>
<td>CSC</td>
<td>S22-5378</td>
</tr>
<tr>
<td>221-636-07</td>
<td>Early Childhood School-Age Child Care</td>
<td>CSC</td>
<td>S22-5378</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 – Paramedic⁴</td>
<td>AAS</td>
<td>S22-5376</td>
</tr>
<tr>
<td>221-146-01</td>
<td>Emergency Medical Services – Emergency Medical Technician</td>
<td>CSC</td>
<td>S22-5376</td>
</tr>
<tr>
<td>221-146-03</td>
<td>Emergency Medical Services – Intermediate⁵</td>
<td>CSC</td>
<td>S22-5376</td>
</tr>
<tr>
<td>221-146-05</td>
<td>Emergency Medical Services – Paramedic⁵</td>
<td>CSC</td>
<td>S22-5376</td>
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<tr>
<td>831</td>
<td>Engineering</td>
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<td>221-212-10</td>
<td>Entrepreneurship in Small Business</td>
<td>CSC</td>
<td>S22-5377</td>
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<tr>
<td>427-01</td>
<td>Fire Science Technology</td>
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<td>428</td>
<td>Fire Science Technology</td>
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<tr>
<td>221-335-02</td>
<td>Floral Design</td>
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<td>221-719-71</td>
<td>Geospatial Information and Positioning</td>
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<td>221-190-06</td>
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<td>775-07</td>
<td>Food Service Management Specialization</td>
<td>AAS</td>
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<td>Hospitality Entrepreneurship Specialization</td>
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<tr>
<td>775-04</td>
<td>Lodging Operations Specialization</td>
<td>AAS</td>
<td>523-5069 Courses</td>
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<tr>
<td>480</td>
<td>Human Services</td>
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<td>523-5178 Complete</td>
</tr>
<tr>
<td>221-909-46</td>
<td>Hybrid and Electric Vehicle Technology</td>
<td>CSC</td>
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### INFORMATION SYSTEMS TECHNOLOGY

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<tr>
<td>299-01</td>
<td>Computer Programmer Specialization</td>
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<td>523-5177 Courses</td>
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<td>299-03</td>
<td>Microcomputer Technical Support (Networking) Specialization</td>
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<td>299-04</td>
<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>Internet Applications Development (Web Design)</td>
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<td>221-299-03</td>
<td>Microcomputer Applications</td>
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<td>221-299-07</td>
<td>Microsoft Network Administration</td>
<td>CSC</td>
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<td>221-732-11</td>
<td>Network Engineering</td>
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<td>221-732-00</td>
<td>Network Fundamentals</td>
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<td>221-260-10</td>
<td>Legal Office Technology</td>
<td>CSC</td>
<td>523-5177 Courses</td>
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<tr>
<td>648</td>
<td>Liberal Arts</td>
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<td>648-TP</td>
<td>Teacher Preparation Specialization</td>
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### MANAGEMENT

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<th>School/Plan Code</th>
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<td>212-03</td>
<td>Retail Management Specialization</td>
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<td>212-04</td>
<td>Small Business Management Specialization</td>
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<tr>
<td>151</td>
<td>Medical Laboratory Technology</td>
<td>AAS</td>
<td>523-5375 Complete</td>
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**Notes:**
- AAS = Associate of Applied Science
- AA = Associate of Arts
- AS = Associate of Science
- C = Certificate
- CSC = Career Studies Certificate
- DB = School of Business
- HS = School of Humanities & Social Sciences
- NAH = School of Nursing & Allied Health
- MISE = School of Mathematics, Science, & Engineering
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<th>School/ Plan Code</th>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Campus Location</th>
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<td>Medical Records Coder</td>
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<td>Opticianry</td>
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<td>221-160-04</td>
<td>Opticians Apprentice</td>
<td>CSC</td>
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<td>Pre-Medical Laboratory Technology</td>
<td>CSC</td>
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<td>Real Estate Agent/Broker</td>
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<td>880-TP</td>
<td>Math and Science Teacher Preparation Specialization</td>
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<td>Mathematics Specialization</td>
<td>AS</td>
<td>Courses</td>
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<tr>
<td>880-01</td>
<td>Science Specialization</td>
<td>AS</td>
<td>Courses</td>
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<td>221-181-05</td>
<td>Sleep Technology for Polysomnography</td>
<td>C</td>
<td>Courses</td>
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<tr>
<td>882</td>
<td>Social Sciences</td>
<td>AS</td>
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<td>School/Plan Code</td>
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<td>882-01</td>
<td>American Sign Language/Deaf Studies Spec.</td>
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<td>Teacher Preparation Spec.</td>
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<td>Z21-480-30</td>
<td>Substance Abuse Counseling Education[^2]</td>
<td>CSC</td>
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<td>Z21-335-06</td>
<td>Sustainable Agriculture</td>
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<td>Z21-995-01</td>
<td>Welding</td>
<td>CSC</td>
<td>Courses Courses Courses</td>
</tr>
</tbody>
</table>

[^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 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.

[^4]: 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.

[^5]: Completion of the courses in the EMS - Paramedic AAS degree requires that most EMS courses be taken at local fire/EMS training centers.

[^6]: All courses in this program must be completed at local fire/EMS training centers.

[^7]: Completion of the Hospitality Management AAS degree requires that courses be taken both at the Downtown Campus and via distance learning.

[^8]: 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.

[^9]: All courses in this program are offered via distance learning.

[^10]: Completion of the Substance Abuse Counseling Education Career Studies Certificate requires that some courses be taken via distance learning.

Revised 06.04.14
7 STEPS TO TAKING CREDIT CLASSES

STEP 1
Apply & Determine Your Enrollment Status

If you are new to Reynolds, taking credit classes for the first time, or are returning after an absence of three years or more (before Fall 2011), complete the Application for Admission, which can be found at reynolds.edu. Students who complete the online application will receive immediate feedback from Reynolds. If the online application is completed successfully, the new student will be issued a student ID number (Empl ID). Upon completion of the online application, students should print the application and confirmation page for their records. It is important that you set up your MyReynolds account immediately, using the information provided on the confirmation page. Your Reynolds email account can be accessed through MyReynolds once the account has been activated. Important information regarding your Reynolds acceptance and other Reynolds communications will be sent to this email account.

If you are a student who has attended a VCCS college in the past, please see Step 2. It is important that you use your existing Empl ID and do not create a new one. Students may also download and complete the Application for Admission from reynolds.edu/forms to be either mailed or faxed to Reynolds. Once received by Reynolds, paper applications require at least two business days to process.

Disclosure of your social security number is not required during application, but it is highly recommended. Disclosure ultimately will be required for most students at the time of enrollment, per Section 6050S of the Restructuring and Reform Act of 1998, or at the time of disbursement of federal financial aid, per 34 Code of Federal Regulations Part 668.36. The VCCS will only use your social security number in accordance with federal and state reporting requirements and for identification and research purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Code 1232G, or pursuant to your obtained consent.

You must be admitted to Reynolds, prior to taking placement tests, and as a degree-seeking student in order to be considered for financial aid. You do not need to reapply if you have taken credit classes within the past three years. If you left Reynolds on Academic Dismissal, refer to page 24 for information about getting reinstated. Whether new or returning, note that placement testing may be required (see Step 3); financial aid and scholarship applications and documents must be completed by the deadlines (see Step 3); the Open Registration period begins July 28 (see Calendar).

STEP 2
Get Your Empl ID

As a new student, once your application has been processed, you will be issued a Reynolds student ID number, known as the Empl ID. You will need your Empl ID for all on-campus, web and telephone services. If you are a returning student and need assistance with locating your Empl ID number or are unsure of your number, check MyReynolds, call the Reynolds Information Center (804-371-3000), or visit a computer lab on one of the campuses. If you have more than one Empl ID due to enrollment at another VCCS institution, and need assistance determining the correct Empl ID number to use for transactions at Reynolds, please call (804) 523-5029.
# 7 Steps to Taking Credit Classes

## Step 3

**Prepare to Enroll**

### Preparation Steps

<table>
<thead>
<tr>
<th>Preparatory Steps</th>
<th>Curricular Student</th>
<th>Non-Curricular Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Request Transcripts From Previous Schools using the Reynolds High School/College Transcript Request form. <a href="http://reynolds.edu/forms">reynolds.edu/forms</a></td>
<td>Yes, if you are applying for certain health and medical technology programs, or if you plan to request college transfer credit. Applicants who are completing the 12th grade must send final high school graduation transcripts. Transfer credit evaluations are completed for curricular students only.</td>
<td>College transcripts may be necessary to determine if needed course prerequisites are satisfied. College transcripts will not be evaluated nor placed on a student’s official college record.</td>
</tr>
<tr>
<td>B. Take Reynolds Placement Test(s)</td>
<td>Yes, you are required to take Placement Tests in reading, writing and mathematics prior to your first registration. Consult the Reynolds’ Catalog for graduation requirements in your plan and the prerequisites for the courses.</td>
<td>Yes, if you plan to take courses in English, biology, chemistry, engineering, mathematics, social sciences or humanities. Transient students may qualify for waivers with a Transient Student Approval form. Consult the Reynolds’ Catalog for course prerequisites. Transient students enroll at Reynolds to satisfy program requirements at their home institution (college or university) and are admitted as non-curricular transient students.</td>
</tr>
<tr>
<td>C. Get Advised for Proper Course Selection. Speak with an advisor at any campus Student Success Center. Advisors can help you select the classes you need to complete your program on time.</td>
<td>Yes, first-semester students must meet with a Student Success Center specialist prior to registering, and are strongly encouraged to participate in an orientation session <a href="http://reynolds.edu/orientation">reynolds.edu/orientation</a>. After earning 30 credits, advising is offered by faculty in your academic school. Advising is required for any student with a GPA less than 2.0.</td>
<td>Optional, as needed, but required if your GPA is less than 2.0. See a specialist in a Student Success Center.</td>
</tr>
<tr>
<td>D. Complete the Free Application for Federal Student Aid (FAFSA) Reynolds’ code is 003759. The FAFSA must be received electronically or by U.S. mail at the Pell Processing Center by the following deadlines: April 15, 2014 for Fall 2014 (2014-15 FAFSA) September 15, 2014 for Spring 2015 (2014-15 FAFSA) February 16, 2015 for Summer 2015 (2014-15 FAFSA)</td>
<td>Yes, if you plan to apply for federal or state aid programs (grants, loans or work/study aid). The deadlines for submitting corrected Student Aid Reports (SARs), being admitted into a Reynolds-approved curriculum, and submitting other requested documents to the Student Success Center are: June 16, 2014 for Fall 2014 November 17, 2014 for Spring 2015 April 15, 2015 for Summer 2015</td>
<td>No, you are not eligible for financial aid.</td>
</tr>
<tr>
<td>E. Mark Your Calendar to Apply for 2015-16 Scholarships January 5 – April 15, 2015</td>
<td>Yes, if you wish to be considered for free scholarships <a href="http://reynolds.edu/scholarship">reynolds.edu/scholarship</a>.</td>
<td>No, you are not eligible for scholarships.</td>
</tr>
</tbody>
</table>

DTC = Downtown Campus  
GC = Goochland Campus  
PRC = Parham Road Campus
STEP 4
Plan Your Finances & Pay Your Tuition

A. Tuition & Fees

In-State Students $147.60 per semester credit*
Out-of-State Students $342.20 per semester credit*

*Tuition and fees are accurate at the time of publication. Check reynolds.edu/tuition for most current tuition and fees.

Included in the per semester credit hour cost are the student activity fee ($2.00), auxiliary services fee ($6.50), technology fee ($8.50) and capital fee for out-of-state students ($18.00) as set by the Reynolds Community College Board and the State Board for Community Colleges.

Students are required to pay their tuition and fees in full, according to the deadlines found in the Calendar on page 3. Students whose accounts are not fully paid by each payment deadline will be unenrolled from any and/or all classes. To ensure that the desired courses are retained, students should drop any courses that they do not wish to take. Payment may be in the form of cash, check, credit card or charge to a third-party sponsor. Financial Aid recipients, students interested in a tuition payment plan and students with an employer or third-party sponsor should refer to the appropriate section below.

B. Pay Tuition

OPTION 1: MyReynolds at reynolds.edu

Avoid long lines on campus—pay online. Students can pay tuition with a Visa, MasterCard or Discover credit card, or checking account, online. View the MyReynolds tutorial to guide you through the tuition payment process at reynolds.edu. Click “What is MyReynolds.”

OPTION 2: Tuition Payment Plan

Students may sign up for the Nelnet payment plan for the Fall 2014 semester from July 14, 2014 through August 29, 2014. Nelnet e-Cashier applications must be completed by Reynolds payment deadlines. Increases to contract balances for added classes can only be made until August 29, 2014. Students must register for classes prior to enrolling in the payment plan. For more information, visit reynolds.edu/tuition or apply for the Nelnet e-Cashier payment plan by logging onto MyReynolds and accessing the Student Information System (SIS). Navigate to Self Service, then Student Center, and Apply Nelnet Payment Plan link. Pop-up blockers must be turned off on your browser to access the Nelnet site.

Anticipated financial aid is not to be factored into payment plan contract balances. Students wanting to utilize additional third-party sponsorships (such as private scholarships, employer tuition assistance, or Virginia College Savings plan payments) must contact the Central Business Office payment plan liaison at (804) 523-5186 prior to initiating a Nelnet contract so their student account balance can be reduced appropriately.

Once a Nelnet payment plan is initiated a “Nelnet Payment Plan Contract” hold is placed on the student’s SIS account to maintain the student’s enrollment in classes while Nelnet installment payments are made. Nelnet contract balances are adjusted periodically if a student’s course schedule has been altered. Be aware that adding and dropping classes can automatically initiate adjustment of your original Nelnet contract balance to match the current student account balance due. The SIS student account balance will not reflect payments made to Nelnet until after the final installment has been paid and the funds are forwarded to Reynolds. Students failing to meet the contract conditions for Nelnet, including missed or declined payments, will be dropped from any and/or all registered courses by Reynolds. Any refunds due back from Nelnet contract overpayments will be disbursed to the student by check.

Students who wish to have their Nelnet contract terminated are advised to contact Reynolds Central Business Office payment plan liaison at (804-523-5186) and forward email authorization to ecashier@reynolds.edu. Any financial aid funds awarded to students after a Nelnet e-Cashier payment plan has been initiated would be disbursed after November 6, 2014.

OPTION 3: In-Person

Visit a campus Business Office during published registration hours if you want to pay by cash, check, credit card or charge to a third-party sponsor.
C. Financial Aid
Get the financial aid you need in time to pay tuition and fees. 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, 2014 for Fall 2014
- September 15, 2014 for Spring 2015
- February 16, 2015 for Summer 2015

For comprehensive information about applying for financial aid grants and loans, and important deadlines, see page 7 or visit reynolds.edu/financialaid.

D. Tuition Assistance, Scholarships & Savings Plans (Third-party Sponsorships)
Students who anticipate tuition assistance from an employer or other third-party, including private scholarships or the Virginia College Savings Plan, should contact the Central Business Office at (804) 523-5186 prior to registration to determine required documents. Once registered, students must contact a campus Business Office each semester they wish to have their tuition and fees charged to the third-party prior to Reynolds payment deadlines. Students are responsible for all balances not covered by the third-party prior to Reynolds payment deadlines. Students utilizing the Virginia College Savings Plan should complete their intent to enroll form to the Virginia College Savings Plan organization in advance. Once Reynolds receives authorization, your account will be flagged and classes held.

Students utilizing Bon Secours authorizations will have their account flagged and classes held.

Please contact the Central Business Office at (804) 523-5186 with questions regarding any of the above mentioned third-party sponsorships.

Failure to remit authorizations in a timely manner may result in the removal of enrollment of any and/or all courses.

E. Out of State Appeals
New applicants should verify their residency classification on the Reynolds Application confirmation page or in their letter of admission. On occasion, applicants will be classified as out-of-state due to incomplete or incorrect application responses. To inquire about a possible correction of out-of-state status, students should send an email request with their full name and Empl ID to admissions@reynolds.edu. Students may need to submit supporting documentation or appeal for further consideration. Because this process can require several weeks, students should inquire immediately upon admission. The domicile status must be determined by the first day of class. Requests for review of domicile that are received after the first day of classes will be considered for subsequent semesters only.

Continuing students who have enrolled with out-of-state tuition status may request a review by submitting the residency portion of the Application for Admission to the Student Success Center on any campus. The domicile officer informs students of needed documentation and the appeal process, as needed. Appeal deadlines for continuing students are listed below:

- Fall Status, August 1
- Spring Status, December 1
- Summer Status, April 1

F. Buying Books Using Financial Aid
Financial aid recipients may charge books to their financial aid. See page 8 for details.

G. Enrollment Cancellation
Removal from some or all enrolled courses may occur for those students whose accounts are not paid in full or otherwise fully supported by an approved financial aid award or other third-party sponsorship agreement by each payment deadline. Students who no longer wish to be enrolled in particular courses should drop unwanted courses by the published drop deadline. If not dropped, tuition refunds, where appropriate, will not be processed and financial aid awards and third-party sponsorship accounts will be charged accordingly. Students who have concerns about their account should contact a Business Office representative to answer questions.
H. Refunds
Students must drop classes they do not wish to take by submitting an Add/Drop form to any on-campus Student Success Center, or by utilizing MyReynolds to process the drop by the published drop deadline. Refunds are processed after the last day to drop with refund and take approximately three weeks to be received. Refunds for students whose payments were made by credit or debit card via MyReynolds will be credited to the debit or credit card from which the tuition was paid. All other tuition refunds are issued to students in the form of a check from the Treasurer of the Commonwealth of Virginia. Users of gift credit cards processed on the web should be aware that the credit card must be retained and not terminated if a tuition refund is anticipated, as funds are automatically returned to this credit card. A student awarded financial aid who drops all classes is not entitled to a refund of tuition and fees from federal or state grant aid. These funds are returned to the appropriate financial aid program.

Refunds for drops for special-session courses (shorter or longer course duration and/or offered at times other than the published semester begin date) will be permitted through the first 15% of the course length. Students should verify the refund deadline for such courses at a Student Success Center and ensure their mailing address on file with Reynolds is accurate. Refund processing times for special session courses take approximately four weeks to be received. Students participating in the Nelnet e-Cashier payment plan will receive refunds for plan overpayments approximately 75 days after the published semester drop date.

STEP 5
Enroll in Classes
Open Registration begins July 28. Current students enrolled in a degree or certificate program may be eligible for Priority Registration (see page 3). Over half of Reynolds’ students self-register without having to come on campus. MyReynolds registration is available to students in good academic standing (2.0 GPA or better). Students must know their username and password. Students who do not know their ID should see Step 2 or call (804) 371-3000 for assistance.

New curricular students will learn about MyReynolds registration after completing placement tests and getting advised in an on-campus Student Success Center, or during orientation (reynolds.edu/orientation). Students who have received an approved high school transcript or GED are eligible for curricular status.

New non-curricular students may self-enroll via MyReynolds after the admission application has been processed (see Step 1). Returning curricular and non-curricular students, who are in good academic standing, are encouraged—but not required—to meet with a school advisor and may self-enroll. High school and home-school students must register through an advisor in one of the Student Success Centers.

Students who have been blocked from self-enrollment must see an advisor. Log on to MyReynolds to see if you have any holds. Non-curricular students are advised by specialists in the Student Success Centers. Curricular students are advised by advisors in their academic school. After seeing an advisor, the self enrollment block can be removed to allow students to self-enroll.

Students must satisfy all outstanding financial obligations with Reynolds prior to enrolling. Log on to MyReynolds to see if you have any holds.

OPTION 1: MyReynolds at reynolds.edu
Students can browse a class listing, enroll, pay tuition by credit card, view their class schedule, check on their financial aid, view their holds, and access their academic records online through MyReynolds. Students are encouraged to enroll online and avoid long lines on campus. View the web registration tutorial to guide you through the enrollment process at reynolds.edu under Technology Support.
7 STEPS TO TAKING CREDIT COURSES

OPTION 2: In Person
Any student may choose to enroll on campus in the Student Success Center during published dates and times. Student Success Center hours during in-person registration dates are:

July 28–August 15
8:30 a.m. – 4:00 p.m. . . . . . . . . . . . . . . . . . . . M, T, Th
8:30 a.m. – 6:00 p.m. . . . . . . . . . . . . . . . . . . . W
8:30 a.m. – 2:00 p.m. . . . . . . . . . . . . . . . . . . . F

August 18–22
8:30 a.m. – 6:00 p.m. . . . . . . . . . . . . . . . . . . M–Th
8:30 a.m. – 3:00 p.m. . . . . . . . . . . . . . . . . . . F

STEP 6
Confirm Your Class Schedule
Upon completion of the registration and payment process, confirm your class schedule by one of the following methods:

OPTION 1: MyReynolds at reynolds.edu
>> Select SIS
>> Select Self-Service
>> Select Student Center
>> Select Enroll
>> Select My Class Schedule
You may print your schedule from this screen. Repeat this each time you register (add, drop, swap) and pay for your classes.

OPTION 2: In Person
Any student may request a printed copy of their schedule on campus in a Student Success Center.

STEP 7
Buy Your Books
The bookstores are open during registration hours. Visit reynolds.edu/bookstore for specific information regarding textbooks, supplies and hours of operation.

Parham Road Campus Bookstore
(804) 371-3266

Downtown Campus Bookstore
(804) 786-8580

Goochland Campus
A temporary bookstore will be open only during the first week of classes, August 25-29, 2014. Otherwise please visit our bookstore online at reynolds.edu/bookstore or our Parham Road Campus location. Hours of operation are intermittent and may change. Call (804) 556-5758 for more information. Books may be reserved for pickup at this temporary location by visiting reynolds.edu/bookstore.

Choose Reynolds to begin your STEM degree.

STEM stands for “science, technology, engineering and mathematics.” You have likely heard about STEM because careers in these fields are growing by leaps and bounds. An Associate of Science degree from Reynolds provides the foundation for a bachelor’s degree in many of the top STEM college majors. Learn more at:

reynolds.edu/stem
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.

**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 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 VC 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 Section ▶ icon to show options or the Collapse Section ▼ 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 𝘅�.

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.
TAKING CLASSES ONLINE

Center for Distance Learning

Take classes from your home, office, or wherever there is Internet access. Reynolds offers options for students with busy work schedules, family responsibilities or other demands that make it difficult to attend traditional on-campus classes. Reynolds now offers three kinds of distance learning courses through the Center for Distance Learning.

1. **Online courses:** All course work and interactions with the instructor and classmates are completed online. The course is accessed through Blackboard.

2. **Distance Learning courses with in person or proctor requirement:** Most of the instruction is online; however, students will be required to make a limited number of trips to campus for labs, presentations and other class activities or to a community site for clinicals or internships. Some courses may require proctored testing that can be done at Reynolds Testing Centers, testing sites at other VCCS colleges or any approved site outside of the state of Virginia.

3. **Teleconferencing/video-conferencing courses:** Students meet on-site at one of the Reynolds campuses, at another VCCS college or at a connected off-campus site. Class meetings are scheduled weekly, just like on-campus classes. The instructor is connected to the class by a closed video network. Students see the instructor and students at other sites on television monitors in the classroom. Some instruction and communications will be in Blackboard or via the Internet.

Students should carefully read section notes before registering for a distance learning course. Section notes will indicate the specific kind of distance learning course for that section. Visit reynolds.edu for registration information and procedures or refer to page 14.

Refer to the academic calendar on page 3 for important registration dates and deadlines.

Hybrid Courses

In an effort to provide both flexibility in course schedules and the benefits of face-to-face, on-campus instruction, Reynolds is now offering a range of hybrid courses. Hybrid courses are credit courses that require both online and on-campus class meetings. In these courses, half of the instruction will be in the classroom with the instructor and the other half of the course will be completed online. Many courses will require one meeting per week on campus; evening and Saturday classes may meet on campus on alternating weeks. Students must be proficient in basic computer skills and be able to attend the required on-campus class meetings in order to be successful in these courses. Students should carefully read the section comments in the schedule before registering for any hybrid course. Hybrid course sections will have the following section identifiers:

- **HD** – hybrid section with on-campus meeting at the Downtown Campus
- **HP** – hybrid section with on-campus meeting at the Parham Road Campus
- **HW** – hybrid section with on-campus meeting at the Goochland Campus

**Is online learning right for you?**

Take the SmarterMeasure assessment to get tips on how to be successful online. reynolds.edu/cde
TAKING CLASSES ONLINE

Online Degree & Certificate Programs

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

School of Business

Business Administration .................. AS
Microcomputer Applications.............. 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

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
Social Sciences Teacher Preparation .... AS

School of Mathematics, Science, and Engineering

Science ..................................... AS
Science – Mathematics and Science
Teacher Preparation .................... AS

School of Nursing and Allied Health

Medical Records Coder ................... CSC
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
Sleep Technology for Polysomnography .... C

For a complete list of classes available this summer, visit reynolds.edu.

For more information about online and hybrid classes, contact the Center for Distance Learning at (804) 523-5612 or (800) 711-1628 (Virginia only). Visit reynolds.edu/cde for more details about:

● Tips for success
● Necessary computer knowledge and skills
● Prerequisite requirements
● Technology and software requirements

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
HELPFUL INFORMATION

Academic Renewal – Students who return or have returned to Reynolds after a separation of at least five years (60 consecutive months) may be eligible to petition for academic renewal. If academic renewal is granted, in most cases D’s and F’s earned prior to separation will not be computed in the student’s GPA. To be eligible to petition, a student must have earned a D or F prior to the separation, have completed 12 semester hours with a 2.5 grade point average after their return, have been enrolled in at least one semester since Spring 1994, and have not earned a degree, certificate, or career studies certificate using any of the affected D grades. Students may visit a Student Success Center or call Admissions and Records at (804) 523-5029 for further details or to obtain a petition for academic renewal.

Academic Standing – Students who attain a 2.00 GPA in their last semester at Reynolds are in good standing and are eligible to self-advice and self-register. Students with less than good standing must be advised by a Student Success Center representative (non-curricular students) or a faculty advisor (curricular students). Students returning from suspension must either be absent one semester for automatic reinstatement or appeal to the Academic Standing Committee for reinstatement before attempting to register. Students returning from dismissal must appeal to the Academic Standing Committee for reinstatement before attempting to register. Students interested in appealing to the Academic Standing Committee must submit a Reinstatement Form, along with supporting documentation, to a campus Student Success Center (fax: 804-371-3650) by the following deadlines:

July 1, 2014 (Fall 2014 reinstatement)
November 1, 2014 (Spring 2015 reinstatement)
April 1, 2015 (Summer 2015 reinstatement)

Attendance – Reynolds requires that faculty document and report student attendance. Students who register for a course and fail to attend or communicate with the instructor by the drop deadline for the course will be withdrawn from the course. Students who stop performing course-related academic activities (attending class, completing class assignments, taking tests, etc.) or communicating with the instructor for a period of 2-3 weeks before the official withdrawal date for the course will be withdrawn from the course with a grade of W. Individuals who stop performing course-related academic activities after the official withdrawal date for the course will receive a grade of F. It is important to note that students should not stop attending classes and rely on the institution to drop or withdraw them from a course. Students should go to a campus Student Success Center and complete the necessary paperwork within the designated deadline in order to ensure that their intended action be accurately reflected on their transcript. (See Withdrawals on the following page.)

Auditing Classes – Audited classes earn no grade-point credits and carry a grade of X. Students enrolled in classes for credit may not switch to audit after the official last day to add. Additionally, students who wish to change the status of a class from audit to credit must complete the request prior to the last day to add the class. Permission from the school dean or another appropriate academic administrator is required to audit a course.

Blackboard – Blackboard is a web-based learning management system, where instructors can post a class syllabus, assignments, learning materials, and special announcements for students. Students can also use the system to share documents, collaborate on assignments, participate in online discussion boards, and communicate with instructors.

Cancelled/Changed Classes – Each class is offered on the condition of adequate enrollment, and Reynolds reserves the right to cancel or discontinue any course because of low enrollment or for other reasons Reynolds deems necessary. Reynolds also reserves the right to make the necessary changes in this schedule that may be dictated by enrollment, personnel requirements, or availability of facilities. Refunds are generally processed after the last day to drop deadline(s).

Careers – The Reynolds Student Information System organizes its course offerings into sections, known as careers. When registering online, students will be prompted to select the appropriate career for the type of offering that they wish to register for. The career used at Reynolds for all credit courses is the Credit (CRED) career. The continuing education (CEU), non-credit (CNED), and quarter credit careers are listed for historical purposes only and should not be used.

Community College Workforce Alliance (CCWA) – The Community College Workforce Alliance is a cooperative partnership, between Reynolds Community College and John Tyler Community College, dedicated to supporting economic development and providing world-class workforce training and services to both the public and private sectors in Richmond, the Tri-cities, and surrounding counties. A variety of non-credit workforce development and lifelong learning courses are offered through CCWA.
Concurrent Enrollment – High school and home-schooled juniors and seniors may be permitted to enroll in college-level courses prior to graduating from high school. Reynolds must receive written permission from the student’s high school principal for each requested semester or term. All high school students are required to complete placement tests and earn specified scores before enrolling in any classes at Reynolds. Notes: High school students are not eligible to apply for financial aid. The parent of home-school students will be recognized as the principal. Registration for concurrent students must take place on campus at one of the Student Success Centers.

Continuing Education Unit (CEU) – Continuing Education Units are nationally recognized units of measurement for postsecondary-level studies that do not include academic credit. CEUs are designed for use when employers, licensure agencies and other authorities require a specific number of hours of study for career advancement purposes.

Course Load – Students who wish to enroll on a full-time basis should register for at least 12 credits. Any student wishing to enroll in more than 18 credits of course work should obtain his or her advisor’s recommendation prior to seeking the approval of the school dean.

Curricular – Curricular students are students who have satisfied general college curricular and any additional program admission requirements and are enrolled in credit or developmental courses for the purpose of earning a degree, certificate, or career studies certificate.

Curricular Status – Student’s last curricular or non-curricular status is still in effect upon returning each semester. Students should visit a Student Success Center to change their curricular status.

Developmental Courses – Developmental courses are designed to provide the basic skills and knowledge necessary for success in college-level courses. Developmental courses are numbered 1-99 and do not carry college-level credit.

Distance Learning – Distance Learning courses are online courses taught in a variety of settings and through alternative delivery methods that allow access to instruction from the home, office, or off-campus sites throughout the state with a desktop or laptop computer with Internet access.

Hybrid Courses – Hybrid courses are credit courses that require both online and on-campus class meetings. In hybrid courses, a portion of the instruction is in the classroom with the instructor and the other portion of the class is completed online.

Incomplete – Students who receive an “I” (Incomplete) grade for a course should not register for the same course again. They must complete the course requirements with the guidance and approval of the original instructor. The instructor will submit the final grade to the Admissions and Records Office. Failure to complete course requirements by the end of the following semester will result in an automatic grade of F.

International Students – Non-U.S. citizens seeking eligibility for in-state tuition rates must provide passports and immigration documents to Reynolds (Student Success Centers or Admissions and Records Office) when applying for admission or prior to enrolling. Individuals seeking admission as international students (F-1 Visa) must contact Reynolds’ international student advisor (ISA) directly for assistance. F-1 students are required to register in person with the ISA in the Admissions and Records Office, Parham Road Campus. To make an appointment, students should call (804) 523-5029 or email admissions@reynolds.edu. More detailed information may be found at reynolds.edu under Get Started > Steps for Admission.

Learning Communities – Learning Communities are linked courses taught by a team of faculty members who connect the concepts of their disciplines under a common theme in a fun, creative and flexible setting.

MyReynolds – MyReynolds provides a common point of entry to access the Student Information System (VCCS SIS), Blackboard and student email using one login and one password. MyReynolds can be found at reynolds.edu.

New Student – A new student is a student who has never enrolled at Reynolds Community College. All new students are encouraged to attend an orientation session (reynolds.edu).

Graduation Information – Students anticipating graduation must submit a graduation application by the following dates:

- September 30, 2014 (Fall 2014)
- January 30, 2015 (Spring 2015)
- June 30, 2015 (Summer 2015)

All graduating students should meet with an advisor in their academic program prior to registering for their final semester. The advisor will review all remaining program requirements. All documentation of training, education, or tests from organizations outside of Reynolds must be submitted to the Admissions and Records Office by the last day of classes in the student’s final semester. All Reynolds courses (including incomplete grades) must also be completed by the last day of classes in the student’s final semester in order to be used for graduation.

Incomplete – Students who receive an “I” (Incomplete) grade for a course should not register for the same course again. They must complete the course requirements with the guidance and approval of the original instructor. The instructor will submit the final grade to the Admissions and Records Office. Failure to complete course requirements by the end of the following semester will result in an automatic grade of F.

International Students – Non-U.S. citizens seeking eligibility for in-state tuition rates must provide passports and immigration documents to Reynolds (Student Success Centers or Admissions and Records Office) when applying for admission or prior to enrolling. Individuals seeking admission as international students (F-1 Visa) must contact Reynolds’ international student advisor (ISA) directly for assistance. F-1 students are required to register in person with the ISA in the Admissions and Records Office, Parham Road Campus. To make an appointment, students should call (804) 523-5029 or email admissions@reynolds.edu. More detailed information may be found at reynolds.edu under Get Started > Steps for Admission.

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New Student – A new student is a student who has never enrolled at Reynolds Community College. All new students are encouraged to attend an orientation session (reynolds.edu).
Non-Curricular – Non-Curricular students are students who are enrolled in credit and/or developmental courses without curricular admission and who do not currently intend to earn a degree, certificate or career studies certificate. Non-curricular students are not eligible to receive financial aid.

Notification of Rights under FERPA – The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect of their education records.

Old Dominion University Teletechnet – The Teletechnet program is an interactive, distance education program that enables students to earn either bachelor’s or master’s degrees online. Teletechnet students complete their first two years of college through their local community college or other accredited institution and ultimately receive their bachelor’s or master’s degrees from ODU.

Open Registration – Registration period beginning several weeks before the start of classes. All students, both new and returning, may register for courses during Open Registration either online or in person at any campus Student Success Center.

PeopleSoft™ – Reynolds operates a Student Information System developed by PeopleSoft™. Features of the system can be found at reynolds.edu under Technology Support.

Plans of Study – Curricular plans are degrees, certificates or career studies certificates. Non-curricular plans are categories indicating the purpose for taking classes.

Priority Registration – Returning students, enrolled in a degree or certificate program, are offered an opportunity to register online for classes prior to the start of Open Registration.

Readmission – Returning students who have not enrolled at Reynolds within the past three years (Summer 2011 or later) are required to submit a new application with updated information.

Repeating a Course – Students are normally limited to two enrollments in the same course. Students wishing to enroll in a course for the third time must document extenuating circumstances, obtain the Request to Repeat Course form and all necessary signatures prior to registering for the course. Approvals may be granted with conditions. Additional information can be obtained from a campus Student Success Center.

Returning Student – A returning student is a student who has previously enrolled at Reynolds. Students who have not attended in the last three years must reapply for admission.

Self-Advising – Self-advising students should know that they assume full responsibility for selecting appropriate courses and for complying with pre- and co-requisites, as explained in the catalog. All curricular students, regardless of eligibility to self-advice, are encouraged to make an appointment to meet with their faculty advisor regularly regarding program requirements, progress toward graduation, and any changes in the catalog. Catalogs are available in the Student Success Centers and can be viewed on the web at reynolds.edu. Curriculum Progress Reports are available in the appropriate academic school, a Student Success Center, or online through MyReynolds.

Senior Citizens – Senior citizens at least 60 years of age and who can provide documentation to verify domicile in Virginia for one year may be eligible to register for tuition-free classes, after classes have begun for the semester or term. Applications and eligibility information for senior citizens are available in Student Success Centers. Those who pay tuition can register earlier. Refunds will not be granted for individuals that register prior to the specific time frame.

Students with Disabilities – Students who require accommodations in order to fully participate in the programs, services, and facilities at Reynolds should contact the Office of Student Accommodations (DTC 804-523-5628; PRC 804-523-5290; GC 804-523-5421). Deaf or hard of hearing students, please use the 711 Relay system with any Reynolds number.

User Name – User Name is a unique identifier assigned to each student for accessing the Student Information System (VCCS SIS), student email and Blackboard. Students may look up their user name at reynolds.edu.

VCCS – The Virginia Community College System is comprised of 23 community colleges. For more information, visit vccs.edu.

Veterans Administration (VA) Educational Assistance – A student interested in receiving VA educational assistance must contact the VA representative in the PRC Student Success Center at (804) 523-5368.

Withdrawals – Students do not have the ability to withdraw from courses online. To officially withdraw from a course or courses, a student must obtain a Request to Withdraw from Courses form and submit it to a Student Success Center. Withdrawal deadlines for full session classes are posted in the calendar section (page 3); deadlines for special sessions are available in the Student Success Centers. Students should check the Reynolds Catalog for course completion and grade requirements in their specific program. Withdrawals result in a grade of W with no refund. After the published deadline, withdrawals result in a grade of F. Withdrawal transactions are final and will not be rescinded or modified unless there is an administrative error by Reynolds.
It’s never too early to GET STARTED.

Register now for Fall 2014