For me, teaching English as a Second Language at Reynolds is like an overseas vacation without the long plane ride. Being in a mix of cultures all day energizes me.
HOURS OF OPERATION

ENROLLMENT SERVICES
Downtown & Parham Road Campus
Monday, Tuesday, Friday | 8:30 a.m. - 5 p.m.
Wednesday & Thursday | 8:30 a.m. - 7 p.m.

Goochland
Monday - Thursday | 8:30 a.m. - 7 p.m.
Friday | Closed

BUSINESS OFFICE
Downtown & Parham Road Campus
Monday, Tuesday, Friday | 8:30 a.m. - 5 p.m.
Wednesday & Thursday | 8:30 a.m. - 7 p.m.
Closed daily from 1 - 2 p.m.

Goochland
Monday, Tuesday | 9 a.m. - 1 p.m.
Wednesday, Thursday | 2:30 - 6:30 p.m.
Friday | Closed

EXTENDED SERVICE HOURS
August 12 - 30

Check www.reynolds.edu/hours for extended service hours during our peak registration period.

ONLINE PAYMENTS
MyREYNOLDS | Available 24/7
TMS PAYMENT PLAN | Available 24/7

TMS payment plan enrollment is available:
SUMMER 2019 | April 8 - May 17
FALL 2019 | July 8 - August 29
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**Professor Cherian**

My ambition to teach started when I was a student at Reynolds. Graduating from Reynolds opened up a path that led to a new career and a bright future.

As a respiratory therapy instructor, my goal is to inspire students to do meaningful work — to be the kind of person who wants to help people get well and stay well.
**6 EASY STEPS TO GET STARTED**

*New Students* begin with step 1 - **Apply**. | *Returning students* begin with step 4 - **Get Advised**.

---

**Apply** online at reynolds.edu and receive your Emp 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 September 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 March 1. There is one application for all available scholarships. Visit reynolds.edu/scholarships.

---

**Log on** to MyREYNOLDS at reynolds.edu within 24 hours of applying. Or, your password will expire and you’ll have to call (804) 371-3000 to reset. Use your username to set up your account.

**Do not skip your security questions!**

Time-sensitive information is sent to your Reynolds email account and online Student Center. *It’s 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. Visit www.reynolds.edu/vptwaiver.

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 must complete Step 3 before starting Step 4.
New students must complete the required two-step orientation both online and on-campus. Sign up at reynolds.edu/orientation.

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 on time. 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.

Prepare for Class! View your schedule online in MyREYNOLDS. You will need it to get your Reynolds ID to purchase your books if using financial aid. Visit reynolds.edu/bookstore. Attend class in person or online.

Use the tools in MyREYNOLDS to track your progress and graduate on time. Learn how to use your online student planner and advising report. For video tutorials, visit reynolds.edu/track.

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.
MAJORS BY CAREER

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

BUSINESS
Accounting AAS  
Accounting C  
Accounting CSC
Management AAS  
Small Business Management specialization  
Retail Management specialization  
Entrepreneurship in Small Business CSC  
Online  
eCommerce CSC
Business Administration AS T Online

CONSTRUCTION & MANUFACTURING
Architectural & Engineering Technology AAS  
Contemporary Technology for Design specialization  
Building Construction Management specialization  
Computer-Aided Design Specialist CSC
Welding CSC  
Welding - Advanced 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 T Online  
Science AS T
Social Sciences AS T Online

CULINARY ARTS, HORTICULTURE & SUSTAINABLE AGRICULTURE
Culinary Arts AAS  
Culinary Arts specialization  
Pastry Arts specialization  
Culinary Management specialization  
Culinary - Food and Beverage Operations CSC
Culinary - Foundations of Culinary Technique CSC
Culinary Fundamentals CSC
Sustainable Agriculture CSC
Horticulture Technology AAS  
Floral Design CSC
Science AS T

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.
### HEALTH PROFESSIONS & NURSING

<table>
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<tr>
<th>Program</th>
<th>Level</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Dental Assisting</td>
<td>C</td>
<td></td>
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<tr>
<td>Central Sterile Technician</td>
<td>CSC</td>
<td></td>
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<tr>
<td>Emergency Medical Services</td>
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<tr>
<td>- Emergency Medical Technician</td>
<td>CSC</td>
<td></td>
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<tr>
<td>Emergency Medical Services</td>
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<tr>
<td>- Intermediate</td>
<td>CSC</td>
<td></td>
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<tr>
<td>Emergency Medical Services</td>
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<td></td>
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<tr>
<td>- Paramedic</td>
<td>CSC</td>
<td></td>
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<tr>
<td>Emergency Medical Services</td>
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<tr>
<td>- Paramedic</td>
<td>AAS</td>
<td></td>
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<tr>
<td>Health Science I</td>
<td>CSC</td>
<td></td>
</tr>
<tr>
<td>Health Information Management</td>
<td>AAS Online</td>
<td></td>
</tr>
<tr>
<td>Advanced Medical Coder</td>
<td></td>
<td>(Health Information Management) CSC Online</td>
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<tr>
<td>Medical Records Coder</td>
<td></td>
<td>(Health Information Management) CSC Online</td>
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<tr>
<td>Release of Health Information Specialist</td>
<td></td>
<td>(Health Information Mgt) CSC Online</td>
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<td>Pre-Medical Laboratory Technology</td>
<td>CSC Online</td>
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<tr>
<td>Medical Laboratory Technology</td>
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<td>Practical Nursing</td>
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<td>Nursing</td>
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<tr>
<td>Nursing</td>
<td>AAS</td>
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<tr>
<td>Opticianry</td>
<td>AAS Online</td>
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<tr>
<td>Opticians Apprentice</td>
<td>CSC</td>
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<tr>
<td>Pharmacy Technician</td>
<td>CSC</td>
<td></td>
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<tr>
<td>Respiratory Therapy</td>
<td>AAS Online</td>
<td></td>
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<tr>
<td>Science</td>
<td>AS T</td>
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</table>

### INFORMATION TECHNOLOGY

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Systems Technology</td>
<td>AAS</td>
<td></td>
</tr>
<tr>
<td>Computer Applications</td>
<td>CSC Online</td>
<td></td>
</tr>
<tr>
<td>Computer Programmer</td>
<td>CSC</td>
<td></td>
</tr>
<tr>
<td>Cyber Security</td>
<td>CSC Online</td>
<td></td>
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<tr>
<td>Network Administration</td>
<td>CSC</td>
<td></td>
</tr>
<tr>
<td>Web Development</td>
<td>CSC</td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td>AS T</td>
<td>Online</td>
</tr>
<tr>
<td>Science</td>
<td>AS T</td>
<td>Online</td>
</tr>
</tbody>
</table>

### LAW & PUBLIC SAFETY

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>CSC Online</td>
<td></td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>AAS</td>
<td></td>
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<tr>
<td>Emergency Medical Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Emergency Medical Technician</td>
<td>CSC</td>
<td></td>
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<tr>
<td>Emergency Medical Services</td>
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<tr>
<td>- Intermediate</td>
<td>CSC</td>
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<td>- Paramedic</td>
<td>CSC</td>
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<tr>
<td>Emergency Medical Services</td>
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</tr>
<tr>
<td>- Paramedic</td>
<td>AAS</td>
<td></td>
</tr>
<tr>
<td>Fire Science Technology</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Fire Science Technology</td>
<td>AAS</td>
<td>Emergency Services Leadership specialization</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>AAS</td>
<td>General Practice specialization</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>AA T</td>
<td>Litigation specialization</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>AS T</td>
<td>Online</td>
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</table>

### TRANSPORTATION

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Maintenance &amp; Light Repair</td>
<td>CSC</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Diesel Mechanics Technology</td>
<td>C</td>
<td></td>
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<tr>
<td>Hybrid &amp; Electric Vehicle Technology</td>
<td>CSC</td>
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**There’s More!**

Students interested in transferring to 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

<table>
<thead>
<tr>
<th>AA</th>
<th>Associate of Arts</th>
<th>AS</th>
<th>Associate of Science</th>
<th>C</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>Program is also available 100% online</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**General Education** C **Online**
**General Studies** AS **Online**

**Liberal Arts** AA **Online**
- American Sign Language/Deaf Studies Specialization
- 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**
- 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.

SHORT-TERM TRAINING AVAILABLE

Community College Workforce Alliance | ccwatraining.org

Community College Workforce Alliance (CCWA) provides short-term training, individual and custom-designed instruction, consulting, skills assessments, job training, and career development programs. They offer online registration, customer support, and courses delivered by faculty with related industry experience and expertise.

CCWA works closely with Reynolds to serve students with an alternative path to the workforce in weeks or months, including many industry certifications in transportation and logistics, construction and trades, health care and manufacturing. Many of these programs are supported with tuition assistance at low cost or no cost. Many of the programs also offer career coaching and job connections.
APPLY FOR FINANCIAL AID | www.reynolds.edu/financialaid

The financial aid process may take up to eight weeks. Plan ahead and complete your FAFSA as soon as possible beginning 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 15

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.

APPLY FOR SCHOLARSHIPS | www.reynolds.edu/scholarships

The online scholarship application is due April 15, 2019 for academic year 2019-2020 and March 1, 2020 for academic year 2020-2021. There’s only one application for all available Reynolds scholarships.

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 May 10 - 30 for summer classes and August 16 - September 10 for fall classes. 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.
LOG ON TO MyREYNOLDS

MyREYNOLDS provides a common point of entry to access Canvas (formerly 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, 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.

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’ll see a list of VCCS applications represented as icons. Click the icon to access that application.

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.).

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.
GET PLACED BY USING A MULTIPLE MEASURES WAIVER
www.reynolds.edu/vptwaiver

Placement tests are no longer the only way we will assess a student’s readiness for college-level English and mathematics.

Those who will graduate from high school this year or who have graduated within the past five years may present any one of the following along with the college application: High School Transcript, SAT Score, ACT Score, and GED Score.

How it Works for Math
You are ready for college-level math if you have:

- A High School GPA of 3.0 +
- Completed an Algebra Intensive Course above Algebra II*
- An SAT Math score of 530 +
- An ACT Math score of 22 +

How it Works for English
You are ready for college-level English if you have:

- A High School GPA of 3.0 +
- An SAT ERW score of 480+
- An ACT English & Reading score of 18+

If you have a GPA of 2.7-2.9, there are still options available to you. Please see an advisor for further evaluation. Most Career Studies Certificate programs do not require placement criteria.

You may also be able to waive the placement tests with previous college credit or qualifying AP or IB scores. Present college transcripts and/or official AP or IB score reports to Enrollment Services for evaluation.

Dual Enrollment students are not eligible for placement using Multiple Measures.

GET PLACED BY TAKING THE PLACEMENT TESTS
www.reynolds.edu/testprep

Placement tests determine what, if any, developmental courses you need first. Developmental courses prepare you for college-level math and English. If you are required to take placement tests, take them seriously. Prepare in advance by taking practice tests available at www.reynolds.edu/testprep.

*Algebra Intensive Courses above Algebra II: Trigonometry, Math Analysis, Pre-Calculus, Calculus, and Algebra III.
ACADEMIC ADVISING | reynolds.edu/advising

New Student Advising
First-time students, new to Reynolds, planning to enroll in courses will receive academic advising through a required new student orientation (SOAR). This orientation will prepare students for a successful start of the first semester. To schedule your orientation, please visit reynolds.edu/orientation.

Once a student has completed orientation, future advising sessions will occur with either a Student Affairs/Enrollment Services advisor or an assigned faculty advisor, depending on the student’s program of study.

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 should schedule an appointment at least once a semester with their assigned faculty advisor for program guidance and to prepare for registration. This advisor is listed in your MyREYNOLDS account.

Navigate is a new tool available for students in MyREYNOLDS. Students can use it to help guide their academic and career path after applying to Reynolds. Research your own program of study and career exploration through an interactive questionnaire and real-time career data. It has useful functions including the ability to set up important reminders through text notifications. Students with 0-15 credits are able to set up advising appointments through the calendar scheduling feature.

CAREER & TRANSFER ADVISING | www.reynolds.edu/career

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. Make an appointment.

STUDENT ACCOMMODATIONS
Students with disabilities may contact the Office of Accommodations. Deaf or hard of hearing students may use the 711 Relay system with any Reynolds phone number.

Downtown Campus | (804) 523-5628
Parham Road Campus | (804) 523-5290
Goochland Campus | 804) 523-5290
SUMMER 2019 REGISTRATION & PAYMENT DUE DATES

Open Registration  |  April 8 – May 19
Payment is due Friday of the week you register by close of business if paying in person, or prior to midnight if paying by QuikPAY® on MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight. The first summer tuition payment is due Friday, April 26. (The first fall tuition payment is due Friday, July 26.)

Add/Drop Period  |  May 20 – 23
Payment is due daily by the close of business if paying in person, or prior to midnight if paying by QuikPAY® on MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight.

Later Starting Sessions
For classes that start after the Add/Drop Period for the regular 10-week session (after May 20), payment is due the same day you register by close of business if paying in person, or prior to midnight if paying by QuikPAY® on 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 the Summer 2019 semester is available through May 17.
SUMMER ACADEMIC CALENDAR

Recommended Financial Aid application submission date for Summer 2019: Feb 15
Deadline for Summer 2019 Domicile Appeals: April 1
Open Registration begins for Summer 2019 & Fall 2019: April 8
Deadline for receipt of Financial Aid information for Summer 2019: April 15
Last day to submit online applications for 2019-20 Reynolds Scholarships: April 15
Recommended Financial Aid application submission date for Fall 2019: April 15
First Summer 2019 Tuition Payment Deadline: April 26
Employee Recognition and Awards Program: May 9
First day to charge books to Financial Aid for Summer 2019: May 10
Memorial Day (college closed): May 27
Last day to return textbooks for refund: May 28
Last day to charge books to Financial Aid for Summer 2019: May 30
Deadline for Fall 2019 Applications for F-1 Visa Students: May 31
Deadline for receipt of Financial Aid information for Fall 2019: June 17
Deadline for Summer 2019 Graduation Applications: June 28
Last day to submit Loan Application for Summer 2019: July 1
Recommended Loan Application submission date for Fall 2019: July 1
Independence Day (college closed): July 4
First Fall 2019 Tuition Payment Deadline: July 26
Deadline for Fall 2019 Domicile Appeals: August 1
Grades Due: August 1

Regular Session (10 Weeks)
First Five-Week Session
Last Day to Register and Pay: May 19
Classes Begin: May 20
Add/Drop: May 20 - 21
Last Day to Add Class: May 21
Last Day to Drop with Refund: May 23
Last Day to Withdraw from Class with a Grade of “W”: June 10
Classes End: June 24

Second Five-Week Session
Last Day to Register and Pay: June 24
Classes Begin: June 25
Add/Drop: June 25 - 26
Last Day to Add Class: June 26
Last Day to Drop with Refund: June 28
Last Day to Withdraw from Class with a Grade of “W”: July 16
Classes End: July 30
Make-up for Independence Day (2nd 5Wk only): July 31

First Four-Week Session
Last Day to Register and Pay: May 19
Classes Begin: May 20
Add/Drop: May 20 - 21
Last Day to Add Class: May 21
Last Day to Drop with Refund: May 23
Last Day to Withdraw from Class with a Grade of “W”: June 11
Classes End: June 23
Make-up for Independence Day (2nd 4Wk only): July 24

Second Four-Week Session
Last Day to Register and Pay: June 24
Classes Begin: June 25
Add/Drop: June 25 - 26
Last Day to Add Class: June 26
Last Day to Drop with Refund: June 28
Last Day to Withdraw from Class with a Grade of “W”: July 11
Classes End: July 23
Make-up for Independence Day (2nd 4Wk only): July 24

Recommended Loan Application for Summer 2019
Last Day to Submit Loan Application for Summer 2019: June 17

Recommended Loan Application for Fall 2019
Last Day to Submit Loan Application for Fall 2019: July 1

First Fall 2019 Domicile Appeals submission date for Fall 2019: July 1

Second Fall 2019 Tuition Payment Deadline: October 17

First Domicile Appeals hearing: October 17

Regular Session (10 Weeks)
First Five-Week Session
Last Day to Register and Pay: May 19
Classes Begin: May 20
Add/Drop: May 20 - 21
Last Day to Add Class: May 21
Last Day to Drop with Refund: May 23
Last Day to Withdraw from Class with a Grade of “W”: June 10
Classes End: June 24

Second Five-Week Session
Last Day to Register and Pay: June 24
Classes Begin: June 25
Add/Drop: June 25 - 26
Last Day to Add Class: June 26
Last Day to Drop with Refund: June 28
Last Day to Withdraw from Class with a Grade of “W”: July 16
Classes End: July 30
Make-up for Independence Day (2nd 5Wk only): July 31

First Four-Week Session
Last Day to Register and Pay: May 19
Classes Begin: May 20
Add/Drop: May 20 - 21
Last Day to Add Class: May 21
Last Day to Drop with Refund: May 23
Last Day to Withdraw from Class with a Grade of “W”: June 11
Classes End: June 23
Make-up for Independence Day (2nd 4Wk only): July 24

Second Four-Week Session
Last Day to Register and Pay: June 24
Classes Begin: June 25
Add/Drop: June 25 - 26
Last Day to Add Class: June 26
Last Day to Drop with Refund: June 28
Last Day to Withdraw from Class with a Grade of “W”: July 11
Classes End: July 23
Make-up for Independence Day (2nd 4Wk only): July 24

1 A receipt along with the textbook being returned in its original condition is required to receive a full refund.
2 Withdrawals must be made in person in the Enrollment Services office.
3 Payment is due daily after May 20, 2019. Failure to pay will result in being dropped from your course(s). If you need in-person assistance with payment, please make sure to visit the Business Office during published office hours.
FALL 2019
REGISTRATION & PAYMENT DUE DATES

Open Registration | April 8 – August 25
Payment is due the Monday after the week you register by close of business if paying in person, or prior to midnight if paying by QuikPAY® on MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight. The first fall tuition payment is due Monday, July 29.

Add/Drop Period | August 26 – 30
Payment is due daily by the close of business if paying in person, or prior to midnight if paying by QuikPAY® on MyREYNOLDS. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight.

Later Starting Sessions
For classes that start after the Add/Drop Period for the regular 15-week session (after August 26), payment is due the same day you register by close of business if paying in person, or prior to midnight if paying by QuikPAY® on MyREYNOLDS.

IF YOU REGISTER | YOUR TUITION IS DUE BY
-----------------|-------------------
April 8 – July 26 | Monday, July 29
July 27 – August 2 | Monday, August 5
August 3 – 9 | Monday, August 12
August 10 – 16 | Monday, August 19
August 17 – 23 | Monday, August 26
August 24 – 25 | Monday, August 26
August 26 – November 7 | Payment is due daily

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 the Fall 2019 semester is available through August 29.
### FALL ACADEMIC CALENDAR

**Open Registration begins for Fall 2019** ............... April 8
- Last day to submit online applications for 2019-20 Reynolds Scholarships .......... April 15
- Recommended Financial Aid application submission date for Fall 2019 .......... April 15
- Deadline for Fall 2019 Applications for F-1 Visa Students .................. May 31
- Deadline for receipt of Financial Aid information for Fall 2019 .......... June 15
- Recommended Loan Application submission date for Fall 2019 .......... July 1
- First Fall 2019 Tuition Payment Due .......... July 26
- First day to charge books to Financial Aid for Fall 2019 .......... August 1
- Adjunct Faculty Convocation .......... August 22

**Labor Day (college closed)** .......... September 2
- Last day to return textbooks for refund .......... September 3
- Last day to charge books to Financial Aid for Fall 2019 .......... September 10

**College-wide Convocation Day (no classes/no services)** .......... September 24
- Deadline for Fall 2019 Graduation Applications .......... September 30
- Deadline for Spring 2020 Applications for F-1 Visa Students .......... October 1
- Recommended Loan Application submission date for Spring 2020 .......... October 15
- Last day to submit Loan Application for Fall 2019 .......... October 15

**Deadline for receipt of Financial Aid information for Spring 2020** .......... November 15

**Faculty Research Day (no classes; college closes at noon)** .......... November 27

**Fall Break (college closed)** .......... November 28–December 1
- First day to submit online applications for 2020-21 Reynolds Scholarships .......... December 1
- Deadline for Spring 2020 Domicile Appeals .......... December 2
- Grades Due .......... December 17
- **Winter Break (college closed)** .......... December 24 - Jan 1

**Regular Session (15 Weeks)**
- Classes Begin .......... August 26
- Add/Drop .......... August 26 - 30
- Last Day to Add Class .......... August 30
- Last Day to Register and Pay .......... August 30
- Last Day to Drop with Refund/Census Date .......... Sept 10
- Last Day to Withdraw from Class with a Grade of “W” .......... October 29
- Classes End .......... December 6
- Examination Period .......... December 9 - 14

**Twelve-Week Session**
- Classes Begin .......... September 17
- Add/Drop .......... September 17 - 20
- Last Day to Add Class .......... September 20
- Last Day to Register and Pay .......... September 20
- Last Day to Drop with Refund/Census Date .......... Sept 30
- Last Day to Withdraw from Class with a Grade of “W” .......... November 6
- Classes End .......... December 14

**First Seven-Week Session**
- Classes Begin .......... August 26
- Add/Drop .......... August 26 - 28
- Last Day to Add Class .......... August 28
- Last Day to Register and Pay .......... August 28
- Last Day to Drop with Refund/Census Date .......... August 30
- Last Day to Withdraw from Class with a Grade of “W” .......... September 25
- Classes End .......... October 15

**Second Seven-Week Session**
- Classes Begin .......... October 23
- Add/Drop .......... October 23 - 25
- Last Day to Add Class .......... October 25
- Last Day to Register and Pay .......... October 25
- Last Day to Drop with Refund/Census Date .......... October 29
- Last Day to Withdraw from Class with a Grade of “W” .......... November 20
- Classes End .......... December 1

**First Five-Week Session**
- Classes Begin .......... August 26
- Add/Drop .......... August 26 - 27
- Last Day to Add Class .......... August 27
- Last Day to Register and Pay .......... August 27
- Last Day to Drop with Refund/Census Date .......... August 29
- Last Day to Withdraw from Class with a Grade of “W” .......... September 16
- Classes End .......... October 1

**Second Five-Week Session**
- Classes Begin .......... October 2
- Add/Drop .......... October 2 - 3
- Last Day to Add Class .......... October 3
- Last Day to Register and Pay .......... October 3
- Last Day to Drop with Refund/Census Date .......... October 7
- Last Day to Withdraw from Class with a Grade of “W” .......... October 22
- Classes End .......... November 5

**Third Five-Week Session**
- Classes Begin .......... November 6
- Add/Drop .......... November 6 - 7
- Last Day to Add Class .......... November 7
- Last Day to Register and Pay .......... November 7
- Last Day to Drop with Refund/Census Date .......... November 11
- Last Day to Withdraw from Class with a Grade of “W” .......... November 26
- Classes End .......... December 14

1 A receipt along with the textbook being returned in its original condition is required to receive a full refund.
2 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 payment, please make sure to visit the Business Office during published office hours.
3 Withdrawals must be done in person in the Enrollment Services office.
**HOW TO 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.

### 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.
6. In the different sections of the Student Center, click the Expand icon to show options or the Collapse icon to show more of the page.

### 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 ☰.

### 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).

### 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 on Term Information.
2. Click Grades: View My Grades

### Print Unofficial Transcript
1. In the My Academics area, click View My Unofficial Transcript.
2. Select J. Sargeant Reynolds CC from the Academic Institution drop-down list.
3. Select Unofficial from the Report Type drop-down.
4. Click the Go button and review results.
PREPARE FOR CLASS

View your schedule online in MyREYNOLDS. You will need it to get your Reynolds ID to purchase your books if using financial aid. Visit reynolds.edu/bookstore. Attend class in person or online.

Plan. Track. Graduate. Use the tools in MyREYNOLDS to track your progress and graduate on time. Learn how to use your online student planner and advising report. For video tutorials, visit reynolds.edu/track.

PREPARE FOR CLASS WITH CANVAS

NEW! Beginning Summer 2019, all students will use Canvas (formerly Blackboard) to access course materials. You will find your Canvas account when you log on to MyREYNOLDS.

One of the exciting features of Canvas is its easy to use app! The Canvas Student app allows you to access your course and groups through a mobile device. Students can view grades, due dates, and communicate through the app. It’s available for both Android and iOS devices.

Be sure to download the Canvas app to your phone or tablet. Directions for using your Canvas app can be found at: www.reynolds.edu/canvasapp.

As a team, we can weigh our options, analyze our goals, create a map for a road to success, measure our outcomes, evaluate our plans, calculate any changes, and function in a world full of unknowns.

Professor Sea
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](http://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.

**DTC** Downtown Campus  **PRC** Parham Road Campus  **GC** Goochland Campus

<table>
<thead>
<tr>
<th>School/Plan Code</th>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Campus Location</th>
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<td>B 203</td>
<td>Accounting</td>
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<td>DTC 523-5177 Courses DTC 523-5301 Courses PRC 523-5301 Courses GC Courses Online Courses</td>
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<td>C</td>
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<td>N&amp;AH 221-152-07</td>
<td>Advanced Medical Coder (Health Information Management)</td>
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<td>H&amp;SS 221-640-01</td>
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<td>H&amp;SS 640</td>
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<td>DTC 523-5604 Courses DTC Courses DTC Courses PRC 523-5604 Courses DTC Courses GC Courses Online Courses</td>
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**Architectural & Engineering Technology**

<table>
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<td>Contemporary Technology for Design Specialization</td>
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<td>B 895-02</td>
<td>Building Construction Management Specialization</td>
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<td>B 221-909-01</td>
<td>Automotive Maintenance &amp; Light Repair</td>
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<td>Central Sterile Technician</td>
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### PROGRAMS OF STUDY (A-Z)

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### Programs of Study (A-Z)

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Revised 3-07-19

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.