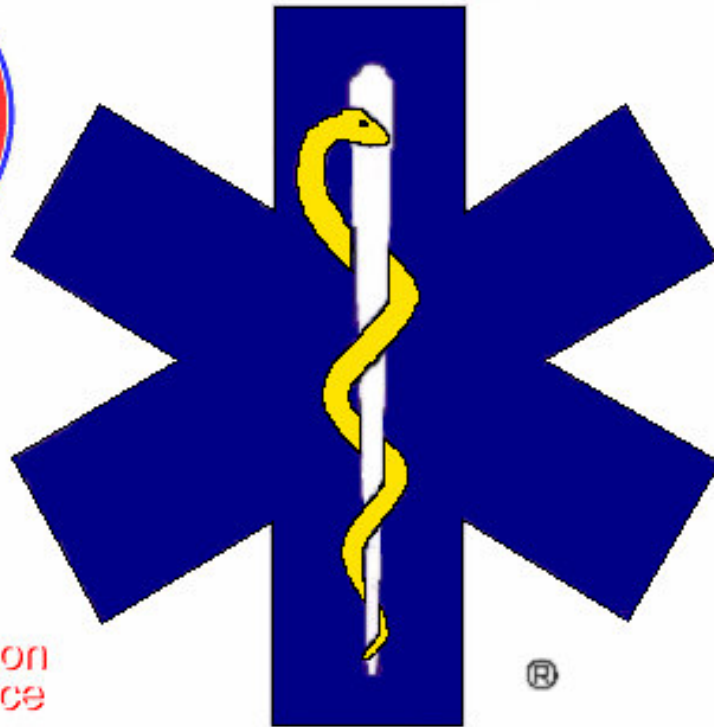


Spring 2006

J. Sargeant Reynolds
Community College



EMT-B/Intermediate/Paramedic

EMS Student Registration Information

Spring 2006 EMS Registration Instructions

The Spring 2006 Schedule is out. These instructions should assist returning students in registering for the correct classes.

STEP 1: REGISTER FOR SPRING CLASSES

Early-Bird Online/REYNET registration (NO IN-PERSON REGISTRATION) began November 7th through November 27th. Refer to Page 2: *SIS 7 Steps to Web Registration*, or Page 3: *SIS Instructions for Telephone Registration*. Use the next few pages as your reference for course numbers. This method is preferred regardless of whether you have a billing letter or are paying for classes yourself. In-person registration begins November 28th. Complete an On-Campus registration form and bring it to any Access Center to register for your classes.

Regardless of which method you use, you **MUST** register for classes by:

3pm on Friday, January 6th

STEP 2: PAY FOR CLASSES

If you:

Registered through Early-Bird Online/REYNET between November 7th & 27th :

AND

You (or your department) are paying by billing letter,

THEN

You or your department must submit your billing letter to the Business Office,

OR

You are paying for classes on your own:

You should pay Online/REYNET by Credit Card or by CASH/Check/Credit Card in person at the Campus Business Offices no later than:

3pm on Friday, December 2nd

OR

Registered In-person, Online or REYNET between November 28th & January 6th:

AND

You (or your department) are paying by billing letter,

THEN

You or your department must submit your billing letter to the Business Office,

OR

You are paying for classes on your own:

You should pay Online/REYNET by Credit Card or by CASH/Check/Credit Card in person at the Campus Business Offices no later than:

3pm on the Friday of the week you registered

Failure to follow these instructions may result in you being dropped from your classes and create a lot of work for you.

Class Reference Sheet

BLS Courses

For the EMT Course, you have two options;
1. A 2-night-a-week-one-semester course (EMT-106)

or

2. A 1-night-a-week-two-semester course (EMT-111 & EMT-112)

Both courses are equivalent and will make you eligible to sit for the Commonwealth of Virginia Certification Exam

1 Semester EMT-Basic Course – Monday/Wednesday Nights – Hanover

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
46422	EMT	106	81DT	EMT Basic	M/W; 6-10pm	6	\$456.30
TOTAL						6	\$456.30

Eligible for EMT Certification Exam; May 2006

OR

1st of 2 Semester EMT-Basic Course – Wednesdays – Parham Road Campus

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
46405	EMT	111	82PR	Emergency Medical Tech. I	W; 6:30-10:10pm	3	\$228.15
TOTAL						3	\$228.15

2nd of 2 Semester EMT-Basic Course – Parham Road Campus Taken in Summer 2006

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
####	EMT	112	82PR	Emergency Medical Tech. I	Summer 2006	3	
TOTAL						3	

Eligible for EMT Certification Exam; August 2006

If you have any questions, please contact the
 EMS Program Coordinator, Greg Neiman @ (804) 523-5768.

Class Reference Sheet

ALS Courses

You must sign up for all classes, IN THE SAME SECTION for the course you are in:

1st Semester Paramedic Course – Tuesday/Thursday Nights – Chesterfield

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
50763	EMT	176	82DT	Intro to ALS	T/Th; 6-8p	3	\$228.15
50768	EMT	177	82DT	Assessment Based Mgmt	T; 9-10p	1	\$76.05
50920	EMT	183	82DT	ALS Skills I	T/Th; 8-9p	1	\$76.05
TOTAL						5	\$380.25

2nd Semester Paramedic Course – Tuesday Days – Chesterfield

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
46413	EMT	178	01DT	EMT Intermediate I	T; 8a-10a	3	\$228.15
					S; 12p-2p		
46417	EMT	181	01DT	ALS Trauma Care	T; 10a-1p	3	\$228.15
46411	EMT	182	01DT	ALS Medical Care	T; 1p-5p	4	\$304.20
46406	EMT	184	01DT	ALS Skills II	S; 8a-12p	2	\$152.10
TOTAL						12	\$912.60

1st Semester I/P Bridge Course – Monday Days – Colonial Heights

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
46434	EMT	176	03DT	Intro to ALS	M; 8a-12p	3	\$228.15
46409	EMT	181	03DT	ALS Trauma Care	M; 12p-3p	3	\$228.15
46419	EMT	184	03DT	ALS Skills II	M; 3p-5p	2	\$152.10
					U; 4p-6p		
46430	EMT	235	03DT	Clinical Exp for Paramedic	S; 8a-4p	4	\$304.20
TOTAL						12	\$912.60

2nd Semester Intermediate Course – Tuesday/Thursday Nights - Goochland County

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
60956	EMT	178	81WC	EMT Intermediate I	M/Th; 6-7p	3	\$228.15
					S; 4p-6p		
60957	EMT	181	81WC	ALS Trauma Care	M/Th; 7-8:30p	3	\$228.15
60958	EMT	182	81WC	ALS Medical Care	M/Th; 8:30-10:30p	4	\$304.20
60960	EMT	184	81WC	ALS Skills II	U; 6p-10p	2	\$152.10
TOTAL						12	\$912.60

2nd Semester Paramedic Course – Monday Days – Hanover

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
46416	EMT	178	05DT	EMT Intermediate I	M; 8a-10a	3	\$228.15
					S; 12p-2p		
46420	EMT	181	05DT	ALS Trauma Care	M; 10a-1p	3	\$228.15
46415	EMT	182	05DT	ALS Medical Care	M; 1p-5p	4	\$304.20
46421	EMT	184	05DT	ALS Skills II	S; 2p-6p	2	\$152.10
TOTAL						12	\$912.60

2nd Semester Paramedic Course – Tuesday Daytime – Hanover

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
46414	EMT	178	06DT	EMT Intermediate I	T; 8a-10a	3	\$228.15
					S; 2p-4p		
46410	EMT	181	06DT	ALS Trauma Care	T; 10a-1p	3	\$228.15
46418	EMT	182	06DT	ALS Medical Care	T; 1p-5p	4	\$304.20
46407	EMT	184	06DT	ALS Skills II	U; 6p-10p	2	\$152.10
					TOTAL	12	\$912.60

2nd Semester Paramedic Course – Tuesday/Thursday Nights - Hanover County

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
46423	EMT	178	81DT	EMT Intermediate I	T/Th; 6-7p	3	\$228.15
					S; 4p-6p		
46435	EMT	181	81DT	ALS Trauma Care	T/Th; 7-8:30p	3	\$228.15
46436	EMT	182	81DT	ALS Medical Care	T/Th; 8:30-10:30p	4	\$304.20
51021	EMT	184	81DT	ALS Skills II	U; 6p-10p	2	\$152.10
					TOTAL	12	\$912.60

5th Semester Paramedic Course – Tuesday/Thursday Nights – Hanover

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
51043	EMT	283	81DT	ALS Field Internship	T/Th 6-9pm	5	\$380.25
					S; 8am-12p		
					TOTAL	5	\$380.25

5th Semester Paramedic Course – Wednesdays – Henrico

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
46431	EMT	283	02DT	ALS Field Internship	W; 8a-1p	5	\$380.25
					S; 8am-1p		
					TOTAL	5	\$380.25

5th Semester Paramedic Course – Fridays – Henrico

Class #	Prefix	Course #	Section	Title	Day/Time	Cr	\$
46432	EMT	283	04DT	ALS Field Internship	F; 8a-1p	5	\$380.25
					S; 8am-1p		
					TOTAL	5	\$380.25

If you have any questions, please contact the
EMS Program Coordinator, Greg Neiman @ (804) 523-5768.

STEP 5: ENROLL IN CLASSES

REYNET and **Reynolds Online** users can register during Early-Bird Registration for the best selection of classes! Over half of Reynolds' students self-register without having to come on campus and wait in line! REYNET and **Reynolds Online** registration is available to students in good academic standing (2.0 GPA or better).

Students must know their Student Identification Number called the EmplID. Students who do not know their ID should see Step 2 or call 371-3000 for assistance.

New curricular students will learn about REYNET and **Reynolds Online** registration after completing placement tests and getting advised in the on-campus Access Centers.

New non-curricular students may self-enroll via **Reynolds Online** or REYNET after the application has been processed (see Step 1).

Returning curricular and non-curricular students, who are in good academic standing are encouraged, but not required to meet with their advisor or a school advisor and may self-enroll.

Students who have been blocked from self-enrollment must see an advisor. **Log on to Reynolds Online to see if you have any holds.** Non-curricular students are advised by specialists in the Access Centers. Curricular students are advised by advisors in their academic school. After seeing their advisor, the self-enrollment block can be removed to allow students to self-enroll.

Students must satisfy all outstanding financial obligations with the college prior to enrolling. **Log on to Reynolds Online to see if you have any holds.**

Before enrolling, students may plan their course schedule by completing the Enrollment Work Sheet below. All of the information needed to enroll can be placed on the work sheet.

EmplID – Student Identification Number _____

PIN – Personal Identification Number _____
(Initially your birth date in mmddyy format such as 052674 for May 26, 1974)

Credit Card Number and Expiration Date _____ / _____

Five Digit Course ID Number – Include leading zeros (ex. 03492)

See Appropriate Class Reference Sheet (Page 4, 5, or 6) for Course ID Numbers
(First Choice) (Alternate Choice)

_____ _____
_____ _____
_____ _____
_____ _____

OPTION 1: REYNOLDS ONLINE AT REYNOLDS.EDU

Students can browse a course listing, enroll, pay tuition by credit card, view their class schedule, check on their financial aid, view their holds, and access their academic records via the web using **Reynolds Online**. Students are encouraged to enroll online and avoid long lines on campus! Go to Reynolds.edu/sis. View the **Reynolds Online** tutorial to guide you through the enrollment process.

OPTION 2: TELEPHONE REGISTRATION-REYNET

Call 371-3308 to connect to REYNET - the college's telephone network. Be sure to use a touch-tone phone. Follow the prompts to hear general information, enroll, pay your tuition by credit card, list your classes, get your grades at the end of the term, and find out about your financial aid.

Here are some tips:

- Plan your schedule and list the 5-digit class numbers you will need to enter.
- Listen carefully to the voice prompts.
- Use the "Hot Keys" to help navigate through the system.

Main Menu Options	Hot Keys
1 – General Information	*1 – Return to the Main Menu
2 – Billing	*8 – Repeat the last prompt
3 – Financial Aid	*9 – End the Call
4 – Grades	*0 – Transfer to an operator
5 – Registration	
6 – List Schedule of Classes	

Go to Reynolds.edu/sis. View the REYNET tutorial to guide you through the telephone registration process.

OPTION 3: IN PERSON

Any student may choose to enroll on campus in the Access Center during published dates and times.

Access Center hours during in-person registration dates are:

Parham Road and Downtown Campuses

8:30 a.m. – 5:00 p.m. (Monday, Tuesday, and Thursday)

8:30 a.m. – 7:00 p.m. (Wednesday)

8:30 a.m. – 3:00 p.m. (Friday)

Western Campus

8:30 a.m. – 5:00 p.m. (Monday through Thursday)

8:30 a.m. – 3:00 p.m. (Friday)

STEP 6: PAY TUITION

Your tuition and fees must be paid by the deadlines found in the Calendar of Dates and Times section, normally by 3:00 p.m. on Friday of the week of registration. Students failing to pay in full by these deadlines risk enrollment cancellation; students may lose some or all of their desired courses if their tuition and fees are not paid in full at each deadline. You may pay with a credit card, check, cash, or charge to a third-party sponsor. If you have been awarded financial aid, your anticipated aid will hold your enrollments if the total amount is greater than or equal to your tuition and fees.

OPTION 1: REYNOLDS ONLINE at REYNOLDS.EDU

Students can pay tuition with a Visa, MasterCard, or Discover credit card on the web at Reynolds.edu.

Avoid long lines on campus - pay on-line! Go to Reynolds.edu/sis. View the **Reynolds Online** tutorial to guide you through the tuition payment process.

OPTION 2: TELEPHONE REGISTRATION - REYNET

Call 371-3308 to connect to REYNET, the college's telephone network. Be sure to use a touch-tone phone. Listen carefully to the voice prompts.

Press 2 for Billing, to pay your tuition and follow the instructions. You may pay with a VISA, MasterCard, or Discover credit card. Go to Reynolds.edu/sis. View the REYNET tutorial to guide you through the tuition payment process.

OPTION 3: IN PERSON

Visit a campus Business Office during published registration hours if you want to pay by cash, check, credit card, or charge to a third-party sponsor.

Students who anticipate an employer or other third-party sponsor will be responsible for tuition expenses must ensure letters of sponsorship are forwarded to a campus business office for processing prior to the payment deadline. Sponsorship letters may be delivered to a campus business office, mailed to the Central Business Office, or faxed (371-3631, 371-3708, 786-6819). Once registered, students must contact a campus Business Office and have their tuition and fees charged to their participating sponsor.

REFUNDS

Students must drop classes they do not wish to take by submitting an Add/Drop form to an Access Center or by utilizing the web or REYNET to process the drop by the published drop deadline. Refunds are processed after the Last Day to Drop with Refund and take approximately three weeks to be received. Refunds for students whose payments were made via **Reynolds Online** will be credited to the debit or credit card from which the tuition was paid. All other tuition refunds are issued to students in the form of a check from the Treasurer of the Commonwealth of Virginia.

Refunds for drops for special-session courses (shorter or longer course duration and/or offered at times other than the published semester begin date) will be permitted through the first 15% of the course length. Students should verify the refund deadline for such courses at an Access Center and ensure their mailing address on file with the college is accurate. Refund processing times for special session courses take approximately four weeks to be received.

Students participating in the FACTS Payment Plan will receive refunds for plan overpayments approximately 60 days after the published semester drop date.

STEP 7: CONFIRM YOUR CLASS SCHEDULE

Upon completion of the registration **and payment** process, confirm your class schedule by one of the following methods:

OPTION 1: REYNOLDS ONLINE at REYNOLDS.EDU

Click on **Learner Services and Academics**:

- Select **View My Class Schedule** – to see a detailed list of your classes
- Select **View My Weekly Schedule** – to see your schedule in a calendar format
- You may print your schedule in either format

Repeat this each time you register, add, drop, and pay for your classes.

OPTION 2: TELEPHONE REGISTRATION - REYNET

Call 371-3308 to connect to REYNET. Select Option 6 to hear a verbal list of your classes. Repeat this each time you register, add, drop, and pay for your classes.

OPTION 3: IN PERSON

Any student may request a printed copy of their schedule on campus in the Access Center.