

Your dreams are closer than you think at Reynolds...The Opportunity College



J. Sargeant Reynolds
Community College



Enrollment Information www.reynolds.edu



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Community College





Apply for Financial Aid

Federal and state financial aid is available to assist students in attending school. Sources of aid available include federal and state grants, the federal work-study program and student loans.

Below you will find the steps that will need to be taken to apply for financial aid.

- **Complete the Free Application for Federal Student Aid (FAFSA):**
This application must be completed to be considered for any type of aid (grants, work-study, loans). The application is available in an electronic format at www.fafsa.ed.gov, as well as a paper format. However, we encourage you to use the electronic version because it allows for a faster and more accurate application process. The paper version can be obtained by calling the Department of Education 1-800-433-3243. Both the electronic and paper applications are free.
- **Obtain a Federal PIN number at www.pin.ed.gov.** You will need this number to electronically sign your FAFSA. If you are a dependent student, your parents will also need to obtain a PIN (The J. Sargeant Reynolds Community College school code is 003759.)
- **You must complete the FAFSA by the applicable deadline.** Applications can be submitted after the posted deadlines, but will be processed in the order that they are received, with priority given to the applications received by the deadlines.

April 15 (Fall & Spring Attendance)
September 15 (Spring Attendance)
March 15 (Summer Only Attendance)



- **Review your Student Aid Report (SAR):** After your FAFSA is processed, you will be sent a SAR. If you need to make corrections to your SAR, follow the directions on the SAR and return it to the federal processor. Once the corrections are processed, you will be sent a revised SAR.
- **Provide any additional information that may be requested in a timely fashion:** In some instances the Financial Aid department may contact you requesting additional information. This information may include copies of documents such as student and/or parent tax returns, birth certificates, social security card, proof of U.S. citizenship and selective service registration (for males).
- **Apply for loan funding (if interested):** To apply for a student loan, you must complete a “Federal Stafford Loan Request Form,” which can be obtained from any campus Student Success Center or the JSRCC Office of Financial Aid website at www.reynolds.edu/financialaid.
- **Review financial aid award:** After your FAFSA is processed and all required information has been reviewed, you will receive notification of your Federal and state financial aid awards.

If you need additional information on the financial aid process, please visit the department’s website at www.reynolds.edu/financialaid or you may call one of the Student Success Centers.

College Scholarship Opportunities

In addition to federal financial aid, the College’s Foundation offers many scholarship opportunities. Detailed scholarship information can be found at <http://www.reynolds.edu/scholarship>.



Complete Placement Test & Register for Orientation and Advising

Placement Testing

Because you are a new curricular student, you are required to complete the placement test in order to determine the appropriate level for you to begin coursework. The placement test is given on a walk in basis at the Downtown and Parham Road locations; appointments must be scheduled for the Western Campus location. Please contact a Testing Center for testing hours or go to our website at www.reynolds.edu/testing. There is a \$6.00 fee for the placement test.

You may be exempt from taking placement tests if you have earned appropriate English, writing and mathematics scores on the SAT, PSAT or AP exams, CLEP exams or have received advanced standing for English or math through the International Baccalaureate program, or have taken college-level courses at another institution.

For more information contact a campus Testing Center:

Downtown Campus (804) 523-5470

Parham Road Campus (804) 523-5411

Western Campus (804) 523-5400



Orientation

All new students are required to participate in an orientation program. The orientation programs at our institution are designed to provide you with valuable information regarding programs and services at the College, academic advice, as well as assist you with registering and paying for classes.

Student Orientation, Advising, and Registration (SOAR): SOAR is a traditional new student orientation session for students (and one guest) that provides the following information and activities:

- Information on Programs & Services
- Academic Advising
- Campus Tour
- Course Information and Registration
- Other Helpful Information

These programs generally last four to five hours and are a great way to get started!

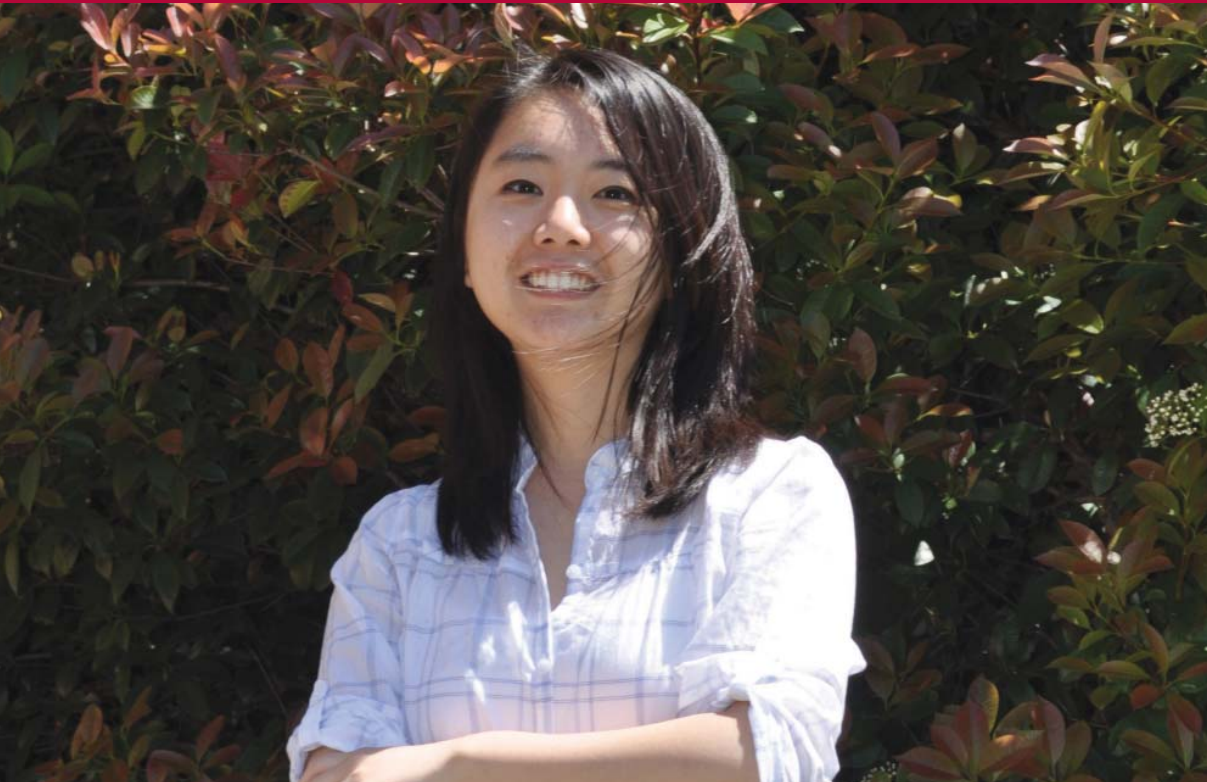
Group Advising: Group Advising is an extended advising session that provides students with the following:

- Program and Course Information
- Information Regarding Programs & Services
- Course Registration

In order to register for SOAR or Group Advising, you can go to our website at www.reynolds.edu/orientation, or contact one of the Student Success Centers at (804) 371-3000.

Students must take the College placement test at least one week before the SOAR or Group Advising Session that they plan to attend.

Students who are unable to participate in SOAR or Group Advising should speak with an academic advisor in a campus Student Success Center to receive guidance on course registration.



Register for Courses & Pay Tuition

Once you have completed advising, you will be provided the opportunity to register for your courses. You may register for courses using the following methods:

- Online — reynolds.edu/myjsrcc
- ReyNet Phone System (804) 371-3308
- In-person (at any Student Success Center)

Registration dates can be found in the semester Schedule of Classes at www.reynolds.edu/classes.

Fee Payment: Once registration has taken place, fee payment must be made. There are multiple options to pay fees which include:

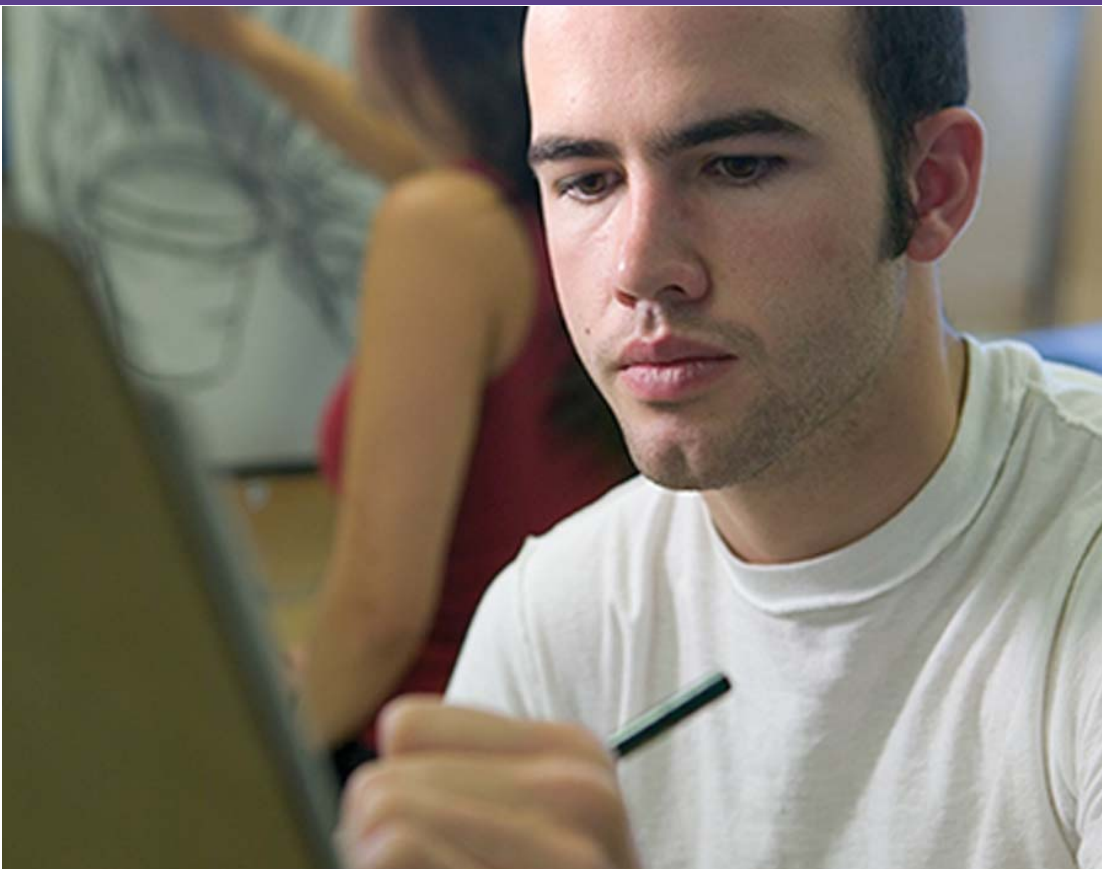
- ReyNet Phone System (804) 371-3308 (credit card payments)
- In-person (at any campus Business Office)
- Online
- Payment by Third Party
- FACTS Payment Plan

Please adhere to fee payment deadlines that are listed on the Tuition Payment website. Failure to make payment of the full amount of tuition and fees, if not already awarded adequate financial aid, will result in all registered classes being cancelled.

Nelnet e-cashier Payment Plan: The College offers students the opportunity to participate in a tuition payment plan, entitled Nelnet e-cashier. The Nelnet e-cashier payment plan allows students to maintain a current class schedule by making payments on the full amount of tuition and fees.

You may register for this payment plan by visiting www.reynolds.edu/ecashier and following the instructions on the screen. It is important that you read all of the terms and conditions. Nelnet e-cashier is administered by a private organization that is not affiliated with J. Sargeant Reynolds Community College.





Begin the Semester

Now that you have enrolled in courses you are well on your way to being a successful Reynolds student. It is important for you to arrive to your first class, on the first day of the semester, early, prepared, and ready to learn!

The semester start dates are listed below:

Fall 2010: August 23, 2010

Spring 2011: January 10, 2011

Summer 2011: May 23, 2011

- During the first week of each semester you will see college staff members at tables on each campus with signs that read “Have a Question?” These staff members are equipped to answer any questions that you may have about the start of the semester.
- Student Handbooks: Student handbooks, which include a calendar/planner are free for you. You can pick one up at any Student Success Center or at one of the “Have a Question?” tables.

Remember that one of the keys to success is getting a great start!!!



Campus Programs and Services

Research has shown that the more students are engaged with faculty, staff, and other students on campus, the more likely they are to succeed. At J. Sargeant Reynolds there are a number of programs and services that allow for you to interact with faculty, staff, and students outside of the classroom thereby enhancing your chances at success. Below is a listing of those programs and services that we encourage you to seek out in the instance that you need help, or simply want to get involved.

Academic Support Centers

The Academic Support Centers house the college's tutorial programs. Free tutoring is available to students at JSRCC who are currently enrolled in JSRCC credit courses. Students may schedule appointments for one on-one and small group tutorials with peer tutors. Additionally, walk-in sessions are available with faculty whose hours are posted in the Centers each semester. Guidelines can be found by visiting the Center's website at www.reynolds.edu/tutor.

Parham Road Campus
Burnette Hall, Room 102
(804) 523-5927

Downtown Campus
Room 354
(804) 523-5687

Career, Employment and Transfer Centers

The Career, Employment and Transfer Centers can assist you with career planning, job seeking and transfer advising. Through workshops as well as individual advising, the staff offers assistance in deciding career goals, planning a job seeking campaign, and learning how to transfer to a four-year institution. For more information please contact one of the campus centers listed below, email the staff at cetc@reynolds.edu or visit the website at <http://www.reynolds.edu/cte>.

Parham Road Campus
Georgiadis Hall, Room 324
(804) 523-5061

Downtown Campus
Room 464
(804) 523-5970





Learning Communities

Learning Communities give students an opportunity to take two or more related classes with students who share common interests. Classes are taken together in small group settings in an interactive environment that encourages the free flow of ideas. Additionally students are taught by a team of faculty who connect different subject areas in a fun, creative, and flexible setting.

The benefits of participating in Learning Communities include:

- Small classes
- Lifelong friendships
- Supportive study groups
- Close relationship with faculty
- Potential to earn better grades

More information on JSRCC's Learning Communities can be found at www.reynolds.edu/LC.

Police & Security Services

At Reynolds a safe and secure campus is a high priority. Campus awareness and cooperation, along with guidance and support of a well-trained and professional safety and security staff, help to ensure a positive learning environment. The JSRCC Police and Security Services provide 24-hour uniformed response to calls for service, provide routine and directed patrol activities, investigate vehicle accidents, and perform investigations of criminal offenses. Uniformed officers also assist with building security and other calls for service as necessary. The points of personal contact for Police and Security Services are:

Parham Road Campus
Burnette Hall, Room 100
(804) 523-5219

Downtown Campus
Room 122
(804) 523-5472

Western Campus
Main Lobby/Building C-20
(804) 523-5407

Student Success Centers

Student Success Centers provide students with advising information in the areas of admissions, financial aid, academic programs and courses, and veteran affairs. Students are strongly encouraged to meet with an advisor before registering for courses. For more information visit the website at <http://www.reynolds.edu/successcenter>.

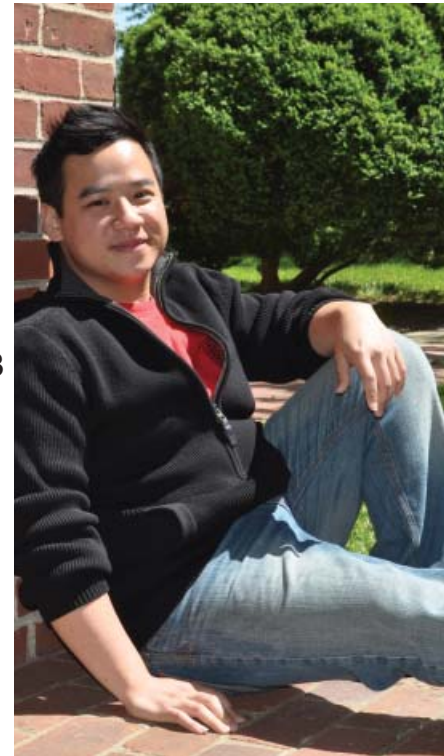
Parham Road Campus	Downtown Campus	Western Campus
Georgiadis Hall, Room 201	Room 125	Building C-20, Room 238
(804) 523-5400	(804) 523-5455	(804) 523-5400

Student Accommodations

The Office of Student Accommodations provides reasonable accommodations to students with documented disabilities as defined by the Americans with Disabilities Act (ADA), and Section 504. If you are a student with a documented disability who would like assistance, you are entitled to receive certain services to help you be more successful in and outside of the classroom. If you would like to utilize these services, you must contact the office staff who will help you complete the necessary steps to receive services. For more information visit the website at <http://www.reynolds.edu/accommodations>.

Parham Road/Western Campus
Georgiadis Hall, Room 203
Office: (804) 523-5289
Fax: (804) 371-3527
Email: OSA@Reynolds.edu

Downtown Campus
Room 160
Office: (804) 523-5628
Fax: (804) 371-0070





Student Life

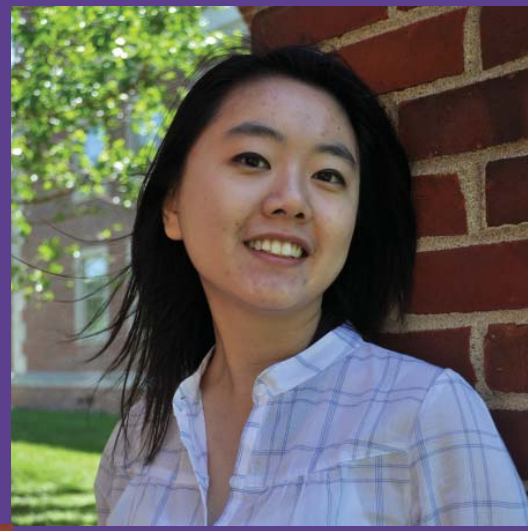
The Office of Student Life has many opportunities for you to get involved on campus. There are over 16 academic and social clubs and organizations which include the Horticulture Club, Photography Club, Phi Theta Kappa International Honor Society, the Student Council Association and more. What is even more exciting is that you can start your own club if you don't find one on campus that fits your interests.

The office also presents many different educational, cultural, and social events in which you can participate. Past events have included trips to New York City, Washington, D.C., professional sporting events, museums, weekly campus movies, community service opportunities, lectures and seminars.

For more information about opportunities to get involved, contact the Office of Student Life at one of the numbers listed below, or by emailing studentlife@reynolds.edu, or by visiting the website <http://www.reynolds.edu/studentlife>.

Parham Road Campus
Georgiadis Hall, Room 206
(804) 523-5986

Downtown Campus
Room 116
(804) 523-5082



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