SPRING 2020 REGISTRATION GUIDE

Reynolds COMMUNITY COLLEGE

Spring Classes Start January 13

GET AHEAD | GET STARTED

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.
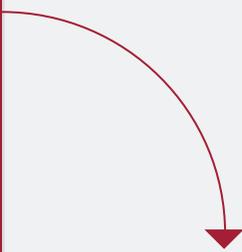Wednesday & Thursday | 8:30 a.m.–7 p.m.
Closed daily from 1–2 p.m.

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.

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**.

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.*

1. APPLY

2. LOG ON

3. GET PLACED

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**.

New students must complete Step 3 before starting Step 4

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**.

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**.

4. GET ADVISED

5. REGISTER & PAY

6. PREPARE FOR 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.

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 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
  Accounting CSC
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

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

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 **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
Science AS **T**

HEALTH PROFESSIONS & NURSING

Dental Assisting C
Central Sterile Technician CSC

MAJORS BY CAREER

Emergency Medical Services–
Emergency Medical Technician CSC

**Emergency Medical Services–
Paramedic** AAS

Health Science I CSC

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*

Practical Nursing C

Nursing AAS

Opticianry AAS*

Opticians Apprentice CSC

Pharmacy Technician CSC

Respiratory Therapy AAS*

Science AS T

INFORMATION TECHNOLOGY

Information Systems Technology AAS
Computer Applications CSC*
Computer Programmer CSC
Cyber Security CSC*
Network Administration CSC
Web Development CSC
Business Administration AS T*
Science AS T

LAW & PUBLIC SAFETY

Administration of Justice AAS
Criminal Justice CSC*
**Emergency Medical Services–
Emergency Medical Technician** CSC

**Emergency Medical Services–
Paramedic** AAS

Paralegal Studies AAS
General Practice specialization
Litigation specialization

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

TRANSPORTATION

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

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
(next page)*

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**

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

SHORT–TERM TRAINING AVAILABLE

Community College Workforce Alliance | **ccwatraining.org**

COMMUNITY COLLEGE
WORKFORCE ALLIANCE
A partnership between
John Tyler & Reynolds Community Colleges

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

1. APPLY

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.**

Don't forget to check your message center in MyREYNOLDS for updates!

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.

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.*

My Username
Username
My Password
Password

SIGN IN

Forgot Password | 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*.

Password Reset
Enter your name, date of birth, and either Emplid or SSN

FIRST NAME: John
LAST NAME: Student
DATE OF BIRTH: 01/01/1970
○ EMPLID:
● SSN: ••••••••

Your user name is jstudent0123.
○ I know my password. I can log in now.
○ I do not know my password. I would like to reset it now.

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.

Please create your new password

J

jstudent0123

••••••••
••••••••

SUBMIT

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).

My Apps | **View my Information**
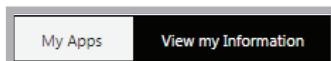
2. Your directory information will be shown.

My Username:
jstudent0123
Emplid:
0000001
Student Email
jstudent@reynolds.edu
My VCCS Roles
JSRCC-ALL-AC-Staff
VCCS-ALL-AC-Staff
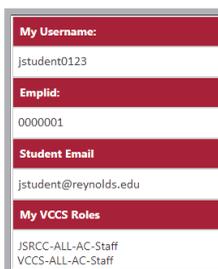
Setting your Security Questions and Answers for the First Time

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.

Q   What state is your car registered in?   ✎
A   Massachusetts
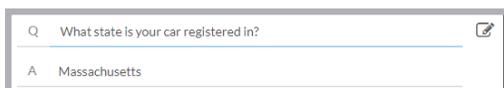
MyREYNOLDS Applications

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 + **AND** **Completed an Algebra Intensive Course above Algebra II*** **OR** **An SAT Math score of 530 +** **OR** **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 + **AND** **An SAT ERW score of 480+** **OR** **An ACT English & Reading score of 18+**
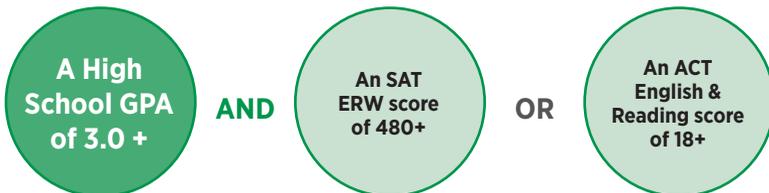
If you have a GPA of 2.7–2.9, there are still options available to you. Please see an advisor for further evaluation. Most Career Studies Certificate programs do not require placement criteria.

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

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.

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**

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**.

PAYMENT DUE DATES

Register early for the best selection of classes!

IF YOU REGISTER	YOUR TUITION IS DUE BY
November–December 9	Monday, December 9
December 10–16	Monday, December 16
December 17–January 6	Monday, January 6
January 7–13	Monday, January 13
January 13–April 1	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 Spring 2020 semester is available through January 16.

5. REGISTER & PAY

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.

Favorites Main Menu > Self Service

Main Menu >

Self Service

Navigate to your self service information and activities.

Student Center
Use the stu...to manage school related activities.

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.

...demics

Search
Plan
Enroll
My Academics

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).

	✔ Success: enrolled	✘ Error: unable to add class	
Class	Message		Status
ACC 115	**Success:** This class has been added to your schedule.		✔

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 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.

SPRING ACADEMIC CALENDAR

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[1]................ 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

Classes Begin... Jan. 13
Add/Drop.. Jan. 13–17
Last Day to Add Class .... Jan. 17
Last Day to Register and Pay[2].................................. Jan. 17
Last Day to Drop with Refund .... Jan. 28
Last Day to Withdraw[3] from Class
with a Grade of "W"...Mar. 23
Classes End... Apr. 27
Examination Period...................................... Apr. 28–May 4

12–week Session

Classes Begin...Feb. 4
Add/Drop...Feb. 4–7
Last Day to Add Class .... Feb. 7
Last Day to Register and Pay[2].................................. Feb. 7
Last Day to Drop with Refund ....Feb. 14
Last Day to Withdraw[3] 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[2].................................. Jan. 15
Last Day to Drop with Refund .... Jan. 17
Last Day to Withdraw[3] 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[2].................................. Mar. 12
Last Day to Drop with Refund .... Mar. 23
Last Day to Withdraw[3] from Class
with a Grade of "W"..Apr. 14
Classes End.. May 4

First Five–Week Session

Classes Begin.. Jan. 13
Add/Drop... Jan. 13–14
Last Day to Add Class .... Jan. 14
Last Day to Register and Pay[2].................................. Jan. 14
Last Day to Drop with Refund .... Jan. 16
Last Day to Withdraw[3] from Class
with a Grade of "W"... Feb. 3
Classes End...Feb. 17

Second 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[2].................................Feb. 19
Last Day to Drop with Refund ....Feb. 21
Last Day to Withdraw[3] from Class
with a Grade of "W".. Mar. 9
Classes End...Mar. 30

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[2]......................................Apr. 1
Last Day to Drop with Refund .... Apr 3
Last Day to Withdraw[3] 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.*

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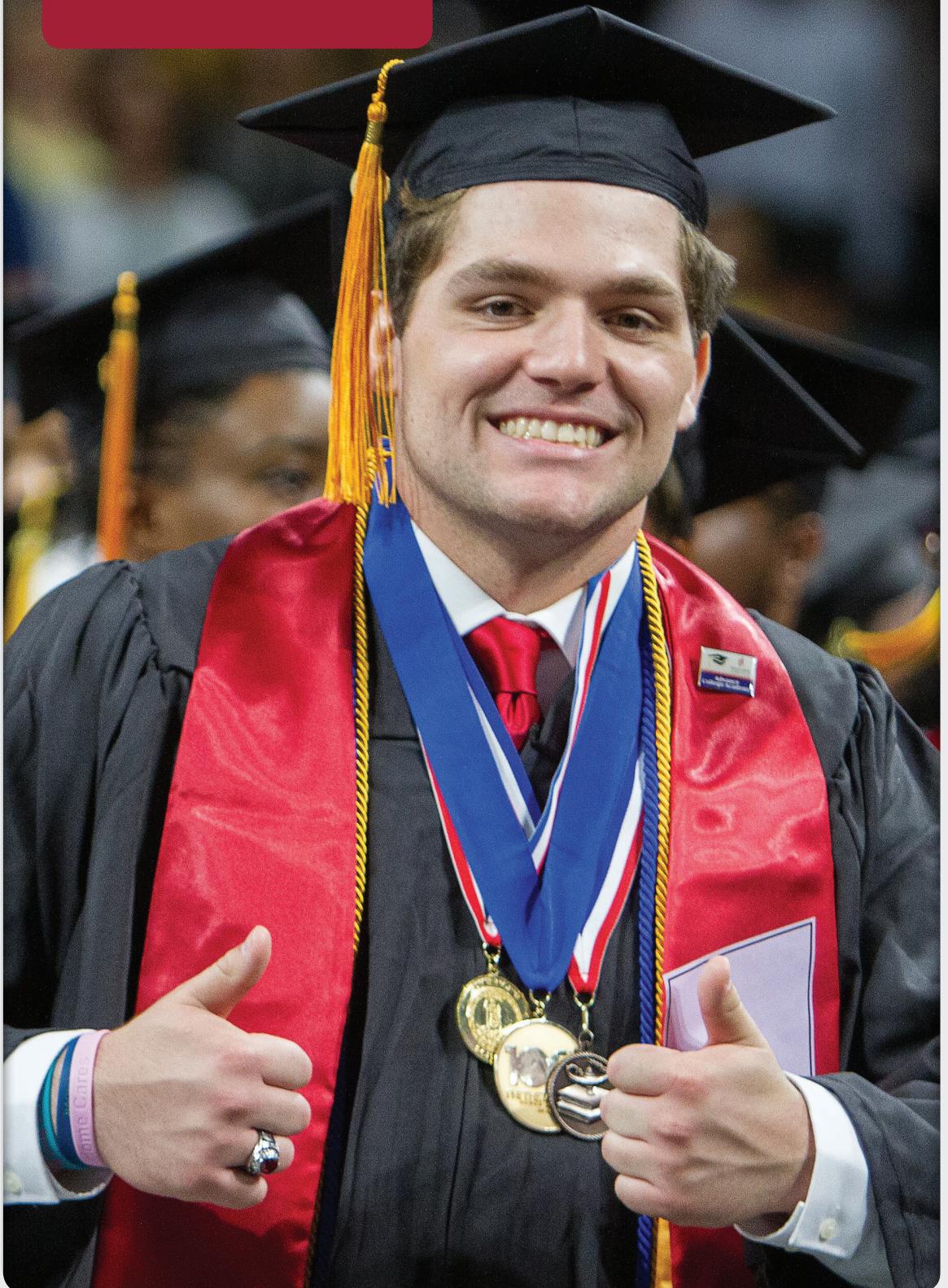### WALK-IN or BY APPOINTMENT
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Graduation is May 16.

PROGRAMS OF STUDY (A–Z)

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).

> **AAS** Associate of Applied Science   **AA** Associate of Arts   **AS** Associate of Science
> **C** Certificate   **CSC** Career Studies Certificate
>
> **B** School of Business   **H&SS** School of Humanities & Social Sciences
> **MS&E** School of Mathematics, Science & Engineering
> **N&AH** School of Nursing & Allied Health

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

School/ Plan Code	Plans	Certificate or Degree	Campus Location			
			DTC	PRC	GC	Online
B 203	**Accounting**	AAS	523–5177 Courses	523–5301 Courses	Courses	Courses
B 202	**Accounting**	C	523–5177 Courses	523–5301 Courses	Courses	Courses
B 221–203–02	**Accounting**	CSC		523–5301 **Complete**		Courses
B 400–01	**Administration of Justice**	AAS	Courses	523–5301 **Complete**	Courses	Courses
N&AH 221–152–07	**Advanced Medical Coder (Health Information Management)**	CSC	523–5375 Courses	Courses		**Complete**
H&SS 221–640–01	**American Sign Language**	CSC	523–5604 Courses	Courses	Courses	Courses
H&SS 640	**American Sign Language – English Interpretation**[1]	AAS	523–5604 Courses	Courses	Courses	Courses
	Architectural & Engineering Technology					
B 895–01	**Contemporary Technology for Design Specialization**	AAS	Courses	523–5301 **Complete**	Courses	Courses
B 895–02	**Building Construction Management Specialization**	AAS	Courses	523–5301 **Complete**	Courses	Courses
B 221–909–01	**Automotive Maintenance & Light Repair**	CSC			523–5454 **Complete**	
B 902	**Automotive Technology**	C	Courses	Courses	523–5454 **Complete**	Courses
B 213	**Business Administration**	**AS**	523–5177 **Complete**	523–5301 **Complete**	Courses	**Complete**

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)

School/ Plan Code	Plans	Certificate or Degree	Campus Location			
			DTC	PRC	GC	Online
N&AH 221-174-01	**Central Sterile Technician**	CSC	523–5375 Courses	Courses		Courses
B 221–729–01	**Computer–Aided Design Specialist**	CSC	Courses	523–5301 **Complete**	Courses	Courses
B 221–400–45	**Criminal Justice**	CSC	523–5177 Courses	523–5301 **Complete**	Courses	**Complete**
	Culinary Arts[2]					
B 242–01	**Culinary Arts Specialization**	AAS	523–5781 Courses	Courses	Courses	Courses
B 242–02	**Pastry Arts Specialization**	AAS	523–5781 Courses	Courses	Courses	Courses
B 242–03	**Culinary Management Specialization**	AAS	523–5781 Courses	Courses	Courses	Courses
B 221–242–09	**Culinary – Food and Beverage Operations**	CSC	523–5070 Courses	Courses	Courses	Courses
B 221–242–12	**Culinary – Foundations of Culinary Technique**	CSC	523–5070 Courses	Courses	Courses	Courses
B 221–242–03	**Culinary Fundamentals**	CSC	523–5781 Courses	Courses	Courses	Courses
N&AH 120	**Dental Assisting**	C	523–5380 **Complete**	Courses	Courses	Courses
B 920	**Diesel Mechanics Technology**	C	Courses	Courses	523–5454 **Complete**	Courses
H&SS 636	**Early Childhood Development**	AAS	523–5339 Courses	Courses	Courses	**Complete**
H&SS 632	**Early Childhood Development**	C	523–5339 Courses	Courses	Courses	**Complete**
H&SS 221–636–06	**Early Childhood Education**	CSC	523–5339 **Complete**	Courses	Courses	**Complete**
H&SS 221–636–08	**Early Childhood Education – Advanced**	CSC	523–5339 Courses	Courses		**Complete**
B 221–251–01	**eCommerce**	CSC	Courses	523–5301 **Complete**	Courses	Courses
N&AH 146	**Emergency Medical Services – Paramedic[3]**	AAS	523–5768 Courses	Courses	Courses	Courses
N&AH 221–146–01	**Emergency Medical Services – Emergency Medical Technician**	CSC	523–5768 **Complete**	**Complete**	Courses	Courses
	Engineering					
MS&E 831–04	**Chemical/Biological Engineering Specialization**	**AS**	523–5374 Courses	523–5225 **Complete**	Courses	Courses
MS&E 831–03	**Electrical/Computer Engineering Specialization**	**AS**	523–5374 Courses	523–5225 **Complete**	Courses	Courses

[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.

PROGRAMS OF STUDY (A–Z)

School/ Plan Code	Plans	Certificate or Degree	Campus Location			
			DTC	PRC	GC	Online
MS&E 831–01	Mechanical/General Engineering Specialization	AS	523–5374 Courses	523–5225 **Complete**	Courses	Courses
B 221–212–10	Entrepreneurship in Small Business	CSC	523–5177 Courses	523–5301 **Complete**	Courses	**Complete**
B 221–335–02	Floral Design	CSC	Courses	Courses	523–5432 **Complete**	Courses
H&SS 695	General Education	C	523–5263 **Complete**	523–5263 **Complete**	Courses	**Complete**
H&SS 699	General Studies	AS	523–5504 **Complete**	523–5504 **Complete**	Courses	**Complete**
N&AH 221–190–01	Health Science I	CSC	523–5375 Courses	Courses	Courses	Courses
B 335	Horticulture Technology[4]	AAS	Courses	Courses	523–5432 Courses	Courses
H&SS 480	Human Services	AAS	523–5178 **Complete**	Courses	Courses	Courses
B 221–909–46	Hybrid and Electric Vehicle Technology	CSC	Courses	Courses	523–5454 **Complete**	Courses
B 299	Information Systems Technology	AAS	523–5177 Courses	523–5301 **Complete**	Courses	Courses
B 221–299–03	Computer Applications	CSC	523–5177 Courses	523–5301 **Complete**	Courses	**Complete**
B 221–299–06	Computer Programmer	CSC	523–5177 Courses	523–5301 **Complete**	Courses	Courses
B 221–732–09	Cyber Security	CSC		523–5301 **Complete**		**Complete**
B 221–732–00	Network Administration	CSC	Courses	523–5301 **Complete**	Courses	Courses
B 221–299–18	Web Development	CSC	523–5177 Courses	523–5301 **Complete**	Courses	Courses
H&SS 648	Liberal Arts	AA	523–5178 **Complete**	523–5263 **Complete**	Courses	**Complete**
H&SS	American Sign Language/Deaf Studies Specialization	AA	523–5604 **Complete**	Courses	Courses	Courses
H&SS 648–TP	Teacher Preparation Specialization	AA	523–5178 **Complete**	523–5263 **Complete**	Courses	Courses
	Management					
B 212–03	Retail Management Specialization[5]	AAS	523–5177 Courses	523–5301 Courses	Courses	Courses
B 212–04	Small Business Management Specialization[6]	AAS	523–5177 Courses	523–5301 Courses	Courses	**See footnote #6**

[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.

PROGRAMS OF STUDY (A–Z)

School/ Plan Code	Plans	Certificate or Degree	Campus Location			
			DTC	PRC	GC	Online
N&AH 151	**Medical Laboratory Technology**[7]	AAS	523–5763 **Complete**	Courses	Courses	**See footnote #7**
N&AH 221–152–06	**Medical Records Coder (Health Information Management)**	CSC	523–5375 Courses	Courses	Courses	**Complete**
N&AH 156	**Nursing**	AAS	523–5476 **Complete**	Courses	Courses	Courses
N&AH 160	**Opticianry**[7]	AAS	523–5415 **Complete**	Courses	Courses	**See footnote #7**
N&AH 221–160–04	**Opticians Apprentice**[8]	CSC	523–5415 **Complete**			**See footnote #8**
	Paralegal Studies					
B 260–01	**General Practice Specialization**	AAS	Courses	523–5301 **Complete**	Courses	Courses
B 260–02	**Litigation Specialization**	AAS	Courses	523–5301 **Complete**	Courses	Courses
N&AH 221–190–08	**Pharmacy Technician**	CSC	523–5183 **Complete**			Courses
N&AH 157	**Practical Nursing**	C	523–5476 **Complete**	Courses	Courses	Courses
N&AH 221–151–01	**Pre–Medical Laboratory Technology**	CSC	523–5763 **Complete**	**Complete**	Courses	**Complete**
N&AH 221–152–02	**Release of Health Information Specialist (Health Information Management)**	CSC	523–5375 Courses	Courses	Courses	**Complete**
N&AH 181	**Respiratory Therapy**[7]	AAS	523–5009 **Complete**	Courses	Courses	**See footnote #7**
	Science					
MS&E 880–02	**Computer Science Specialization**	**AS**	523–5374 Courses	523–5225 **Complete**	Courses	Courses
MS&E 880–TP	**Mathematics and Science Teacher Preparation Specialization**	**AS**	523–5374 **Complete**	523–5225 **Complete**	Courses	Courses
MS&E 880–05	**Mathematics Specialization**	**AS**	523–5374 Courses	523–5225 **Complete**	Courses	Courses
MS&E 880–01	**Science Specialization**	**AS**	523–5374 **Complete**	523–5225 **Complete**	Courses	**Complete**
H&SS 882	**Social Sciences**	**AS**	523–5178 **Complete**	523–5263 **Complete**	Courses	**Complete**
H&SS 882–02	**Pre–Social Work Specialization**	**AS**	523–5178 Courses	523–5263 **Complete**	Courses	Courses
H&SS 882–TP	**Teacher Preparation Specialization**	**AS**	523–5178 **Complete**	523–5263 **Complete**	Courses	Courses

[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)

School/ Plan Code	Plans	Certificate or Degree	Campus Location			
			DTC	PRC	GC	Online
H&SS 221–480–30	**Substance Abuse Counseling Education**[9]	CSC	523–5178 Courses	Courses	Courses	Courses
B 221–335–06	**Sustainable Agriculture**	CSC	Courses	Courses	523–5432 **Complete**	Courses
B 221–995–01	**Welding**	CSC	Courses	Courses	523–5432 **Complete**	Courses
B 221–995–02	**Welding – Advanced**	CSC	Courses	Courses	523–5941 **Complete**	Courses

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

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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
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