HOURS OF OPERATION

ADVISING 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
January 2 – 17
Check reynolds.edu/hours for extended service hours during our peak registration period.

ONLINE PAYMENTS

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

The TMS payment plan enrollment for SPRING 2020 semester is available through January 16.
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**Spring Graduation Applications due January 31**
**6 EASY STEPS TO GET STARTED**

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

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**Apply** at reynolds.edu and receive your Empl ID (student ID) and username. Save this information! You will need both for step 2.

**Apply** for Financial Aid. Complete the Free Application for Federal Student Aid (FAFSA) to at fafsa.gov by the priority deadline. 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.

*To be considered for financial aid, you must apply each year.*

**Apply** online for a Reynolds scholarship between December 1 and March 1. There is one common application to be considered for all available scholarships. Visit reynolds.edu/scholarships.

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**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.

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

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**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 the Welcome Center on the Parham Road Campus or Advising Services on the Downtown or Goochland campuses. You may also mail to: Reynolds Community College, Admissions Office, 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.

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**New students** must complete Step 3 before starting Step 4

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**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.

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**New students get advised** by completing 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 Advising Services. 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 for FAFSA deadlines.**

**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 details about payment plans, refunds, or paying with a scholarship, savings plan, or other third-party sponsor, visit reynolds.edu/businessoffice.

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For financial aid help, call toll-free 1 (855) 874-6682.

For all other help call (804) 523-6464 or email enroll@reynolds.edu.
MAJORS BY CAREER

Abbreviations
AAS | Associate of Applied Science
AA | Associate of Arts
AS | Associate of Science
C | Certificate
CSC | Career Studies Certificate

Mgt = Management
Spec = Specialization

* Programs marked with an asterisk are also available 100% online.

T 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.

BUSINESS

Accounting AAS
Accounting C
Management AAS
  Small Business Management specialization*
  Retail Management specialization
Entrepreneurship in Small Business CSC*

eCommerce CSC
Business Administration AS T*

COMMUNICATION, EDUCATION & HUMAN SERVICES

American Sign Language CSC
American Sign Language–English Interpretation AAS
Early Childhood Development AAS*
  Early Childhood Development C*
  Early Childhood Education CSC*
  Early Childhood Education – Advanced CSC*
  Human Services AAS
  Substance Abuse Counseling Education CSC

CONSTRUCTION & MANUFACTURING

General Studies AS T*
Liberal Arts AA T*
Science AS T
Social Sciences AS T*

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 T
  Chemical/Biomedical specialization
  Electrical/Computer specialization
  Mechanical/General Engineering specialization

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

HEALTH PROFESSIONS & NURSING

Dental Assisting C
Central Sterile Technician CSC
### MAJORS BY CAREER

<table>
<thead>
<tr>
<th>Emergency Medical Services–Emergency Medical Technician</th>
<th>CSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Services–Paramedic</td>
<td>AAS</td>
</tr>
<tr>
<td>Health Science I</td>
<td>CSC</td>
</tr>
<tr>
<td>Advanced Medical Coder</td>
<td>(Health Information Mgt) CSC*</td>
</tr>
<tr>
<td>Medical Records Coder</td>
<td>(Health Information Mgt) CSC*</td>
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<tr>
<td>Release of Health Information Specialist</td>
<td>(Health Information Mgt) CSC*</td>
</tr>
<tr>
<td>Pre–Medical Laboratory Technology</td>
<td>CSC*</td>
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<tr>
<td>Medical Laboratory Technology</td>
<td>AAS*</td>
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<tr>
<td>Practical Nursing</td>
<td>C</td>
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<tr>
<td>Nursing</td>
<td>AAS</td>
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<tr>
<td>Opticianry</td>
<td>AAS*</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>
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<tr>
<td>Respiratory Therapy</td>
<td>AAS*</td>
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<tr>
<td>Science</td>
<td>AS T</td>
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### INFORMATION TECHNOLOGY

<table>
<thead>
<tr>
<th>Information Systems Technology</th>
<th>AAS</th>
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</thead>
<tbody>
<tr>
<td>Computer Applications</td>
<td>CSC*</td>
</tr>
<tr>
<td>Computer Programmer</td>
<td>CSC</td>
</tr>
<tr>
<td>Cyber Security</td>
<td>CSC*</td>
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<tr>
<td>Network Administration</td>
<td>CSC</td>
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<tr>
<td>Web Development</td>
<td>CSC</td>
</tr>
<tr>
<td>Business Administration</td>
<td>AS T*</td>
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<tr>
<td>Science</td>
<td>AS T</td>
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### LAW & PUBLIC SAFETY

<table>
<thead>
<tr>
<th>Administration of Justice</th>
<th>AAS</th>
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</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>CSC*</td>
</tr>
<tr>
<td>Emergency Medical Services–Emergency Medical Technician</td>
<td>CSC</td>
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</tbody>
</table>

### TRANSPORTATION

<table>
<thead>
<tr>
<th>Automotive Maintenance &amp; Light Repair</th>
<th>CSC</th>
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</thead>
<tbody>
<tr>
<td>Automotive Technology</td>
<td>C</td>
</tr>
<tr>
<td>Diesel Mechanics Technology</td>
<td>C</td>
</tr>
<tr>
<td>Hybrid &amp; Electric Vehicle Technology</td>
<td>CSC</td>
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</tbody>
</table>

### MAJORS BY TRANSFER DEGREE

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.
MAJORS BY TRANSFER DEGREE

To help you choose a major or transfer program of study, Reynolds has developed several Associate of Arts/Associate of Science transfer degrees that provide a foundation of general education, and selected prerequisite courses, for transfer to a four-year college or university. 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 offers career & transfer advising with information to guide you early on: reynolds.edu/transfer

SHORT-TERM TRAINING AVAILABLE

The Community College Workforce Alliance (CCWA) works in partnership with Reynolds and John Tyler Community Colleges to serve students with a fast track to the workforce through training and credentialing programs that can be completed in weeks or months. CCWA offers workforce training and certifications in transportation and logistics, construction and trades, customer service, health care and manufacturing. These programs are supported through state funded tuition assistance available to all Virginians, making these FastForward programs low cost or no cost. FastForward programs also offer career coaching and job connections preparing students for entry-level careers in high-demand occupational fields offering good starting wages—many with benefits and promotion opportunities.

ccwatraining.org/certifications
- Certified Logistics Technician – Dual credential w/Certified Logistics Associate
- Certified Nurse Aide
- Clinical Medical Assistant–Triple credential w/Phlebotomy and EKG
- Commercial Driver’s License (CDL)
- EKG Technician
- Emergency Medical Technician (EMT)
- Manufacturing Technician 1 (MT1)–Dual credential w/Manufacturing Specialist (MS)
- Medical Coding
- National Retail Federation Customer Service & Sales
- NCCER Core Construction
- NCCER Electrician Level 1
- NCCER HVAC Level 1
- Pharmacy Technician
- Phlebotomy Technician
- Teacher Licensure – EducateVA
- VDOT Construction Inspector Series

General Education C
General Studies AS
Liberal Arts AA
- American Sign Language/Deaf Studies specialization
- Teacher Preparation Specialization
Business Administration AS
Engineering AS
- Chemical/Biomedical specialization
- Electrical/Computer specialization
- Mechanical/General Engineering specialization
Sciences AS
- Science specialization
- Computer Science specialization
- Mathematics specialization
- Mathematics/Science Teacher Preparation specialization
Social Sciences AS
- Pre-Social Work specialization
- Teacher Preparation specialization
APPLY FOR FINANCIAL AID | 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. Most 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 2020
- **April 15** | Fall 2020

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 at fafsa.gov.**

SUBMIT YOUR FEDERAL STAFFORD LOAN REQUEST FORM TO THE FINANCIAL AID OFFICE/THE 105/ADVISING SERVICES OFFICE BY:

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 reynolds.edu/financialaid. Click the **Forms** tab.

APPLY FOR SCHOLARSHIPS | reynolds.edu/scholarships

The online scholarship application is due **March 1, 2020** for academic year 2020–2021. There’s only one application for all available Reynolds scholarships.

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**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, who 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.

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

If you can’t find your Username and Empl ID, or are having difficulty enrolling, call the Reynolds Information Center at (804) 371–3000. For more information visit reynolds.edu and click Technology Support.
GET PLACED BY USING A MULTIPLE MEASURES WAIVER
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 in an officially sealed envelope to the Welcome Center on the Parham Road Campus or Advising Services on the Downtown or Goochland campuses. You may also mail to: Reynolds Community College, Admissions Office, P.O. Box 85622, Richmond, VA 23285.

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

GET PLACED BY TAKING THE PLACEMENT TESTS
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 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 | 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. Students who are deaf or hard of hearing may use the Virginia Relay 711 system with any Reynolds phone number.

Downtown Campus | (804)523–5628
Parham Road Campus | (804)523–5290
Goochland Campus | 804)523–5290
**SPRING 2020**

**REGISTRATION & PAYMENT DUE DATES**

**Open Registration | November 4–January 12**

Payment is due every Monday 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 spring tuition payment is due Monday, December 9.

**Add/Drop Period | January 13–17**

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 January 17), 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.

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**PAYMENT DUE DATES**

<table>
<thead>
<tr>
<th>IF YOU REGISTER</th>
<th>YOUR TUITION IS DUE BY</th>
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</thead>
<tbody>
<tr>
<td>November–December 9</td>
<td>Monday, December 9</td>
</tr>
<tr>
<td>December 10–16</td>
<td>Monday, December 16</td>
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<tr>
<td>December 17–January 6</td>
<td>Monday, January 6</td>
</tr>
<tr>
<td>January 7–13</td>
<td>Monday, January 13</td>
</tr>
<tr>
<td>January 13–April 1</td>
<td>Payment is due daily</td>
</tr>
</tbody>
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5. REGISTER & PAY

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. reynolds.edu/mobile

Register early for the best selection of classes!

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 Spring 2020 semester is available through January 16.
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. Select term from drop-down list.
4. Complete the Payment Amount and Method and click the Continue button.
5. Enter the additional required payment information and click the Continue button.
6. Click Submit.
7. 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 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.
**IMPORTANT DATES**

**Deadline for Spring 2020 Applications for F–1 Visa**
Students ........................................ Oct. 1

**Open Registration** ........................................ Nov. 4–Jan. 12

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

**First day to submit online applications for 2020–21 Reynolds Scholarships** ........................ Dec. 1

**Deadline for Spring 2020 Domicile Appeals** ........................................ Dec. 2

**First Spring 2020 Tuition Payment Due** ........................................ Dec. 9

**Refer to Business Office Payment Due Dates if registering between:** Dec. 9–Jan. 13

**First day to charge books to Financial Aid for Spring 2020** ........................................ Jan. 3

**Rev. Dr. Martin Luther King, Jr. Day College Closed** ........................................ Jan. 20

**Last day to return textbooks for refund** ........................................ Jan. 21

**Deadline for Spring 2020 Graduation Applications** ........................................ Jan. 31

**Recommended Financial Aid application submission date for Summer 2020** ........................................ Feb. 17

**Last day to submit online applications for 2020–21 Reynolds Scholarships** ........................................ Mar. 1

**Spring Break (no classes)** ........................................ Mar. 16–22

**Professional Development Day**  
(no services) ........................................ Mar. 17

**Last day to charge books to Financial Aid for Spring 2020** ........................................ Mar. 23

**Last day to submit Loan Application for Spring 2020** ........................................ Apr. 1

**Deadline for Summer 2020 Domicile Appeals** ........................................ Apr. 1

**Recommended Loan Application submission date for Summer 2020** ........................................ Apr. 1

**Deadline for receipt of Financial Aid information for Summer 2020** ........................................ Apr. 15

**Recommended Financial Aid application submission date for Fall 2020** ........................................ Apr. 15

**Graduation, VCU Siegel Center** ........................................ May 16

**Regular Session 15-week session** ........................................ Jan. 13

**Classes Begin** ........................................ Jan. 13

**Add/Drop** ........................................ Jan. 13–17

**Last Day to Add Class** ........................................ Jan. 17

**Last Day to Register and Pay** ........................................ Jan. 17

**Last Day to Drop with Refund** ........................................ Jan. 28

**Last Day to Withdraw from Class with a Grade of “W”** ........................................ Mar. 23

**Classes End** ........................................ Apr. 27

**Examination Period** ........................................ Apr. 28–May 4

**12-week Session** ........................................ Feb. 4

**Classes Begin** ........................................ Feb. 4

**Add/Drop** ........................................ Feb. 4–7

**Last Day to Add Class** ........................................ Feb. 7

**Last Day to Register and Pay** ........................................ Feb. 7

**Last Day to Drop with Refund** ........................................ Feb. 14

**Last Day to Withdraw from Class with a Grade of “W”** ........................................ Mar. 31

**Classes End** ........................................ May 4

**First Seven–Week Session**

**Classes Begin** ........................................ Jan. 13

**Add/Drop** ........................................ Jan. 13–15

**Last Day to Add Class** ........................................ Jan. 15

**Last Day to Register and Pay** ........................................ Jan. 15

**Last Day to Drop with Refund** ........................................ Jan. 17

**Last Day to Withdraw from Class with a Grade of “W”** ........................................ Feb. 11

**Classes End** ........................................ Mar. 2

**Second Seven–Week Session**

**Classes Begin** ........................................ Mar. 10

**Add/Drop** ........................................ Mar. 10–12

**Last Day to Add Class** ........................................ Mar. 12

**Last Day to Register and Pay** ........................................ Mar. 12

**Last Day to Drop with Refund** ........................................ Mar. 23

**Last Day to Withdraw from Class with a Grade of “W”** ........................................ Apr. 14

**Classes End** ........................................ May 4

**First Five–Week Session**

**Classes Begin** ........................................ Feb. 18

**Add/Drop** ........................................ Feb. 18–19

**Last Day to Add Class** ........................................ Feb. 19

**Last Day to Register and Pay** ........................................ Feb. 19

**Last Day to Drop with Refund** ........................................ Feb. 21

**Last Day to Withdraw from Class with a Grade of “W”** ........................................ Feb. 3

**Classes End** ........................................ Feb. 17

**Second Five–Week Session**

**Classes Begin** ........................................ Mar. 9

**Add/Drop** ........................................ Mar. 9–10

**Last Day to Add Class** ........................................ Mar. 10

**Last Day to Register and Pay** ........................................ Mar. 10

**Last Day to Drop with Refund** ........................................ Mar. 23

**Last Day to Withdraw from Class with a Grade of “W”** ........................................ Apr. 20

**Classes End** ........................................ May 4

**Third Five–Week Session**

**Classes Begin** ........................................ Mar. 31

**Add/Drop** ........................................ Mar. 31–Apr. 1

**Last Day to Add Class** ........................................ Apr. 1

**Last Day to Register and Pay** ........................................ Apr. 1

**Last Day to Drop with Refund** ........................................ Apr. 3

**Last Day to Withdraw from Class with a Grade of “W”** ........................................ Apr. 20

**Classes End** ........................................ May 4

**Revised 9–25–19**

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 your payment, please make sure to visit the Business Office during published office hours. reynolds.edu/pay_for_college/business_office

3. Withdrawals must be done in person at Advising Services or by calling (804) 523-6464 by the 60% point in time of a class.
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

All students use Canvas 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: reynolds.edu/canvasapp.

FREE ACADEMIC SUPPORT

WALK-IN or BY APPOINTMENT tutoring services in multiple subject areas.

reynolds.edu/tutoring

DOWNTOWN | RM 329 | (804) 523-5687
PARHAM ROAD | LIBRARY LOWER LEVEL | (804) 523-5006
Save the Date!
Graduation is May 16.
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.

**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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>DTC</td>
</tr>
<tr>
<td><strong>B 203</strong></td>
<td>Accounting</td>
<td>AAS</td>
<td>523-5177 Courses</td>
</tr>
<tr>
<td><strong>B 202</strong></td>
<td>Accounting</td>
<td>C</td>
<td>523-5177 Courses</td>
</tr>
<tr>
<td><strong>B 221–203–02</strong></td>
<td>Accounting</td>
<td>CSC</td>
<td>523-5301 Complete</td>
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<tr>
<td><strong>B 400–01</strong></td>
<td>Administration of Justice</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td><strong>N&amp;AH 221-152-07</strong></td>
<td>Advanced Medical Coder (Health Information Management)</td>
<td>CSC</td>
<td>523-5375 Courses</td>
</tr>
<tr>
<td><strong>H&amp;SS 221-640-01</strong></td>
<td>American Sign Language</td>
<td>CSC</td>
<td>523-5604 Courses</td>
</tr>
</tbody>
</table>
| **H&SS 640**    | American Sign Language – English Interpretation

**Architectural & Engineering Technology**

<table>
<thead>
<tr>
<th>School/Plan Code</th>
<th>Plans</th>
<th>Certificate or Degree</th>
<th>Campus Location</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>DTC</td>
</tr>
<tr>
<td><strong>B 895–01</strong></td>
<td>Contemporary Technology for Design Specialization</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td><strong>B 895–02</strong></td>
<td>Building Construction Management Specialization</td>
<td>AAS</td>
<td>Courses</td>
</tr>
<tr>
<td><strong>B 221–909–01</strong></td>
<td>Automotive Maintenance &amp; Light Repair</td>
<td>CSC</td>
<td>523-5454 Complete</td>
</tr>
<tr>
<td><strong>B 902</strong></td>
<td>Automotive Technology</td>
<td>C</td>
<td>Courses</td>
</tr>
<tr>
<td><strong>B 213</strong></td>
<td>Business Administration</td>
<td>AS</td>
<td>523-5177 Complete</td>
</tr>
</tbody>
</table>

*Revised 9-17-19

1. A majority of the courses in the American Sign Language – English Interpretation program are offered only via distance learning.
### 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>N&amp;AH 221-174-01</td>
<td>Central Sterile Technician</td>
<td>CSC</td>
<td>523–5375 Courses</td>
</tr>
<tr>
<td>B 221-729-01</td>
<td>Computer-Aided Design Specialist</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>B 221-400-45</td>
<td>Criminal Justice</td>
<td>CSC</td>
<td>523–5177 Courses</td>
</tr>
<tr>
<td>B 242-01</td>
<td>Culinary Arts Specialization</td>
<td>AAS</td>
<td>523–5781 Courses</td>
</tr>
<tr>
<td>B 242-02</td>
<td>Pastry Arts Specialization</td>
<td>AAS</td>
<td>523–5781 Courses</td>
</tr>
<tr>
<td>B 242-03</td>
<td>Culinary Management Specialization</td>
<td>AAS</td>
<td>523–5781 Courses</td>
</tr>
<tr>
<td>B 221-242-09</td>
<td>Culinary – Food and Beverage Operations</td>
<td>CSC</td>
<td>523–5070 Courses</td>
</tr>
<tr>
<td>B 221-242-12</td>
<td>Culinary – Foundations of Culinary Technique</td>
<td>CSC</td>
<td>523–5070 Courses</td>
</tr>
<tr>
<td>B 221-242-03</td>
<td>Culinary Fundamentals</td>
<td>CSC</td>
<td>523–5781 Courses</td>
</tr>
<tr>
<td>N&amp;AH 120</td>
<td>Dental Assisting</td>
<td>C</td>
<td>523–5380 Complete</td>
</tr>
<tr>
<td>B 920</td>
<td>Diesel Mechanics Technology</td>
<td>C</td>
<td>Courses</td>
</tr>
<tr>
<td>H&amp;SS 636</td>
<td>Early Childhood Development</td>
<td>AAS</td>
<td>523–5339 Courses</td>
</tr>
<tr>
<td>H&amp;SS 632</td>
<td>Early Childhood Development</td>
<td>C</td>
<td>523–5339 Courses</td>
</tr>
<tr>
<td>H&amp;SS 221-636-06</td>
<td>Early Childhood Education</td>
<td>CSC</td>
<td>523–5339 Complete</td>
</tr>
<tr>
<td>H&amp;SS 221-636-08</td>
<td>Early Childhood Education – Advanced</td>
<td>CSC</td>
<td>523–5339 Courses</td>
</tr>
<tr>
<td>B 221-251-01</td>
<td>eCommerce</td>
<td>CSC</td>
<td>Courses</td>
</tr>
<tr>
<td>N&amp;AH 146</td>
<td>Emergency Medical Services – Paramedic</td>
<td>AAS</td>
<td>523–5768 Courses</td>
</tr>
<tr>
<td>N&amp;AH 221-146-01</td>
<td>Emergency Medical Services – Emergency Medical Technician</td>
<td>CSC</td>
<td>523–5768 Complete</td>
</tr>
</tbody>
</table>

**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>MS&amp;E 831-04</td>
<td>Chemical/Biological Engineering Specialization</td>
<td>AS</td>
<td>523–5374 Courses</td>
</tr>
<tr>
<td>MS&amp;E 831-03</td>
<td>Electrical/Computer Engineering Specialization</td>
<td>AS</td>
<td>523–5374 Courses</td>
</tr>
</tbody>
</table>

1. 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.
2. Completion of the courses in the EMS – Paramedic AAS degree requires that most EMS courses be taken at local fire/EMS training centers.
### 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><strong>MS&amp;E 831–01</strong></td>
<td><strong>Mechanical/General Engineering Specialization</strong></td>
<td><strong>AS</strong></td>
<td>523–5374 Courses</td>
</tr>
<tr>
<td><strong>B 221–212–10</strong></td>
<td><strong>Entrepreneurship in Small Business</strong></td>
<td><strong>CSC</strong></td>
<td>523–5177 Courses</td>
</tr>
<tr>
<td><strong>B 221–335–02</strong></td>
<td><strong>Floral Design</strong></td>
<td><strong>CSC</strong></td>
<td>Courses</td>
</tr>
<tr>
<td><strong>H&amp;SS 699</strong></td>
<td><strong>General Education</strong></td>
<td><strong>C</strong></td>
<td>523–5263 Complete</td>
</tr>
<tr>
<td><strong>H&amp;SS 699</strong></td>
<td><strong>General Studies</strong></td>
<td><strong>AS</strong></td>
<td>523–5504 Complete</td>
</tr>
<tr>
<td><strong>N&amp;AH 221–190–01</strong></td>
<td><strong>Health Science I</strong></td>
<td><strong>CSC</strong></td>
<td>523–5375 Courses</td>
</tr>
<tr>
<td><strong>B 335</strong></td>
<td><strong>Horticulture Technology</strong></td>
<td><strong>AAS</strong></td>
<td>Courses</td>
</tr>
<tr>
<td><strong>H&amp;SS 480</strong></td>
<td><strong>Human Services</strong></td>
<td><strong>AAS</strong></td>
<td>523–5178 Complete</td>
</tr>
<tr>
<td><strong>B 221–909–46</strong></td>
<td><strong>Hybrid and Electric Vehicle Technology</strong></td>
<td><strong>CSC</strong></td>
<td>Courses</td>
</tr>
<tr>
<td><strong>B 299</strong></td>
<td><strong>Information Systems Technology</strong></td>
<td><strong>AAS</strong></td>
<td>523–5177 Courses</td>
</tr>
<tr>
<td><strong>B 221–299–03</strong></td>
<td><strong>Computer Applications</strong></td>
<td><strong>CSC</strong></td>
<td>523–5177 Courses</td>
</tr>
<tr>
<td><strong>B 221–299–06</strong></td>
<td><strong>Computer Programmer</strong></td>
<td><strong>CSC</strong></td>
<td>523–5177 Courses</td>
</tr>
<tr>
<td><strong>B 221–732–09</strong></td>
<td><strong>Cyber Security</strong></td>
<td><strong>CSC</strong></td>
<td>523–5301 Complete</td>
</tr>
<tr>
<td><strong>B 221–732–00</strong></td>
<td><strong>Network Administration</strong></td>
<td><strong>CSC</strong></td>
<td>Courses</td>
</tr>
<tr>
<td><strong>B 221–299–18</strong></td>
<td><strong>Web Development</strong></td>
<td><strong>CSC</strong></td>
<td>523–5177 Courses</td>
</tr>
<tr>
<td><strong>H&amp;SS 648</strong></td>
<td><strong>Liberal Arts</strong></td>
<td><strong>AA</strong></td>
<td>523–5178 Complete</td>
</tr>
<tr>
<td><strong>H&amp;SS 648–TP</strong></td>
<td><strong>American Sign Language/Deaf Studies Specialization</strong></td>
<td><strong>AA</strong></td>
<td>523–5604 Complete</td>
</tr>
<tr>
<td><strong>Management</strong></td>
<td><strong>Teacher Preparation Specialization</strong></td>
<td><strong>AA</strong></td>
<td>523–5178 Complete</td>
</tr>
<tr>
<td><strong>B 212–03</strong></td>
<td><strong>Retail Management Specialization</strong></td>
<td><strong>AAS</strong></td>
<td>523–5177 Courses</td>
</tr>
<tr>
<td><strong>B 212–04</strong></td>
<td><strong>Small Business Management Specialization</strong></td>
<td><strong>AAS</strong></td>
<td>523–5177 Courses</td>
</tr>
</tbody>
</table>

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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. 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.

6. 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.

---

18 REYNOLDS COMMUNITY COLLEGE
### 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>
<th>DTC</th>
<th>PRC</th>
<th>GC</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>N&amp;AH 151</td>
<td>Medical Laboratory Technology</td>
<td>AAS</td>
<td>Courses</td>
<td>Complete</td>
<td>523–5763</td>
<td>Courses</td>
<td>Courses</td>
</tr>
<tr>
<td>N&amp;AH 221–152–06</td>
<td>Medical Records Coder (Health Information Management)</td>
<td>CSC</td>
<td>Courses</td>
<td>Courses</td>
<td>Complete</td>
<td>523–5375</td>
<td>Courses</td>
</tr>
<tr>
<td>N&amp;AH 156</td>
<td>Nursing</td>
<td>AAS</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
<td>523–5476</td>
<td>Complete</td>
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<tr>
<td>N&amp;AH 160</td>
<td>Opticianry</td>
<td>AAS</td>
<td>Courses</td>
<td>Courses</td>
<td>Complete</td>
<td>523–5415</td>
<td>Complete</td>
</tr>
<tr>
<td>N&amp;AH 221–160–04</td>
<td>Opticians Apprentice</td>
<td>CSC</td>
<td>Courses</td>
<td>Courses</td>
<td>See footnote #8</td>
<td>523–5415</td>
<td>Complete</td>
</tr>
<tr>
<td>B 260–01</td>
<td>General Practice Specialization</td>
<td>AAS</td>
<td>Courses</td>
<td>Courses</td>
<td>Complete</td>
<td>523–5301</td>
<td>Complete</td>
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<tr>
<td>B 260–02</td>
<td>Litigation Specialization</td>
<td>AAS</td>
<td>Courses</td>
<td>Courses</td>
<td>Complete</td>
<td>523–5301</td>
<td>Complete</td>
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<tr>
<td>N&amp;AH 221–190–08</td>
<td>Pharmacy Technician</td>
<td>CSC</td>
<td>Courses</td>
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<td>Complete</td>
<td>523–5183</td>
<td>Complete</td>
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<tr>
<td>N&amp;AH 157</td>
<td>Practical Nursing</td>
<td>C</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
<td>523–5476</td>
<td>Complete</td>
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<tr>
<td>N&amp;AH 221–151–01</td>
<td>Pre–Medical Laboratory Technology</td>
<td>CSC</td>
<td>Complete</td>
<td>Complete</td>
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<td>523–5763</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>Courses</td>
<td>Courses</td>
<td>Complete</td>
<td>523–5375</td>
<td>Courses</td>
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<tr>
<td>N&amp;AH 181</td>
<td>Respiratory Therapy</td>
<td>AAS</td>
<td>Courses</td>
<td>Courses</td>
<td>See footnote #7</td>
<td>523–5009</td>
<td>Complete</td>
</tr>
</tbody>
</table>

#### Science

| MS&E 880–02      | Computer Science Specialization | AS | Courses | Complete | 523–5374 | Courses | Courses |
| MS&E 880–TP      | Mathematics and Science Teacher Preparation Specialization | AS | Courses | Complete | 523–5225 | Complete | Courses |
| MS&E 880–05      | Mathematics Specialization | AS | Courses | Complete | 523–5374 | Complete | 523–5225 | Complete |
| MS&E 880–01      | Science Specialization | AS | Courses | Complete | 523–5374 | Complete | 523–5225 | Complete |
| H&SS 882         | Social Sciences | AS | Courses | Complete | 523–5178 | Complete | 523–5263 | Complete |
| H&SS 882–02      | Pre–Social Work Specialization | AS | Courses | Complete | 523–5178 | Complete | 523–5263 | Complete |
| H&SS 882–TP      | Teacher Preparation Specialization | AS | Courses | Complete | 523–5178 | Complete | 523–5263 | Complete |

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7 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.
8 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.
### 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>
<th>DTC</th>
<th>PRC</th>
<th>GC</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>H&amp;SS 221–480–30</td>
<td>Substance Abuse Counseling Education⁹</td>
<td>CSC</td>
<td></td>
<td>Courses</td>
<td>Courses</td>
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<tr>
<td>B 221–335–06</td>
<td>Sustainable Agriculture</td>
<td>CSC</td>
<td></td>
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<tr>
<td>B 221–995–01</td>
<td>Welding</td>
<td>CSC</td>
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<tr>
<td>B 221–995–02</td>
<td>Welding – Advanced</td>
<td>CSC</td>
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<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
<td>Courses</td>
</tr>
</tbody>
</table>

⁹ Completion of the Substance Abuse Counseling Education Career Studies Certificate requires that some courses be taken via distance learning.

---

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---

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- **BUSINESS**
  - Management AAS, Small Business Management specialization
  - Entrepreneurship in Small Business CSC | Business Administration AS

- **COMMUNICATION, EDUCATION & HUMAN SERVICES**
  - Early Childhood Development C | Early Childhood Education CSC
  - Early Childhood Education – Advanced CSC | General Studies AS
  - Liberal Arts AA | Social Sciences AS

- **HEALTH PROFESSIONS & NURSING**
  - Advanced Medical Coder (Health Information Mgt) CSC
  - Medical Records Coder (Health Information Mgt) CSC
  - Release of Health Information Specialist (Health Information Mgt) CSC
  - Pre–Medical Laboratory Technology CSC | Medical Laboratory Technology AAS
  - Opticianry AAS | Respiratory Therapy AAS

- **INFORMATION TECHNOLOGY**
  - Computer Applications CSC | Cyber Security CSC | Business Administration AS

- **LAW & PUBLIC SAFETY**
  - Criminal Justice CSC | General Studies AS | Liberal Arts AA | Social Sciences AS
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Registration
JAN 11 | 8:30 a.m. - Noon
Parham Road | Downtown

Classes Start
January 13

WHERE OUTSTANDING STUDENTS GET STARTED

reynolds.edu | (804) 371-3000
DOWNTOWN • GOOCHLAND • PARHAM ROAD • ONLINE

Virginia Relay 711