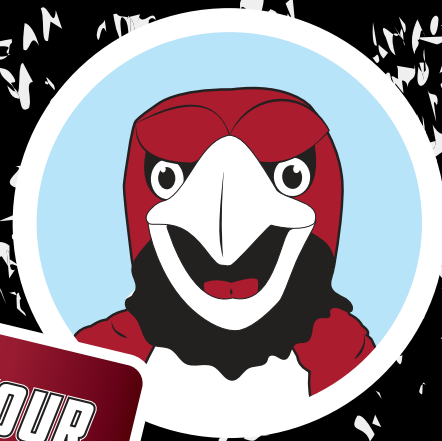




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# Advising Workbook

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## An Advisor Can Answer That!



Academic advising is designed to facilitate a seamless transition into Reynolds and to provide institutional support that will encourage academic success and assist students with clarification of their academic, curricular, and career goals. All students have an assigned advisor to help. Download the Navigate Student app or access in your portal to make a virtual or in person advising appointment. Available in the Apple and Google Play stores. You may also schedule appointments by emailing [advising@reynolds.edu](mailto:advising@reynolds.edu) or calling (804) 371-3000.

Having trouble logging into [MyREYNOLDS](#)? Email [helpdesk@reynolds.edu](mailto:helpdesk@reynolds.edu) or call (804) 371-3000

## Academic Calendar: Summer 2025

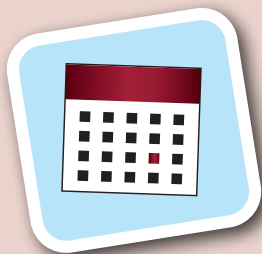
Event	Date
First day to charge textbooks to Financial Aid Summer 2024	5/6/25
Last day to return textbooks for full refund (with receipt, in original condition)	5/27/25
Memorial Day (college closed)	5/27/25
Juneteenth Holiday observed (college closed)	6/19/25
Independence Day Holiday (college closed)	7/4/25
10-Week Session	
Classes begin	5/19/25
Add/Drop	5/19 - 5/22/25
Last day to add class	5/22/25
Last day to drop with refund	5/29/25
Last day to withdraw* from class with a grade of "W"	7/1/25
Classes end	7/30/25

Seven-Week Session	
Classes begin	6/10/25
Add/Drop	6/10 - 6/12/25
Last day to add class	6/12/25
Last day to drop with refund	6/16/25
Last day to withdraw* from class with a grade of "W"	7/10/25
Classes end	7/30/25
First Five-Week Session	
Classes begin	5/19/25
Add/Drop	5/19 - 5/20/25
Last day to add class	5/20/25
Last day to drop with refund	5/22/25
Last day to withdraw* from class with a grade of "W"	6/9/25
Classes end	6/24/25
Second Five-Week Session	
Classes begin	6/25/25
Add/Drop	6/25 - 6/26/25
Last day to add class	6/26/25
Last day to drop with refund	6/30/25
Last day to withdraw* from class with a grade of "W"	7/16/25
Classes end	7/30/25

# Academic Calendar: Fall 2025

Event	Date
First day to charge textbooks to Financial Aid Fall 2025	8/11/25
Labor Day (college closed)	9/1/25
Last day to return textbooks for full refund (with receipt, in original condition)	9/2/25
College-wide In-Service Day (no classes nor services)	9/30/25
Last day to charge textbooks to Financial Aid Fall 2024	10/27/25
Election Day (college closed)	11/4/25
Fall Break (college closed)	11/27 - 11/29/25
First day to submit online applications for Reynolds scholarships 2024-25	12/1/25
Winter Break (college closed)	12/24 - 1/2/25
<b>Regular Session (15 Weeks)</b>	
Classes begin	8/25/25
Add/Drop	8/25 - 8/29/25
Last day to add class	8/29/25
Last day to drop with refund	9/9/25
Last day to withdraw* from class with a grade of "W"	10/28/25
Classes end	12/9/25
Examination period	12/10 - 12/16/25
<b>First Seven-Week Session</b>	
Classes begin	8/25/25
Add/Drop	8/25- 8/27/25
Last day to add class	8/27/25
Last day to drop with refund	8/29/25
Last day to withdraw* from class with a grade of "W"	9/23/25
Classes end	10/14/25

<b>Second Seven-Week Session</b>	
Classes begin	10/21/25
Add/Drop	10/21 - 10/23/25
Last day to add class	10/23/25
Last day to drop with refund	10/27/25
Last day to withdraw* from class with a grade of "W"	11/19/25
Classes end	12/12/25
<b>First Five-Week Session</b>	
Classes begin	8/25/25
Add/Drop	8/25 - 8/26/25
Last day to add class	8/26/25
Last day to drop with refund	8/28/25
Last day to withdraw* from class with a grade of "W"	9/15/25
Classes end	9/29/25
<b>Second Five-Week Session</b>	
Classes begin	10/1/25
Add/Drop	10/1 - 10/2/25
Last day to add class	10/2/25
Last day to drop with refund	10/6/25
Last day to withdraw* from class with a grade of "W"	10/21/25
Classes end	11/5/25
<b>Third Five-Week Session</b>	
Classes begin	11/6/25
Add/Drop	11/5 - 11/6/25
Last day to add class	11/7/25
Last day to drop with refund	11/11/25
Last day to withdraw* from class with a grade of "W"	12/1/25
Classes end	12/15/25



## The difference between "drop" and "withdraw."

If you drop a course before the add/drop deadline, you **do receive a refund of tuition** for that course.

If you withdraw from a course before the deadline, you **do not receive a refund of tuition** for that course, and you receive a "W" as a grade. Withdrawing does not impact your GPA, but can impact your financial aid.



# Advising Worksheet

Using this sheet can be very helpful to streamline the academic advising process and provide a clear roadmap for you. ***Please complete the worksheet below with your advisor.***

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Student EMPL ID \_\_\_\_\_ Reynolds Email \_\_\_\_\_

Program of Study \_\_\_\_\_

Target Graduation Date \_\_\_\_\_ GPA requirement \_\_\_\_\_

## Goals

Short-term Career Goals

Transfer / Career Goals

Would you prefer to attend classes online or in-person? ☐ Online ☐ In-person ☐ Hybrid

## Important Dates & Contacts



# Advising Checklist



## ☐ Complete The FAFSA

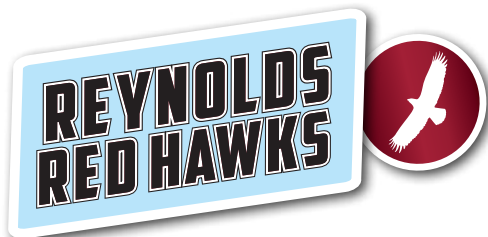
Complete the Free Application for Federal Student Aid, known as FAFSA, at [studentaid.gov](https://studentaid.gov). For helpful tips and videos, visit [go.reynolds.edu/financialaid](https://go.reynolds.edu/financialaid).

## ☐ Submit Transcripts

It is free and only takes 15 minutes! Students need to submit a final official high school transcript or GED to the Admissions Office after graduation. If you have transfer credit from another college or university, SAT or ACT scores, and/or AP/IB scores, send the official transcript to the Registrar's Office.

## ☐ Direct Enrollment for New Students

Complete the advising short questionnaire, which will help place you in the appropriate math and English classes to complete your college studies in less time, saving more money. For more information visit, [reynolds.edu/directenrollment](https://reynolds.edu/directenrollment).



## ☐ Complete Orientation Modules for New Students

These modules provide you with more detailed new student information. To get started, visit [college2success.com/reynolds](https://college2success.com/reynolds):

- Click on Create Account
- Enter the required information
- Create your own password
- On the left side, complete "New Student Orientation"

## ☐ Meet With An Advisor and Register for Classes

Use the Navigate Student App, [MyREYNOLDS](https://myreynolds.com), or call (804) 371-3000 to make an appointment!

## ☐ Buy Textbooks

## ☐ Get a Student ID Card

## ☐ Pick Up Your Parking Pass

## ☐ Confirm Tuition Payment Options

Due Dates

## Steps to Success

### ☐ Make a plan to check your VCCS student email regularly.

### ☐ Learn all of the student resources at Reynolds.

Some resources include Advising, Tutoring, Career Services, Testing Centers, Student Life, and more.

### ☐ Take your first Math and English course within your first year at Reynolds.

### ☐ Complete 24 credits in your first year at Reynolds.

### ☐ Each semester, review your program map, credit load, and scheduling needs. If you need help, make an appointment with your advisor.

## Contact Advising

### Website

[go.reynolds.edu/advising](https://go.reynolds.edu/advising)

### Email

[advising@reynolds.edu](mailto:advising@reynolds.edu)

### Location

Parham Road Campus  
Georgiadis Hall, first floor

Downtown Campus  
First floor, Room 105

The Kitchens  
Second floor



# Programs A - Z

## Abbreviations

**AAS:** Associate of Applied Science

**AS:** Associate of Science

**CSC:** Career Studies Certificate

**AA:** Associate of Arts

**C:** Certificate

**ST:** Short-term Training

School	Plan Name	Plan Code	Type of Credential
SBIT	Accounting	203	AAS
SBIT	Accounting Support Functions	221-203-01	CSC
SBIT	Criminal Justice	456	AAS
SHP	Advanced Medical Coder (Health Information Management)	221-152-07	CSC
HSS	American Sign Language	221-640-01	CSC
HSS	American Sign Language - English Interpretation	640	AAS
STEM	Building Construction Management Specialization	895-02	AAS
SBIT	Automotive Technology	909	AAS
SBIT	Automotive Technology, Original Equipment Manufacturer, Major	909-01	AAS
SBIT	Automotive Technology	902	C
HSS	Behavioral Health Technician	221-480-32	CSC
SBIT	Bookkeeping	221-212-03	CSC
SBIT	Business Administration	213	AS
SBIT	Business Management	212	AAS
SHP	Central Sterile Technician	221-174-01	CSC
STEM	Computer-Aided Design Specialist	221-729-01	CSC
STEM	Computer Science	246	AS
SBIT	CPA Eligibility	221-203-02	CSC
SBIT	Criminal Justice	221-400-45	CSC
SBIT	Culinary Arts	242	AAS
SBIT	Baking Major	242-04	AAS
SBIT	Restaurant Management Major	242-05	AAS
SBIT	Culinary - Food and Beverage Operations	221-242-09	CSC
SBIT	Culinary - Foundations of Culinary Technique	221-242-12	CSC
SBIT	Culinary Fundamentals	221-242-03	CSC
SHP	Dental Assisting	120	C
SBIT	Digital Marketing	221-251-01	CSC
SBIT	Diesel Mechanics Technology	920	C
HSS	Early Childhood Development	636	AAS
HSS	Early Childhood Development	632	C
HSS	Early Childhood Education	221-636-06	CSC
HSS	Early Childhood Education - Advanced	221-636-08	CSC
HSS	Elementary Education Major	625-M1	AS
HSS	Health and Physical Education Major	625-M2	AS
HSS	Secondary English Education Major	625-M3	AS
HSS	Secondary Mathematics Education Major	625-M4	AS
HSS	Secondary Science Education Major	625-M5	AS



HSS	Secondary Social Studies Education Major	625-M6	AS
HSS	World Languages Education Major	625-M7	AS
SHP	Emergency Medical Services - Emergency Medical Technician	221-146-01	CSC
STEM	Engineering	831	AS
STEM	Biomedical Engineering Major	831-05	AS
STEM	Chemical Engineering Major	831-06	AS
STEM	Civil Engineering Major	831-07	AS
STEM	Electrical/Computer Engineering Major	831-08	AS
STEM	Mechanical/Aerospace Engineering Major	831-09	AS
SBIT	Entrepreneurship	221-212-10	CSC
SBIT	Fire Science	221-427-02	CSC
STEM	Floral Design	221-335-02	CSC
HSS	General Studies	699	AS
SHP	Health Professions	221-190-01	CSC
SHP	Health Sciences	620	AS
STEM	Horticulture Technology	335	AAS
HSS	Human Services	480	AAS
HSS	Human Services Technician	221-480-44	CSC
STEM	Information Systems Technology	299	AAS
STEM	Cloud Computing	221-299-06	CSC
STEM	Computer Applications	221-299-03	CSC
STEM	Computer Applications Fundamentals	221-299-00	CSC
STEM	Computer Programmer	221-299-50	CSC
STEM	Cyber Security	221-732-09	CSC
STEM	Network Fundamentals	221-732-00	CSC
STEM	Web Development	221-299-18	CSC
SBIT	Law Foundations	221-260-04	CSC
HSS	Liberal Arts	648	AA
HSS	American Sign Language/Deaf Studies Major	648-04	AA
SHP	Licensed Practical Nursing (LPN) to Registered Nursing (RN) - Advanced Placement Option (APO)	156-02	AAS
HSS	Media Production	221-297-01	CSC
SHP	Medical Laboratory Technology	151	AAS
SHP	Medical Records Coder (Health Information Management)	221-152-06	CSC
SHP	Nursing	156	AAS
SHP	Opticianry	160	AAS
SHP	Opticians Apprentice	221-160-04	CSC
SBIT	Paralegal Studies - General Practice Specialization	260-01	AAS
SBIT	Paralegal Studies - Litigation Specialization	260-02	AAS
SHP	Paramedic	TBD	CSC
SBIT	Payroll and Taxation	221-203-06	CSC
SHP	Release of Health Information Specialist (Health Information Management)	221-152-02	CSC
SHP	Respiratory Therapy	181	AAS
STEM	Science	880	AS
HSS	Social Sciences	882	AS
HSS	Pre-Social Work Major	882-03	AS
HSS	Substance Abuse Counseling Education	221-480-30	CSC
SHP	Surgical Technology	171	AAS

STEM	Sustainable Agriculture	221-335-06	CSC
SHP	Technical Studies - Public Safety Leadership	718	AAS
SBIT	Welding Fundamentals - MIG	221-995-05	CSC
SBIT	Welding Fundamentals - Pipe Welding	221-995-07	CSC
SBIT	Welding Fundamentals - Stick	221-995-04	CSC
SBIT	Welding Fundamentals - TIG	221-995-06	CSC
CCWA	AWS Certified Solutions Architect (Associate)	NA	ST
CCWA	AWS Cloud Practitioner	NA	ST
CCWA	Certified Logistics Associate	NA	ST
CCWA	Certified Logistics Technician	NA	ST
CCWA	Certified Nurse Aide	NA	ST
CCWA	Clinical Medical Assistant	NA	ST
CCWA	Commercial Driver's License (CDL)	NA	ST
CCWA	CompTIA A+	NA	ST
CCWA	CompTIA Linux+	NA	ST
CCWA	CompTIA Network+	NA	ST
CCWA	CompTIA Security+	NA	ST
CCWA	Core - Introductory Craft Skills	NA	ST
CCWA	Customer Service & Sales	NA	ST
CCWA	EKG Technician	NA	ST
CCWA	Electrical - Level 1	NA	ST
CCWA	Emergency Medical Technician	NA	ST
CCWA	Emergency Telecommunicator (9-1-1 Dispatcher)	NA	ST
CCWA	Heavy Equipment Operator	NA	ST
CCWA	HVAC - Level 1	NA	ST
CCWA	Lean Practitioner	NA	ST
CCWA	Manufacturing Specialist (MS)	NA	ST
CCWA	Manufacturing Technician 1 (MT1)	NA	ST
CCWA	Medical Biller - Certified Professional Biller	NA	ST
CCWA	Medical Coding - Certified Professional Coder	NA	ST
CCWA	PCAP - Certified Associate in Python Programming	NA	ST
CCWA	Pharmacy Technician	NA	ST
CCWA	Phlebotomy Technician	NA	ST
CCWA	Plumbing - Level 1	NA	ST
CCWA	Teacher Licensure (EducateVA)	NA	ST
CCWA	VDOT - Virginia Department of Transportation Certifications	NA	ST
CCWA	VDOT Bridge Preservation for Inspectors	NA	ST
CCWA	VDOT Central Mix Aggregate Plant	NA	ST
CCWA	VDOT Concrete Plant	NA	ST
CCWA	VDOT Documentation & Record Keeping for Inspectors	NA	ST
CCWA	VDOT Intermediate Work Zone Traffic Control Training and Flagger Certification	NA	ST
CCWA	VDOT New Structures and Bridges for Inspectors	NA	ST
CCWA	VDOT Pavement Marking	NA	ST
CCWA	VDOT Plan Reading for Inspectors	NA	ST
CCWA	VDOT Roadway Construction & Drainage for Inspectors	NA	ST
CCWA	VDOT Soils and Aggregate Compaction	NA	ST
CCWA	VDOT Surveying for Inspectors	NA	ST



# Thinking About Transferring?

Reynolds has many guaranteed transfer agreements with four-year public and private colleges and universities. Students interested in this transfer opportunity, or transferring in general, should chat with their advisor. For specific questions or concerns, you can email [transfer@reynolds.edu](mailto:transfer@reynolds.edu) or by calling 804-371-3000 to make an appointment. You can also visit [transfervirginia.org](http://transfervirginia.org) for your one-stop college

## Business Administration AS

## Computer Science AS

## Education AS

- Elementary Education
- Health and Physical Education
- World Languages Education
- Secondary English Education
- Secondary Social Studies Education
- Secondary Mathematics Education
- Secondary Science Education

## Engineering AS

- Biomedical Major
- Chemical Major
- Civil Major
- Electrical/Computer Major
- Mechanical/Aerospace Major

## General Education C

## General Studies AS

## Health Sciences AS

## Liberal Arts AA

- American Sign Language/Deaf Studies Major

## Sciences AS

- Biotechnology Laboratory Technician Major
- Mathematics Major

## Social Sciences AS

- Pre-Social Work Major



Check out Transfer Virginia at [transfervirginia.org](http://transfervirginia.org) and see 60+ colleges and universities with guaranteed transfer pathways.



# Career Coach Tool

## What is the Career Coach Tool?

Career Coach Tool is a game-changing platform designed just for you. It's your guide to understanding your interests, discovering potential career matches, and taking control of your future. This dynamic tool empowers you to:

- Learn about yourself and explore your interests, strengths, and passions.
- Search for careers by helping you find the perfect job that matches your skills, salary expectations, and education requirements.
- Craft your resume. When the time comes, Career Coach can assist you in creating an impressive resume that sets you apart.

## How to Get Started?

To use the FREE Career Coach Tool visit [go.reynolds.edu/careercoach](http://go.reynolds.edu/careercoach) and explore at your own pace. It's a fantastic resource to have right at your fingertips.

We highly encourage you to complete the assessment in the Career Coach tool before meeting with an advisor. This will allow you to understand your interests, strengths, and passions and help Reynolds Advisors understand you.



# Paying Your Tuition

There are several ways to pay your tuition, which are outlined below. The payment due dates for each session are listed on [go.reynolds.edu/PaymentsDates](https://go.reynolds.edu/PaymentsDates). To avoid being dropped out of your classes, please pay your tuition in full by session due dates.

## Financial Aid

There are two main types of financial aid. Federal loans that have to be paid back and grants that do not require repayment. To be eligible for either, students must fill out a FAFSA form. To complete the FAFSA form, please visit [studentaid.gov](https://studentaid.gov) and use Reynolds Federal School code: 003759. If you have questions, please visit [reynolds.edu/financialaid](https://reynolds.edu/financialaid).

## Reynolds Scholarships

Scholarships do not need to be repaid. Students can apply for 180+ scholarships through one application. The application opens on Dec. 1 and closes on March 1. To apply, visit [reynolds.edu/scholarships](https://reynolds.edu/scholarships).

## Payment Plan

Reynolds offers a payment plan option called Nelnet® Payment Plan. To learn more about enrollment dates and payment details, visit [go.reynolds.edu/PaymentPlan](https://go.reynolds.edu/PaymentPlan). You can sign up for a payment plan through your [MyREYNOLDS](https://myreynolds.edu) portal, in SIS under "Tuition & Payments."

## Other Types of Assistance

Visit [reynolds.edu/businessoffice](https://reynolds.edu/businessoffice) to learn more about other types of assistance, including Virginia 529, Third-Party Assistance, and Military Tuition Assistance. Please email [thirdparty@reynolds.edu](mailto:thirdparty@reynolds.edu) for help getting these connected.



Having trouble logging into [MyREYNOLDS](https://myreynolds.edu)?

Email [helpdesk@reynolds.edu](mailto:helpdesk@reynolds.edu) or  
all (804) 371-3000

## Paying Out of Pocket

There are two options if you plan to pay for your tuition out of your own pocket. One is online through [MyREYNOLDS](https://myreynolds.edu) with a Visa, MasterCard, Discover credit card, or an eCheck from a checking or savings account. The other is in person at any campus Business Office during business hours using cash, check, money order, VISA, MasterCard, or Discover credit card. Visit [reynolds.edu/hours](https://reynolds.edu/hours) for a listing of business hours.

## How to Check the Status of your FAFSA

Log on to [MyREYNOLDS](https://myreynolds.edu) to access the Student Information System (SIS).

- Under "Financial Aid" you will see your FAFSA status.
- Be sure to click on "Action Items & Messages" in your portal then click on "To-Do List" to review any additional information that is needed by the Office of Financial Aid to complete the processing of your FAFSA.
- Make sure to click on the appropriate aid year. For 2025-26, the aid year is 2026.

## How to View Anticipated Aid in the Student Center

Click on "Financial Aid" where you can see your award summary. You can then click on "Pending Financial Aid" and select "CLICK HERE to see Pending Financial Aid Based on actual Enrollment." This is the amount of aid you will receive based on the number of classes you are taking. If anticipated Financial Aid is sufficient to cover your tuition and fee balance in full, no action is required. Your classes will be held as long as the account balance does not exceed the anticipated aid for that particular semester. Account balances that occur from a shortage of semester-anticipated financial aid must be paid in full by Reynolds payment deadlines.

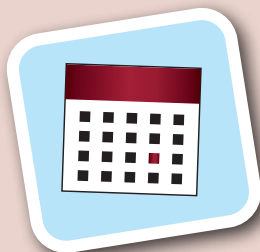
## How to View Tuition Balance in SIS

In your SIS tile, under "Tuition & Payments" you can select "Account Details."

# Academic Calendar: Spring 2026

Event	Date
Registration for Spring 2025 begins	11/3/25
First day to charge textbooks to Financial Aid Spring 2025	12/26/25
Rev. Dr. Martin Luther King, Jr. Day (college closed)	1/19/26
Last day to return textbooks for full refund (with receipt, in original condition)	1/20/26
Last day to submit online applications for Reynolds scholarships 2025-26	3/1/26
Spring Break (no classes)	3/9 - 3/13/26
Last day to charge textbooks to Financial Aid Spring 2025	3/20/26
<b>Regular Session (15 Weeks)</b>	
Classes begin	1/12/26
Add/Drop	1/12 - 1/16/26
Last day to add class	1/16/26
Last day to drop with refund	1/27/26
Last day to withdraw* from class with a grade of "W"	3/23/26
Classes end	4/27/26
Examination period	4/28 - 5/4/26
<b>First Seven-Week Session</b>	
Classes begin	1/12/26
Add/Drop	1/12 - 1/14/26
Last day to add class	1/14/26
Last day to drop with refund	1/16/26
Last day to withdraw* from class with a grade of "W"	2/10/26
Classes end	3/2/26

<b>Second Seven-Week Session</b>	
Classes begin	3/16/26
Add/Drop	3/16 - 3/18/26
Last day to add class	3/18/26
Last day to drop with refund	3/20/26
Last day to withdraw* from class with a grade of "W"	4/13/26
Classes end	5/1/26
<b>First Five-Week Session</b>	
Classes begin	1/12/26
Add/Drop	1/12 - 1/13/26
Last day to add class	1/13/26
Last day to drop with refund	1/15/26
Last day to withdraw* from class with a grade of "W"	2/2/26
Classes end	2/16/26
<b>Second Five-Week Session</b>	
Classes begin	2/17/26
Add/Drop	2/17 - 2/18/26
Last day to add class	2/18/26
Last day to drop with refund	2/20/26
Last day to withdraw* from class with a grade of "W"	3/16/26
Classes end	3/30/26
<b>Third Five-Week Session</b>	
Classes begin	3/31/26
Add/Drop	3/31 - 4/1/26
Last day to add class	4/1/26
Last day to drop with refund	4/3/26
Last day to withdraw* from class with a grade of "W"	4/20/26
Classes end	5/4/26



## The difference between "drop" and "withdraw."

If you drop a course before the add/drop deadline, you **do receive a refund of tuition** for that course.

If you withdraw from a course before the deadline, you **do not receive a refund of tuition** for that course, and you receive a "W" as a grade. Withdrawing does not impact your GPA, but can impact your financial aid.



