Classes Start January 7
THAT MOMENT WHEN

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

Your success is important to us. Meeting with your advisor helps ensure you get the classes you need to graduate on time.

Find your advisor at reynolds.edu/advising

WHO IS MY ADVISOR?

Completed 0-15 Credits
Enrollment Services

Exception 3 Programs
Program Advisor

Completed 16+ Credits
Program Advisor

Culinary | EMS | Engineering
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Don't miss an email!

Did you know you can configure your VCCS student email accounts on mobile devices? You can access your email account from your mobile device in order to stay in touch with Reynolds faculty, staff, and other students.

[www.reynolds.edu/mobile](http://www.reynolds.edu/mobile)

*All the creative graduation cap images are of Reynolds graduates.*
Apply online at reynolds.edu and receive your Empl ID (student ID) and username. Save this information! You will need both to log on to your MyREYNOLDS account.

Apply for Financial Aid. Complete the Free Application for Federal Student Aid (FAFSA) to ensure it is received on time. Use the Reynolds Federal School code: 003759. Priority deadline for spring semester is Sept 15 and for fall semester is April 15. Visit reynolds.edu/financialaid.

If you receive financial aid, apply each year.

Apply online for a Reynolds scholarship between December and April 15. There is one common application to be considered for all available scholarships. Visit reynolds.edu/scholarships.

Log on to MyREYNOLDS at reynolds.edu within 24 hours of applying. Use your username to set up your account. Otherwise, your password will expire and you will have to call (804) 371-3000 to reset. Do not skip your security questions!

Time-sensitive information is sent to your Reynolds email account and online Student Center. It is important to check these often.

Get Placed. You may be eligible to waive the placement test. Submit your official transcripts and/or test scores. (Transcripts include college, GED, and high school. Test scores include ACT, AP, CLEP, GED, IB, and SAT.) You may bring these in an officially sealed envelope to any Enrollment Services location at one of our three campuses. Or mail to: Reynolds Community College, Admissions & Records, P.O. Box 85622, Richmond, VA 23285.

If you are required to take the placement test, take it seriously. The placement test determines what, if any, developmental courses you need first. Developmental courses prepare you for college-level math and English. Prepare in advance and visit reynolds.edu/testprep.
New students view online orientation at reynolds.edu/orientation and then see an advisor in one of our Enrollment Services Offices.

Returning students get advised by meeting with an advisor before registering for class.

Students with 0-15 credits, see Enrollment Services for advising. Students with 16 or more credits, see your academic program advisor. To find your advisor, visit reynolds.edu/advising.

If you receive financial aid, you must apply each year. See step 1.

Register and create your class schedule by logging on to MyREYNOLDS. If you register early, you are more likely to get the class you need and schedule you want.

Pay for your class. For the most current tuition and payment due dates, visit reynolds.edu/tuition. Pay online through MyREYNOLDS or in-person at any campus Business Office.

Log on to MyREYNOLDS to check your financial aid award status. For information about payment plans, refunds, or paying with a scholarship, savings plan, or other third-party sponsor, visit reynolds.edu/businessoffice.

For questions, contact Enrollment Services:
Services include academic advising, admissions and records, and veterans services. Available in-person on all campuses. Or call (804) 523-6464.

For financial aid help call toll-free 1 (855) 874-6682.
Access Blackboard, SIS, & Email

MyREYNOLDS provides a common point of entry to access Blackboard, Student Email, Student Information System (VCCS SIS) and to manage account information using one log on and one password. Users must look up their Username, Empl ID, and set their password the first time they access their accounts.

Forgot Username and EMPLID?
1. Go to reynolds.edu and click MyREYNOLDS.
2. Click Forgot Username.

Enter User Information
1. Click the I'm not a robot box, then click Continue.
2. Enter your first and last name, and date of birth.
3. Enter one of the following: your Empl ID or social security number.
4. Click Next.
5. Click the correct button if you know or do not know your password and click Next.

Forgot your Password?
1. Go to reynolds.edu and click MyREYNOLDS.
2. Click Forgot Password.
3. Enter your VCCS username. Click Submit.
4. Answer three of your five security questions. Click Submit after you answer your third question.
5. Enter your new password and confirm it. Click Submit.
6. Verify that you see a successful password change message.

Passwords must be 8 to 32 characters in length, include at least one lowercase letter (a-z), one uppercase letter (A-Z), one number (0-9) and one special character (!, @, #, etc.).

Viewing your Directory Information
1. On the main MyREYNOLDS page, click the View my Information tab near the top left portion of the page (the tab should be highlighted in black).
2. Your directory information will be shown.

Setting your Security Questions and Answers for the First Time
When you login to MyREYNOLDS for the very first time, you will be prompted to set your account recovery settings. Do not skip this step.
1. Enter your current password, if prompted.
2. Click on Get Started under the Account Recovery Settings area.
3. Enter your five questions and the answers.
4. Click Submit to update your questions and answers to the system.
5. Click Return to Homepage.
6. Click Yes to continue.

MyREYNOLDS Applications
Each time you login to MyREYNOLDS, you will see a list of VCCS applications represented as icons. Click on an icon to access that particular application.

If you can’t find your Username and Empl ID, or don’t have an available term for enrollment, call the Reynolds Information Center at (804) 371-3000.
For more information visit www.reynolds.edu and click Technology Support.
REGISTER & PAY ONLINE

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 to find your Username, Empl ID and set your password.
4. Record your Username and Empl ID and keep in a safe place.

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).

Log in to MyREYNOLDS
1. Go to reynolds.edu and click MyREYNOLDS.
2. Enter Username and Password.
3. Click Log In button.
4. Click SIS: Student Information System button.
5. Click the Student Center link in the folder group.

Set Preferences
1. Scroll down to Personal Information.
2. Click User Preferences link.
3. Select “J. Sargeant Reynolds CC” from the Institution dropdown.
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 📊.

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

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.

Sign Out
1. Click Sign Out.
2. Close browser window to end session.

View Grades
1. In the Enroll area, click 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.
PRIORITY REGISTRATION FOR RETURNING STUDENTS  
November 5 – 25  
Priority Registration offers returning students, enrolled in a program, an opportunity to register for classes prior to the start of Open Registration. Check your Reynolds email beginning October 19 for information about when spring class registration will be available specifically for you.

Payment for Priority Registration is due on Friday, November 30 by close of business if paying in person, or prior to midnight if paying by MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight on Friday, November 30.

If payment is not received, you will be dropped from your Priority Registration classes.

OPEN REGISTRATION  
November 26 – January 6  
Payment is due Friday of the week you register by close of business if paying in person, or prior to midnight if paying by MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight.

SCHEDULE ADJUSTMENT PERIOD*  
January 7 – 11  
Payment is due daily by the close of business if paying in person, or prior to midnight if paying by MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight.

*Only students who have an established schedule (defined as one in which they have registered and made full payment) can schedule adjust. Students will need assistance from Reynolds to complete schedule adjustment processes.

LATE STARTING SESSIONS  
For classes that start after the Schedule Adjustment Period for the regular 16-week session (after January 11), payment is due the same day you register by close of business if paying in person, or prior to midnight if paying by MyREYNOLDS.

Your payment for tuition and fees for all of your classes must be made and settled in full according to the payment schedule. Students may lose some or all of their desired courses if their tuition and fees are not paid in full. If you rely on financial aid, be sure your courses are eligible.

The TMS payment plan enrollment for SPRING 2019 semester is available through January 10.
### SPRING 2019 REGISTRATION GUIDE

#### IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event/Deadline</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Advising</strong></td>
<td>Oct 22-Nov 2</td>
</tr>
<tr>
<td><strong>Priority Registration</strong></td>
<td>Nov 5-25</td>
</tr>
<tr>
<td>Deadline for receipt of Financial Aid information for Spring 2019</td>
<td>Nov 15</td>
</tr>
<tr>
<td><strong>Open Registration</strong></td>
<td>Nov 26-Jan 6</td>
</tr>
<tr>
<td>First day to submit online applications for 2019-20 Reynolds Scholarships</td>
<td>Dec 1</td>
</tr>
<tr>
<td>Deadline for Spring 2019 Domicile Appeals</td>
<td>Dec 3</td>
</tr>
<tr>
<td>First day to charge books to Financial Aid for Spring 2019</td>
<td>Jan 2</td>
</tr>
<tr>
<td>Last day to return textbooks for refund</td>
<td>Jan 14</td>
</tr>
<tr>
<td>Rev. Dr. Martin Luther King, Jr. Day College Closed</td>
<td>Jan 21</td>
</tr>
<tr>
<td>First day to charge books to Financial Aid for Spring 2019</td>
<td>Jan 23</td>
</tr>
<tr>
<td><strong>Deadline for Spring 2019 Graduation Applications</strong></td>
<td>Jan 31</td>
</tr>
<tr>
<td>Recommended Financial Aid submission date for Summer 2019</td>
<td>Feb 15</td>
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<tr>
<td><strong>Spring Break (no classes)</strong></td>
<td>Mar 18-24</td>
</tr>
<tr>
<td>Professional Development Day (no services)</td>
<td>Mar 18</td>
</tr>
<tr>
<td>Last day to submit Loan Application for Spring 2019</td>
<td>Apr 1</td>
</tr>
<tr>
<td><strong>Deadline for Summer 2019 Domicile Appeals</strong></td>
<td>Apr 1</td>
</tr>
<tr>
<td>Recommended Loan Application submission date for Summer 2019</td>
<td>Apr 1</td>
</tr>
<tr>
<td><strong>Last day to submit online applications for 2019-20 Reynolds Scholarships</strong></td>
<td>Apr 15</td>
</tr>
<tr>
<td>Deadline for receipt of Financial Aid information for Summer 2019</td>
<td>Apr 15</td>
</tr>
<tr>
<td>Recommended Financial Aid application submission date for Fall 2019</td>
<td>Apr 15</td>
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<tr>
<td><strong>Graduation, VCU Siegel Center</strong></td>
<td>May 12</td>
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<tr>
<td><strong>Regular Session 16-week Session</strong></td>
<td></td>
</tr>
<tr>
<td>Last Day to Register and Pay*</td>
<td>Jan 6</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan 7</td>
</tr>
<tr>
<td>Last Day to Schedule Adjust*</td>
<td>Jan 11</td>
</tr>
<tr>
<td>Last Day to Drop with Refund</td>
<td>Jan 23</td>
</tr>
<tr>
<td>Last Day to Withdraw* from Class with a Grade of “W”</td>
<td>Mar 14</td>
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<tr>
<td>Classes End</td>
<td>Apr 29</td>
</tr>
<tr>
<td>Examination Period</td>
<td>Apr 30-May 6</td>
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<tr>
<td><strong>14-week Session</strong></td>
<td></td>
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<tr>
<td>Last Day to Register and Pay*</td>
<td>Jan 21</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan 22</td>
</tr>
<tr>
<td>Last Day to Schedule Adjust*</td>
<td>Jan 25</td>
</tr>
<tr>
<td>Last Day to Drop with Refund</td>
<td>Feb 5</td>
</tr>
<tr>
<td>Last Day to Withdraw* from Class with a Grade of “W”</td>
<td>Mar 28</td>
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<tr>
<td>Classes End</td>
<td>May 6</td>
</tr>
<tr>
<td><strong>12-week Session</strong></td>
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<tr>
<td>Last Day to Register and Pay*</td>
<td>Feb 4</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Feb 5</td>
</tr>
<tr>
<td>Last Day to Schedule Adjust*</td>
<td>Feb 8</td>
</tr>
<tr>
<td>Last Day to Drop with Refund</td>
<td>Feb 15</td>
</tr>
<tr>
<td>Last Day to Withdraw* from Class with a Grade of “W”</td>
<td>Apr 2</td>
</tr>
<tr>
<td>Classes End</td>
<td>May 6</td>
</tr>
</tbody>
</table>

1 A receipt along with the textbook being returned in its original condition is required to receive a full refund.
2 Withdrawals must be done in person at Enrollment Services or by calling (804) 522-6464.
3 Payment is due daily after regular session classes begin each semester. Failure to pay will result in being dropped from your course(s). If you need in-person assistance with your payment, please make sure to visit the Business Office during published office hours.
4 Only students who have an established schedule (defined as one in which they have registered and made full payment) can schedule adjust. Students will need assistance from Reynolds to complete schedule adjustment processes.

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**First Eight-Week Session**

- Last Day to Register and Pay*: Jan 6
- Classes Begin: Jan 7
- Last Day to Schedule Adjust*: Jan 9
- Last Day to Drop with Refund: Jan 14
- Last Day to Withdraw* from Class with a Grade of “W”: Feb 8
- Classes End: Mar 4

**Second Eight-Week Session**

- Last Day to Register and Pay*: Mar 4
- Classes Begin: Mar 5
- Last Day to Schedule Adjust*: Mar 7
- Last Day to Drop with Refund: Mar 12
- Last Day to Withdraw* from Class with a Grade of “W”: Apr 12
- Classes End: May 6

**First Four-Week Session**

- Last Day to Register and Pay*: Feb 4
- Classes Begin: Feb 5
- Last Day to Schedule Adjust*: Feb 5
- Last Day to Drop with Refund: Feb 7
- Last Day to Withdraw* from Class with a Grade of “W”: Feb 20
- Classes End: Mar 4

**Second Four-Week Session**

- Last Day to Register and Pay*: Feb 4
- Classes Begin: Feb 5
- Last Day to Schedule Adjust*: Feb 5
- Last Day to Drop with Refund: Feb 7
- Last Day to Withdraw* from Class with a Grade of “W”: Feb 20
- Classes End: Mar 4

**Third Four-Week Session**

- Last Day to Register and Pay*: Mar 4
- Classes Begin: Mar 5
- Last Day to Schedule Adjust*: Mar 5
- Last Day to Drop with Refund: Mar 7
- Last Day to Withdraw* from Class with a Grade of “W”: Mar 27
- Classes End: Apr 8

**Fourth Four-Week Session**

- Last Day to Register and Pay*: Apr 8
- Classes Begin: Apr 9
- Last Day to Schedule Adjust*: Apr 9
- Last Day to Drop with Refund: Apr 11
- Last Day to Withdraw* from Class with a Grade of “W”: Apr 24
- Classes End: May 6

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S P R I N G 2 0 1 9 R E G I S T R A T I O N G U I D E
NEW STUDENT ADVISING
First-time students, new to Reynolds, should view online orientation at www.reynolds.edu/orientation and then see an advisor in one of our Enrollment Services Offices.

FIRST-YEAR ADVISING (0-15 CREDIT HOURS)
Students with 0-15 credits will receive an email from FirstYearAdvising@Reynolds.edu early in their first semester. This email will list advisors in the student’s program of study. Schedule an appointment with one of your program advisors. It is important to schedule your appointment as soon as possible once you receive that email communication. This will ensure you get an appointment that works with your schedule and will prepare you to register for classes once registration opens.

PROGRAM ADVISING
Students with 16 or more credit hours meet with their assigned faculty advisor. This advisor is listed in your MyREYNOLDS account.

CAREER & TRANSFER ADVISING
In addition to academic program advising, Reynolds provides career and transfer advising for students who may need assistance with career exploration and/or intend to transfer to a four-year college or university.

Career & Transfer advisors are available to assist students with the development of specific academic plans that will easily transfer to the institution(s) of their choice.
FINANCIAL AID PROCESS

www.reynolds.edu/financialaid

The financial aid process may take up to eight weeks. Plan ahead and complete your FAFSA as soon as possible after October 1. Successful students apply between October and April and follow up with Reynolds to ensure everything is completed by May. Log on to your MyREYNOLDS account to view your award status.

For priority, be sure your FAFSA is completed and submitted by:

- March 15 | summer semester
- April 15 | fall semester

Applications received after this date will be processed in date order after all priority applications have been reviewed. This means you may have to pay for tuition and books from personal funds while awaiting a reply from the Office of Financial Aid regarding your eligibility for financial aid. You must apply annually.

SUBMIT YOUR FEDERAL STAFFORD LOAN REQUEST FORM TO AN ENROLLMENT SERVICES OFFICE BY:

- SUMMER SEMESTER
  - Recommended deadline: April 1
  - Final deadline: July 1

- FALL SEMESTER
  - Recommended deadline: July 1
  - Final deadline: October 1

Submit your form in person, email to enroll@reynolds.edu, or fax to (804) 523-6405. The form is located at www.reynolds.edu/financialaid. Click the Forms tab.

SCHOLARSHIPS

The online scholarship application is due April 15. There’s only one application for all available Reynolds scholarships.

QUESTIONS & ANSWERS

Q: How do I see my tuition bill?
A: Ensure that your preferences are set to J. Sargeant Reynolds CC. Log into MyREYNOLDS to access SIS then navigate to your Student Center. Scroll down to Finances. If the community college listed is NOT J. Sargeant Reynolds CC, click on the User Preferences link to change your preferences to J. Sargeant Reynolds CC. To ensure the proper balance is showing, click the Account Inquiry link. This action triggers recalculation of tuition and fees.

Q: When can I pay for my books with financial aid?
A: Financial aid recipients may charge books to their aid from Jan 2 - 23 for spring classes. For detailed information, please visit reynolds.edu/bookstore.

Q: If I have a financial aid question, whom can I call?
A: For 24-hour student account and financial aid support please call 1 (855) 874-6682 or visit reynolds.edu/24-HourHelp.
MAJORS BY CAREER

CERTIFICATIONS/DEGREES
AAS | Associate of Applied Science  AA | Associate of Arts  AS | Associate of Science  C | Certificate  CSC | Career Studies Certificate
Online | Program is available 100% online

BUSINESS
Accounting AAS
Accounting C CSC
Management AAS
Small Business Management specialization
Retail Management specialization
Entrepreneurship in Small Business CSC Online
eCommerce CSC
Business Administration AS (Transfer)* Online

CONSTRUCTION & MANUFACTURING
Architectural & Engineering Technology AAS
Contemporary Technology for Design specialization
Building Construction Management specialization
Computer-Aided Design Specialist CSC
Welding CSC
Engineering AS

COMMUNICATION, EDUCATION & HUMAN SERVICES
American Sign Language CSC
American Sign Language-English Interpretation AAS
Early Childhood Development AAS Online
Early Childhood Development C Online
Early Childhood Education CSC Online
Early Childhood Education - Advanced CSC Online
Human Services AAS
Substance Abuse Counseling Education CSC
Liberal Arts AA (Transfer)* Online
Science AS (Transfer)*
Social Sciences AS (Transfer)* Online

CULINARY ARTS, HORTICULTURE & SUSTAINABLE AGRICULTURE
Culinary Arts AAS
Culinary Arts specialization
Pastry Arts specialization
Culinary Management specialization
Sustainable Agriculture CSC
Horticulture Technology AAS Floral Design CSC
Science AS (Transfer)*

Reynolds Community College 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 offers programs under its open admissions policy. Admission to select vocational programs is based on a separate application process that is nondiscriminatory. For the full policy and a list of select programs, visit reynolds.edu.
MAJORS BY CAREER

HEALTH PROFESSIONS & NURSING

Dental Assisting C
Central Sterile Technician CSC
Emergency Medical Services
  - Emergency Medical Technician CSC
Emergency Medical Services
  - Intermediate CSC
Emergency Medical Services
  - Paramedic CSC
Emergency Medical Services
  - Paramedic AAS
Health Science I CSC
Health Information Management AAS
Advanced Medical Coder (Health Information Management) CSC Online
Medical Records Coder (Health Information Management) CSC Online
Release of Health Information Specialist (Health Information Mgt) CSC Online
Pre-Medical Laboratory Technology CSC Online
Medical Laboratory Technology AAS
Practical Nursing C
Nursing LPN to AAS
Nursing AAS
Opticianry AAS
Opticians Apprentice CSC
Pharmacy Technician CSC
Respiratory Therapy AAS
Science AS (Transfer)*

INFORMATION TECHNOLOGY

Information Systems Technology AAS
Computer Applications CSC Online
Computer Programmer CSC
Cyber Security CSC Online
Network Administration CSC Online
Web Development CSC
Business Administration AS (Transfer)* Online
Science AS (Transfer)*

LAW & PUBLIC SAFETY

Criminal Justice CSC Online
Administration of Justice AAS
Emergency Medical Services
  - Emergency Medical Technician CSC
Emergency Medical Services
  - Intermediate CSC
Emergency Medical Services
  - Paramedic CSC
Emergency Medical Services
  - Paramedic AAS
Fire Science Technology C
Fire Science Technology AAS
  Emergency Services Leadership specialization
Paralegal Studies AAS
  General Practice specialization
  Litigation specialization
Liberal Arts AA (Transfer)*
Social Sciences AS (Transfer)* Online

TRANSPORTATION

Automotive Maintenance & Light Repair CSC
Automotive Technology C
Diesel Mechanics Technology C
Hybrid & Electric Vehicle Technology CSC

There’s More!

*Students interested in pursuing a baccalaureate degree at a four-year institution in these program areas should consult an advisor concerning the choice of degree program and course selection to ensure successful transfer to the intended transfer institution.
MAJORS BY TRANSFER DEGREE*

Reynolds has dozens of guaranteed transfer agreements with four-year public and private colleges and universities. Students interested in this transfer opportunity or transferring in general should consult their faculty advisor upon program entry for further guidance. Reynolds also has a Transfer Center with information to guide you early on: www.reynolds.edu/GuaranteedTransfer

CERTIFICATIONS/DEGREES

AAS | Associate of Applied Science
AA | Associate of Arts
AS | Associate of Science
C | Certificate
CSC | Career Studies Certificate
Online | Program is available 100% Online

General Education C Online
General Studies AS Online
Liberal Arts AA Online
Teacher Preparation Specialization
Business Administration AS Online
Engineering AS
Chemical/Biomedical specialization
Electrical/Computer specialization
Mechanical/General Engineering specialization
Sciences AS
Science specialization Online
Computer Science specialization
Mathematics specialization
Mathematics/Science Teacher Preparation specialization
Social Sciences AS Online
American Sign Language/Deaf Studies specialization
Pre-Social Work specialization
Teacher Preparation specialization

There are two kinds of Guaranteed Transfer Agreements that exist between Reynolds and most Virginia colleges:

1. **Virginia Community College System Agreements** (VCCS) apply to all 23 community colleges in Virginia.

2. **Reynolds Agreements** are specific agreements between Reynolds Community College and a Virginia college or university.

Make sure you know about the unique agreement Reynolds has with the 4-year college or university you would like to attend. To make an appointment with the Reynolds Career & Transfer Center, email rbeale@reynolds.edu or call (804) 523-5067.

*Students interested in pursuing a baccalaureate degree at a four-year institution in these program areas should consult an advisor concerning the choice of degree program and course selection to ensure successful transfer to the intended transfer institution.*
Spring Graduation Applications due January 31
Fall 2019 Scholarship Applications due April 15
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.

Some Online courses may require proctored exams, on-campus labs, clinicals, or other special on-campus meetings. For information on Reynolds Online, visit reynolds.edu/online or call (804) 523-5612 or (800) 711-1628 (Virginia only).

Certificates or degrees listed below in RED indicate transfer degree and certificate programs. Area code 804 for all phone numbers.

### Programs of Study (A-Z)

<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>B 203</td>
<td>Accounting</td>
<td>AAS</td>
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<td>B 202</td>
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<td>B 221-203-02</td>
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<td>523-5301 Complete</td>
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<tr>
<td>B 400-01</td>
<td>Administration of Justice</td>
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<td>Courses</td>
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<tr>
<td>N&amp;AH 221-152-07</td>
<td>Advanced Medical Coder (Health Information Management)</td>
<td>CSC</td>
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<tr>
<td>H&amp;SS 221-640-01</td>
<td>American Sign Language</td>
<td>CSC</td>
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<tr>
<td>H&amp;SS 640</td>
<td>American Sign Language – English Interpretation</td>
<td>AAS</td>
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<tr>
<td></td>
<td>Architectural &amp; Engineering Technology</td>
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<tr>
<td>B 895-01</td>
<td>Contemporary Technology for Design Specialization</td>
<td>AAS</td>
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<td>B 895-02</td>
<td>Building Construction Management Specialization</td>
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<td>Courses</td>
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<td>B 221-909-01</td>
<td>Automotive Maintenance and Light Repair</td>
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<td>B 902</td>
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<td>B 213</td>
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<td>N&amp;AH 221-174-01</td>
<td>Central Sterile Technician</td>
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<td>School/Plan Code</td>
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<td>B 221-729-01</td>
<td>Computer-Aided Design Specialist</td>
<td>CSC</td>
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<td>B 221-400-45</td>
<td>Criminal Justice</td>
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<td><strong>Culinary Arts²</strong></td>
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<td>B 242-01</td>
<td>Culinary Arts Specialization</td>
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<td>523-5781 Courses</td>
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<td>B 242-02</td>
<td>Pastry Arts Specialization</td>
<td>AAS</td>
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<td>H&amp;SS 221-636-08</td>
<td>Early Childhood Education – Advanced</td>
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<td>B 221-251-01</td>
<td>eCommerce</td>
<td>CSC</td>
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<tr>
<td>N&amp;AH 146</td>
<td>Emergency Medical Services – Paramedic³</td>
<td>AAS</td>
<td>523-5768 Courses</td>
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<tr>
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<td>Emergency Medical Services – Emergency Medical Technician</td>
<td>CSC</td>
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<tr>
<td>N&amp;AH 221-146-03</td>
<td>Emergency Medical Services – Intermediate⁴</td>
<td>CSC</td>
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<td>N&amp;AH 221-146-05</td>
<td>Emergency Medical Services – Paramedic⁴</td>
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<td>Chemical/Biological Engineering Specialization</td>
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<td>Entrepreneurship in Small Business</td>
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<td>523-5177 Courses</td>
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<td>School/Plan Code</td>
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<td>Emergency Services Leadership Specialization</td>
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<td>B 428</td>
<td>Fire Science Technology</td>
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<td>B 221-335-02</td>
<td>Floral Design</td>
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<td>H&amp;SS 695</td>
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<td>H&amp;SS 699</td>
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<td>N&amp;AH 152</td>
<td>Health Information Management</td>
<td>AAS</td>
<td>523-5012 Courses</td>
</tr>
<tr>
<td>N&amp;AH 221-190-01</td>
<td>Health Science I</td>
<td>CSC</td>
<td>523-5375 Courses</td>
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<tr>
<td>B 335</td>
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<td>AAS</td>
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<td>Human Services</td>
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<td>B 221-909-46</td>
<td>Hybrid and Electric Vehicle Technology</td>
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<td>B 221-299-03</td>
<td>Information Systems Technology</td>
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<td>523-5177 Courses</td>
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<td>B 221-299-06</td>
<td>Computer Applications</td>
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<td>B 221-732-09</td>
<td>Computer Programmer</td>
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<td>B 221-732-00</td>
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<td>CSC</td>
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<td>B 221-299-18</td>
<td>Network Administration</td>
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<td>B 221-732-00</td>
<td>Web Development</td>
<td>CSC</td>
<td>523-5177 Courses</td>
</tr>
<tr>
<td>H&amp;SS 648</td>
<td>Liberal Arts</td>
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<td>523-5178 Complete</td>
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<td>H&amp;SS 648-TP</td>
<td>Teacher Preparation Specialization</td>
<td>AA</td>
<td>523-5178 Complete</td>
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</tbody>
</table>

**Management**

<p>| B 212-03        | Retail Management Specialization | AAS | 523-5177 Courses | 523-5301 Courses | Courses | Courses |
| B 212-04        | Small Business Management Specialization | AAS | 523-5177 Courses | 523-5301 Courses | Courses | See footnote #7 |</p>
<table>
<thead>
<tr>
<th>School/Plan Code</th>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Campus Location</th>
<th>Online</th>
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</thead>
<tbody>
<tr>
<td>N&amp;AH 151</td>
<td>Medical Laboratory Technology[^8]</td>
<td>AAS</td>
<td>DTC courses</td>
<td>See footnote #8</td>
</tr>
<tr>
<td>N&amp;AH 221-152-06</td>
<td>Medical Records Coder (Health Information Management)</td>
<td>CSC</td>
<td>DTC courses</td>
<td>Complete</td>
</tr>
<tr>
<td>N&amp;AH 156</td>
<td>Nursing</td>
<td>AAS</td>
<td>DTC courses</td>
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<tr>
<td>N&amp;AH 160</td>
<td>Opticianry[^8]</td>
<td>AAS</td>
<td>DTC courses</td>
<td>See footnote #8</td>
</tr>
<tr>
<td>N&amp;AH 221-160-04</td>
<td>Opticians Apprentice[^9]</td>
<td>CSC</td>
<td>DTC courses</td>
<td>See footnote #9</td>
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**Paralegal Studies**

<table>
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<th>Plans</th>
<th>Certificate or Degree</th>
<th>Campus Location</th>
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<tbody>
<tr>
<td>B 260-01</td>
<td>General Practice Specialization</td>
<td>AAS</td>
<td>DTC courses</td>
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<tr>
<td>B 260-02</td>
<td>Litigation Specialization</td>
<td>AAS</td>
<td>DTC courses</td>
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<tr>
<td>N&amp;AH 221-190-08</td>
<td>Pharmacy Technician</td>
<td>CSC</td>
<td>DTC courses</td>
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<tr>
<td>N&amp;AH 157</td>
<td>Practical Nursing</td>
<td>C</td>
<td>DTC courses</td>
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<tr>
<td>N&amp;AH 221-151-01</td>
<td>Pre-Medical Laboratory Technology</td>
<td>CSC</td>
<td>DTC courses</td>
<td>Complete</td>
</tr>
<tr>
<td>N&amp;AH 221-152-02</td>
<td>Release of Health Information Specialist (Health Information Management)</td>
<td>CSC</td>
<td>DTC courses</td>
<td>Complete</td>
</tr>
<tr>
<td>N&amp;AH 181</td>
<td>Respiratory Therapy[^8]</td>
<td>AAS</td>
<td>DTC courses</td>
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**Science**

<table>
<thead>
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<th>School/Plan Code</th>
<th>Plans</th>
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<tbody>
<tr>
<td>MS&amp;E 880-02</td>
<td>Computer Science Specialization</td>
<td>AS</td>
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<tr>
<td>MS&amp;E 880-TP</td>
<td>Mathematics and Science Teacher Preparation Specialization</td>
<td>AS</td>
<td>DTC courses</td>
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<tr>
<td>MS&amp;E 880-05</td>
<td>Mathematics Specialization</td>
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<td>MS&amp;E 880-01</td>
<td>Science Specialization</td>
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<tr>
<td>H&amp;SS 882</td>
<td>Social Sciences</td>
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<tr>
<td>H&amp;SS 882-01</td>
<td>American Sign Language/Deaf Studies Specialization</td>
<td>AS</td>
<td>DTC courses</td>
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<tr>
<td>H&amp;SS 882-02</td>
<td>Pre-Social Work Specialization</td>
<td>AS</td>
<td>DTC courses</td>
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<tr>
<td>H&amp;SS 882-TP</td>
<td>Teacher Preparation Specialization</td>
<td>AS</td>
<td>DTC courses</td>
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### Programs of Study (A-Z)

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<th>School/Plan Code</th>
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<th>Campus Location</th>
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<tr>
<td>H&amp;SS 221-480-30</td>
<td>Substance Abuse Counseling Education&lt;sup&gt;10&lt;/sup&gt;</td>
<td>CSC</td>
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<tr>
<td>B 221-335-06</td>
<td>Sustainable Agriculture</td>
<td>CSC</td>
<td>DTC Courses</td>
</tr>
<tr>
<td>B 221-995-01</td>
<td>Welding</td>
<td>CSC</td>
<td>DTC 523-5432 Complete</td>
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</tbody>
</table>

Revised 10-01-18

1. A majority of the courses in the American Sign Language – English Interpretation program are offered only via distance learning.
2. 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.
3. Completion of the courses in the EMS - Paramedic AAS degree requires that most EMS courses be taken at local fire/EMS training centers.
4. All courses in this program must be completed at local fire/EMS training centers.
5. 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.
6. 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.
7. 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. All courses in this program may be completed online with the exception of a coordinated internship course.
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. Apprentice students are also required to complete 2,000 hours of on-the-job training per year, for a total of 6,000 hours.
10. Completion of the Substance Abuse Counseling Education Career Studies Certificate requires that some courses be taken via distance learning.

---

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Friday | 8:30 a.m. - 3 p.m.

The Downtown and Parham Business Offices close 1 - 2 p.m. daily.

Goochland
Monday | 12:30 p.m. - 4:30 p.m.
Wednesday | 2:30 p.m. - 6:30 p.m.
Friday | Noon - 3 p.m.

ENROLLMENT SERVICES

Downtown & Parham Road Campus
Monday, Tuesday, Thursday | 8:30 a.m. - 4:30 p.m.
Wednesday | 8:30 a.m. - 6:30 p.m.
Friday | 8:30 a.m. - 3 p.m.

Goochland
Monday, Tuesday, Thursday, Friday | 9 a.m. - 2 p.m.
Wednesday | 10 a.m. - 6:30 p.m.

EXTENDED HOURS | JAN 2 - 11

Downtown & Parham Road Campus
Monday - Thursday | 8:30 a.m. - 7 p.m.
Friday | 8:30 a.m. - 4 p.m.
Saturday, January 5 | 8:30 a.m. - noon

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