Visit www.jtcc.edu/schedule for the most up-to-date class information.

JOHN TYLER COMMUNITY COLLEGE
For additional information, please visit John Tyler Community College online at www.jtcc.edu or call the appropriate office using the following directory (area code 804 for all numbers):

General Information ................................................................. 796-4000
Admissions and Records ................................................................. 706-5211 (C), 594-1544 (M)
Bookstore ....................................................................................... 796-1515 (C), 594-0437 (M)
Business Office/Cashier ................................................................. 706-5029 (C), 594-1409 (M)
Campus Security ................................................................. 796-4025 (C), 897-6678 (M)
CCWA ......................................................................................... 706-5175
Counseling Center ................................................................. 706-5224 (C), 594-1558 (M)
Disability Support Services ................................................................. 706-5226 (C), 594-1562 (M)
Distance Education Testing Services ................................................. 706-5207
Dual Enrollment Program ................................................................. 706-5170
Eligibility Status for In-State Tuition .................................................. 706-5211 (C), 594-1544 (M)
Financial Aid .................................................................................. 706-5236 (C), 594-1550 (M)
Funeral Services Program ................................................................. 706-5113
Great Expectations ........................................................................ 706-5206
Library ....................................................................................... 706-5195 (C), 594-1519 (M)
myTyler HelpDesk ........................................................................ 706-5096
Nursing Program ........................................................................ 622-8700
Old Dominion University Teletechnet ............................................... 796-4463
Scholarships ............................................................................. 594-1574
Senior Citizens’ Educational Benefits ............................................... 706-5211 (C), 594-1544 (M)
Student Activities ........................................................................ 706-5189 (C), 594-1516 (M)
Student Success Center .................................................................. 706-5087 (C), 594-1542 (M)
Testing Services ........................................................................... 594-1555
Tutoring Services ........................................................................ 706-5087 (C), 594-1542 (M)
Veterans Affairs .......................................................................... 706-5213 (C), 594-1582 (M)

C = Chester Campus
M = Midlothian Campus
2012 FALL SCHEDULE

Fall 2012 Term
Printed Schedule of Classes • Last Revised: 5/14/12
This schedule is tentative and subject to change. For the updated schedule of classes, please visit the John Tyler Community College website at www.jtcc.edu/schedule. You can register for classes online at www.jtcc.edu.

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Contact Information
John Tyler Community College
Chester Campus
13101 Jefferson Davis Highway
Chester, VA 23831-5316
Midlothian Campus
800 Charter Colony Parkway
Midlothian, VA 23114-4383
www.jtcc.edu
804-796-4000
TDD: 804-796-4197
Toll free in Virginia: 800-552-3490

Nondiscrimination Policy
John Tyler Community College does not discriminate on the basis of race, color, national origin, gender, age, sexual orientation or disability in its programs or activities. Inquiries related to the College's nondiscrimination policy should be directed to Dr. Chris Pfautz, dean of students, who can be reached by mail at 13101 Jefferson Davis Highway, Chester, VA 23831, by e-mail at cpfautz@jtcc.edu or by phone at 804-706-5208/804-594-1566.

Course Prerequisites
Students who register for classes for which they have not completed the required prerequisites may be removed from these classes by the instructors. Students should consult the Schedule of Classes or the College Catalog for information about required prerequisites.

Important Dates
General Registration ................................................................. July 9 – August 17
Tuition and fees due by 5:00 p.m. on the Friday of the week in which a student registers.
Financial Aid application guarantee date.............................. July 6
Classes begin – Regular Session ................................................. August 20
Classes begin – 1st 8-Week Session ........................................... August 20
Last day to add classes – 1st 8-Week Session ......................... August 22
Last day to add classes – Regular Session ............................... August 24
Last day to drop with a refund – 1st 8-Week Session .......... August 28
Labor Day Holiday (College Closed) ........................................... September 3
Last day to drop with a refund – Regular Session ..................... September 5
Last day to withdraw without academic penalty – 1st 8-Week Session ................................................. September 24
Founder’s Day (No Classes) ......................................................... October 2
Classes begin – 1st 8-Week Session ............................................ October 2
Classes begin – 2nd 8-Week Session ............................................. October 15
Last day to add classes – 2nd 8-Week Session ......................... October 18
Last day to drop with a refund – 2nd 8-Week Session ............ October 24
Last day to withdraw without academic penalty – Regular Session .................................................. October 25
Note: The withdrawal dates for many special session classes may be earlier than October 25. Students should check with their instructors or with the Admissions and Records office.
Last day to withdraw without academic penalty – 2nd 8-Week Session ................................................. November 26
Thanksgiving Holiday .............................................................. November 21 (no classes)
November 22 - 25 (College closed)
Classes end – Regular Session ..................................................... December 8
Final examinations – Regular Session ................................. December 10 - 15
(See back inside cover)
Classes end – 2nd 8-Week Session .............................................. December 15
Grades due ............................................................................. December 18, Noon
Registration Information
Fall 2012 Semester

General Registration: July 9 - August 17, 2012

Online Registration - Anytime during general registration: Use the Student Information System in myTyler (www.jtcc.edu/myTyler).

In-person Registration
Chester Campus
Monday: 8:00 a.m. – 7:00 p.m.
Tuesday – Friday: 8:00 a.m. – 5:00 p.m.

Midlothian Campus
Monday: 8:00 a.m. – 7:00 p.m.
Tuesday – Thursday: 8:00 a.m. – 5:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.

Curriculum Placement
Curriculum placement is required in order to graduate from John Tyler Community College and to receive financial aid. To be admitted into an academic program, students must:
1. Satisfy placement testing requirements, either by scheduling and taking placement tests at the College or by submitting satisfactory SAT or ACT test scores.
2. Provide the College with official copies of transcripts from all colleges and universities previously attended only if any of the following are applicable:
   a. Student is applying for Allied Health Preparation, Pre-Nursing; Allied Health Preparation, Pre-Funeral Services; Funeral Services; Emergency Medical Services; or Nursing (high school transcripts may also be required);
   b. Student has been suspended or dismissed from another college or university; and/or
   c. Student is requesting a transcript review for transfer credits from a college outside of the Virginia Community College System (VCCS).
3. Meet with a counselor to be placed in an academic program.

Late Add
The last days students may add classes for the fall semester are noted below:
1st 8-Week Session: August 22
Regular Session: August 24
2nd 8-Week Session: October 18

Students must pay their tuition and fees on the day they add.

Tuition & Fees: Fall 2012 Semester
Tuition and fees are set by the State Board for Community Colleges and are subject to change. To see the most up-to-date tuition and fees chart, visit www.jtcc.edu/tuition.

Admission & Attendance Policies
Please read all enrollment information carefully. The College encourages students to register for classes online for quicker service. If you applied but did not attend classes in the past year, you must reapply to the College.

Admission Procedures for Non-Degree/Certificate-Seeking Students
- Apply online at www.jtcc.edu, click on Apply Now, or
- Complete an Application for Admission form, and mail or bring it to Admissions and Records at the Chester or Midlothian campuses;
- Select the course(s) you wish to take;
- Register for classes online using the Student Information System in myTyler (www.jtcc.edu/myTyler).

- Pay all tuition and fees when due (see registration information); and
- Purchase your textbooks.

Admission Procedures for Degree/Certificate-Seeking Students
- Apply online at www.jtcc.edu, click on Apply Now, or
- Complete an Application for Admission form, and mail or bring it to Admissions and Records at the Chester or Midlothian campuses;
- Take placement test. (Note: Transfer students who previously completed English composition with a grade of “C” or better do not need to take the reading and writing placement tests. Transfer students who previously completed college algebra with a grade of “C” or better may not need to take the mathematics placement tests.);
- Meet with a member of the counseling staff to review your placement test results, be placed in your curriculum, and register for classes online using the Student Information System in myTyler (www.jtcc.edu/myTyler);
- Pay all tuition and fees when due (see registration information); and
- Purchase your textbooks.

Continuing John Tyler Students
If you enrolled in classes at John Tyler within the last three years, you do not need to submit a new Application for Admission. Returning students in good academic standing who have no outstanding financial obligations or other restrictions in their files may register using the Student Information System in myTyler (www.jtcc.edu/myTyler).

Advising and Program Planning
After being placed in a curriculum, a student should consult with his or her faculty advisor prior to any subsequent course registration (or course add or drop). Program-placed students also should schedule appointments with their advisors to discuss program planning, course prerequisites, applying for graduation, and questions regarding the use of myTyler. In addition to students’ assigned program advisors, general academic advisors will be available to assist curriculum-placed students in the Student Success Center during normal office hours.

Dropping Classes
Students can drop fall semester classes and receive tuition refunds as noted below:
1st 8-Week Session: August 28
Regular Session: September 5
2nd 8-Week Session: October 24

Students can drop all other special session classes and receive tuition refunds through the first 15 percent of such classes. It is a student’s responsibility to ascertain the correct refund deadlines for all of his or her classes. Students may drop classes online through myTyler, in person at the Admissions and Records office on either campus, by fax (804-796-4362 or 804-594-1543), or by e-mail (admissionsandrecords@jtcc.edu) using their VCCS student e-mail account. Students who audit a course must drop in person or send an e-mail from their VCCS e-mail account to admissionsandrecords@jtcc.edu. Courses that are audited cannot be dropped using myTyler.

Payment of Tuition & Fees
- Tuition rates for the Fall 2012 semester are established by the Virginia Community College System and are subject to change. To see the most up-to-date tuition and fees chart, visit www.jtcc.edu/tuition.
- The College will accept payments via cash, check, money order, Visa and MasterCard. Visa and MasterCard payments can be made via the web site using the Student Information System in myTyler (www.jtcc.edu/myTyler).
- Students who do not pay their tuition and fees when due will be deleted from all of their classes and will need to re-enroll should their classes still be available.
- Students will be charged $35 for returned checks due to "insufficient funds" regardless of "stop payment orders" placed by their banks. If the returned check fee is not paid within 10 days, the fee will increase to $50.
Establishing Virginia Domicile (In-State Tuition)

Students are classified as in-state or out-of-state depending upon the information they provide the institution on their Applications for Admission. An individual must demonstrate residency in Virginia and intend to remain in Virginia indefinitely to establish domicile. After meeting the requirements to establish domicile, a person must continue to be domiciled in Virginia for at least 12 months preceding the first day of classes. NOTE: Domicile appeals submitted after July 20, 2012 will not be considered until after September 12, 2012. Appellants will have to pay out-of-state tuition pending the review of their appeals after September 12, 2012.

Tuition and Fees Refund

Students may drop classes and receive tuition refunds through the first 15 percent of the class session. Students must submit Registration/Schedule Change forms to Admissions and Records to drop from classes, or they may go online to the Student Information System in myTyler (www.jtcc.edu/myTyler) to drop classes. It is a student’s responsibility to ascertain the correct refund deadlines for all of his or her classes. The policy is not applicable to noncredit courses. No tuition refunds will be granted after the specified refund dates.

Withdrawing without Academic Penalty

Students may withdraw from classes without academic penalty through the first 60 percent of the class session. To withdraw from a class, students may go to the Admissions and Records office on either campus, submit a fax to 804-796-4362 or 804-594-1543, or e-mail admissionsandrecords@jtcc.edu using their VCCS student e-mail account. Students cannot withdraw online in myTyler.

Financial Aid

A variety of financial aid packages are available at John Tyler, including grants, loans and work-study. To be considered for financial aid for the Fall 2012 semester, a student must meet the following requirements:

- Be formally admitted in an approved degree or certificate curriculum.
- Complete the FAFSA (Free Application for Federal Student Aid). This can be done online (www.fafsa.gov).
- List John Tyler Community College (Code 004004) in the Student Release Section on the FAFSA.
- Submit any other information requested by the Financial Aid Office to update or correct a student’s FAFSA.

All of these requirements must be met by 5:00 p.m. on July 6, 2012. After this date, students should be prepared to pay for tuition, fees and books from personal funds. Financial aid awards will be made on a weekly basis after the above deadline. Students who are awarded aid after paying tuition and fees and purchasing books with personal funds will be reimbursed once their awards have been disbursed to the College.

All financial aid-related notifications will be communicated to you through your John Tyler Community College (JTCC) e-mail. It is important that you monitor your JTCC e-mail and myTyler accounts on a regular basis for the most up-to-date financial aid notifications.

Veterans Affairs

Veterans, active service members, members of the Guard or Reserve, and their dependents are encouraged to contact the Office of Veterans Affairs for information and educational benefits at JTCC.

Disabilities Support Services

Students with documented disabilities who require assistance should contact the Counseling Center at least 30 days prior to the beginning of classes. Persons who desire instructional accommodations for the Fall 2012 semester must make appointments with counselors prior to July 18, 2012.

Concurrent Enrollment of High School Students

High school students and other persons under 17 years of age may enroll at the College with the permission of the dean of students. These students must satisfy the admission requirements expected of all students, as well as provide the institution with letters of permission to enroll from their principals or designees and parents. Concurrent enrollment is restricted to high school juniors and seniors. Exceptional cases require the approval of the College president.

Dual Enrollment Students

High school students who wish to enroll in John Tyler courses offered at their high schools must satisfy all general admission requirements and submit a letter of permission from their high school principals. Students who are interested in dual enrollment courses should call 804-706-5170. Dual enrollment is restricted to high school juniors and seniors. Exceptional cases require the approval of the College president.

Home-Schooled Students

Home-schooled students may enroll at the College with the permission of the dean of students. These students must satisfy the admission requirements expected of all students, as well as provide the institution with documentation indicating authorization from the responsible jurisdiction permitting the student to engage in home schooling and with a letter of permission to enroll from their parents. Home-schooled students must apply and submit all required documentation at least 14 days prior to the beginning of the semester in which they wish to enroll. Enrollment is restricted to home-schooled students studying at the high school junior or senior levels. Exceptional cases require the approval of the College president.

Persons without High School Diplomas orGEDs

Persons over the age of 18 who do not have high school diplomas or GED certificates may not register for classes until they demonstrate an ability-to-benefit from instruction as defined by the U.S. Department of Education. Such students must make appointments with counselors after submitting their Applications for Admission.

Senior Citizens

To qualify for the senior citizens educational benefit, students must be at least 60 years of age. Such students must complete waiver forms in the Admissions and Records Office. Eligible students may register for classes on the first day of their classes.

International Students

John Tyler Community College does not issue I-20 forms or enroll students with F-1 visas. Applicants currently in the United States with other eligible visas must submit Applications for Admission and copies of their visas and other supporting documents to Admissions and Records at least 45 days prior to the beginning of the semester in which they wish to enroll.

Active Duty Military Spouses and Dependents

See our web site for more information - www.jtcc.edu/admissions/steps-for-admission, and click on “Military Spouse or Dependent Child.”

Internet Courses

Most internet courses do not require classroom attendance and course materials are accessible to students in Blackboard. Instructors interact with students using their virtual classroom space which includes announcements, discussion forums, synchronous chats (real time, online at the same time) and audio and/or video components. All students are required to take at least two proctored activities (such as exams, labs, etc.) on campus. Internet courses require students to meet certain technology requirements, including having regular internet access and basic computer skills. For more information, please visit www.jtcc.edu/myTyler. After registering, please go to www.jtcc.edu/myTyler for information on Blackboard. Courses will be made available to students starting the first week of classes.

If you need assistance with Blackboard or student e-mail, go to www.jtcc.edu, hover over myTyler, and click on "Need help with myTyler."
GENERAL INFORMATION

Hybrid Courses
Hybrid courses are designated in the schedule with an “R” in the section number (e.g., ACC 211-R1A). They require both traditional classroom attendance and online coursework. They are labeled as both “virtual” and “regular” in the location information. After registering, please go to www.jtcc.edu/myTyler for information on the online portion of your course in Blackboard. If you need assistance with Blackboard or student e-mail, go to www.jtcc.edu, hover over myTyler, and click on “Need help with myTyler.”

Career Pathways

Computer Short Courses. Computer short courses, like professional development courses, are designated in the schedule with a “P” in the section number (e.g., ITE 101-P1A). Computer short courses are one-credit (16 hours) courses on current software packages. While not in-depth courses, they provide students with the opportunity to “learn the basics.” These classes meet for two consecutive Saturdays. Students have until the end of the first class to withdraw from the class. Non-attendance at the first session will result in a student being deleted from the class. Non-attendance at the second session may result in a failing grade.

Professional Development Courses. Professional development courses, like computer short courses, are designated in the schedule with a “P” in the section number (e.g., EDU 295-P1B). Professional development courses provide students with the opportunity to upgrade technology skills, meet recertification requirements, or explore new interests. Regular classroom attendance is required as per the stated college attendance policy.

Content Disclaimer
John Tyler Community College provides its web site, catalog, handbooks and any other printed materials or electronic media for your general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registration of www.jtcc.edu, and the associated social media sites of www.facebook.com/johntylercc and www.youtube.com/johntylercommcollege, is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student’s academic program advisor or a member of the counseling office. In addition, a student’s or prospective student’s reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student’s enrollment or otherwise.

Links for references to other materials and web sites provided in the above-referenced sources are also for information purposes only and do not constitute the College’s endorsement of products or services referenced.

Old Dominion University (ODU), in partnership with John Tyler Community College, offers students a chance to complete bachelor’s, master’s and some doctoral degrees through the ODU Teletechnet site in Chester. Classes are available through live satellite transmissions from ODU’s main campus as well as in online and video streamed formats. Programs are available in communications, health sciences, business, engineering technology, criminal justice, human services, psychology and education fields. For more information, please call 804-796-4463, e-mail jtcc@odu.edu, or come to the Chester Campus, Moyar Hall, room M222. Office hours are 8:30 a.m. – 4:30 p.m., Monday – Friday, and by appointment.
With myTyler you can access your student information, online courses and e-mail — all in one location and with one login. Use myTyler to register for classes, pay for your courses, view your academic progress, participate in online courses and discussion groups, view your financial aid, send e-mail from your VCCS account, access the Virginia Education Wizard and more.

Ready to get started? Go to www.jtcc.edu/myTyler.

GET INVOLVED
Join a student organization.
Find out what John Tyler Community College has to offer.
Visit www.jtcc.edu/services/student-life, and click on student groups.
Prepare Yourself For VCU’s English Requirements With ENG210 Advanced Composition

Is transferring to VCU in your future? VCU requires three semesters of college composition for all majors. Build your writing skills by taking ENG 210 Advanced Composition here at Tyler.

Talk with your advisor about ENG 210 today. Get ahead now!

Imagine it. Write it.

ENG 211 Creative Writing I
ENG 217 Creative Writing: Poetry I
ENG 295 Creative Writing: Novel Writing I

Taught by acclaimed poet Angela Vogel, novelist Ashanti Luke, feature writer Victoria Brame, and fiction writer Kelsey Trom, these creative writing courses are for new and experienced writers. All will fulfill general elective requirements. Sign up today!

Having trouble picturing your future? Let the Virginia Education Wizard help.

This online tool can help you choose a career, give you information on how to pursue that goal, and provide tools you’ll need to plan your education.


Become a psychologist

Want to major in psychology? Get the edge, get ahead, and save money! Take all of the freshman and sophomore requirements at John Tyler before you transfer to a four-year college and university to earn your bachelor’s degree.

John Tyler offers:
- PSY 200/PSY 203 Principles of Psychology and Psychology Lab
- PSY 213 Statistics for the Behavioral Sciences
- PSY 225 Theories of Personality
- PSY 230 Developmental Psychology
- PSY 235 Child Psychology

To find out more, contact Gena Britt at gbritt@jtcc.edu.


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ENG 295 Creative Writing: Novel Writing I

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John Tyler offers:
- PSY 200/PSY 203 Principles of Psychology and Psychology Lab
- PSY 213 Statistics for the Behavioral Sciences
- PSY 225 Theories of Personality
- PSY 230 Developmental Psychology
- PSY 235 Child Psychology

To find out more, contact Gena Britt at gbritt@jtcc.edu.
All Developmental Math courses are offered as MTT — a course structure allowing you to test out of the material you already know.

**Here is how it works...**

**Course name and numbers:**
- All courses use the MTT designation. Look for MTT 1, MTT 2, MTT 3 and MTT 4 in the schedule.
- The course numbers for MTT reference how many credits or modules of developmental math you need.

<table>
<thead>
<tr>
<th>Credits needed</th>
<th>Take this MTT course</th>
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<tbody>
<tr>
<td>4 or more credits</td>
<td>MTT 4</td>
</tr>
<tr>
<td>3 credits</td>
<td>MTT 3</td>
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<tr>
<td>2 credits</td>
<td>MTT 2</td>
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<tr>
<td>1 credit</td>
<td>MTT 1</td>
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</tbody>
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- Placement testing may be needed.

**Course structure:**
- Course material is divided into nine separate units, referred to as modules.
- By dividing material into modules, you will only need to complete material you have not already mastered and that is required for your curriculum. This will reduce the amount of time needed to prepare for the college-level math course in your academic program.
- In class, you will work through structured sets of activities using MyLabsPlus — an online learning system. Instructors will be available for guidance and support. Classes meet in a computer classroom, and additional time in the open computer math lab is available.

For more information, contact your academic advisor or counselor.
Stay tied to Tyler.

www.facebook.com/johntylercc
www.youtube.com/johntylercommcollege
www.twitter.com/johntylercc
www.flickr.com/johntylercc

Chemistry for a Sustainable World

CHM 129 Chemistry for a Sustainable World, a course that focuses on understanding and using chemistry to make better energy choices for a greener, safer environment. You’ll learn why using a stainless steel water bottle is better than using a plastic water bottle, how fuel from corn is potentially more polluting and less efficient than gasoline, and much more. Some chemistry background is helpful. Course fulfills physical science requirement for non-science majors but will not satisfy the requirement for science, nursing or engineering majors.

Go green with chemistry.

Reminder: If you plan to transfer, please check with your intended transfer institution for acceptance of the course.

Want free college credit before you leave high school?

Dual enrollment can make college more affordable. It’s a great way for motivated high school juniors and seniors to jump start their college education and earn both high school and college credit. In most cases, tuition is paid by the local school system, so dual enrollment is basically free college credit. Check with your high school to see what dual enrollment courses are offered.

Visit www.jtcc.edu/sketch for more information on dual enrollment, career planning and options after high school.

www.jtcc.edu/sketch

Chemistry for a Sustainable World

FALL 2012 SCHEDULE • FOR THE UPDATED SCHEDULE OF CLASSES, PLEASE VISIT WWW.JTCC.EDU/SCHEDULE
UPGRADE YOUR MOST VALUABLE SOFTWARE

WITH HUNDREDS OF CAREER DEVELOPMENT COURSES, TARGETED INDUSTRY CERTIFICATIONS, CONSULTING, AND WORKPLACE SKILLS ASSESSMENTS.

Classes include: Management & Supervision • Teacher Education with EducateVA.com • Industry Certifications • Prep: Healthcare • Green Industry • Operations Management (APICS) • Microsoft IT Academy • Project Management • Contractor/Tradesman Licensing • ISO & Productivity • Manufacturing & Engineering • English as a Second Language (ESL) • Truck Driver Training • Quality Improvement • Customer Service • HR Management • Career Counseling • Writing & Communications • Workplace Spanish • IT Programming/Systems/Networking • Career Development Webinars...and much more!

CCWA offers 40,000-sq-ft of flexible meeting space & event services in the Greater Richmond area, including our brand new, 10,000-sq-ft Workforce Development & Conference Center. Custom-designed courses, consulting services and skills assessments for emerging, established or expanding businesses, employed or dislocated workers.

CCWA is a workforce development partnership between J. Sargeant Reynolds Community College and John Tyler Community College.
Step into the Spotlight

Take center stage this fall with Communication Studies and Theatre offerings such as Acting I-II, Improvisation I-II, Theatre Workshop, and Stage Lighting and Sound!

FREE TUTORING

The Student Success Center offers tutoring in various subjects free of charge to all John Tyler students!

Monday – Thursday: 10:00 a.m. – 7:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.

Chester Campus, Moyar Hall, room M209
804-706-5087

Midlothian Campus, Academic Building, room A208
804-594-1542

Get online tutoring at jtcc.askonline.net.

Full-time Fridays at JTCC

Earn up to 15 hours of general education credits by attending classes solely on Fridays. Many classes are hybrid courses, so they are taught partially in the classroom and partially online. If you enroll in 12 credit hours, that’s a full-time schedule with just one visit a week to campus. Learn more about how Full-Time Fridays can fit your life at www.youtube.com/johntylercommcollege.

Full-time Fridays Fall 2012 courses:

<table>
<thead>
<tr>
<th>ACC 211</th>
<th>ART 101</th>
<th>ART 122</th>
<th>ART 131</th>
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<td>PSY 225</td>
<td>REL 200</td>
<td>SDV 100</td>
<td>SOC 200</td>
<td>WEL 120</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have plans on Friday?

Visit www.jtcc.edu/schedule.
**SEARCHING FOR A SCHOLARSHIP?**

You’ve found the right place.

It’s easy to apply for one of the Foundation’s 100+ scholarships available to current and prospective John Tyler students. Scholarships are designed to help pay for tuition, books and fees.

**THE DEADLINE FOR 2013-2014 SCHOLARSHIPS IS MAY 1, 2013.**

The deadline for the JTCC International Studies Scholarship for summer study abroad is March 15, 2013.

**VISIT**

[www.jtcc.edu/scholarships](http://www.jtcc.edu/scholarships) for qualifications, a list of scholarships and an application. Questions? Call 804-594-1476, or e-mail foundation@jtcc.edu.

**ODU Teletechnet**

Old Dominion University (ODU) in partnership with John Tyler Community College offers students an opportunity to earn a bachelor’s, master’s, or doctoral degree through the ODU Teletechnet site in Chester. Classes are offered via satellite, online and in video streamed formats.

Programs include bachelor’s and/or master’s degrees in nursing, teacher prep, engineering, business, human services, health sciences, occupational and technical training, criminal justice, computer science, and psychology.

Applications for fall and spring admission are currently being accepted. Fall applications must be received by July 1 and spring applications by November 1 for consideration. Registration for new fall students is already underway.

For an up-to-date list of classes, call 804-796-4463 or e-mail jtcc@odu.edu.

For additional information about the ODU Teletechnet site at John Tyler Community College, including applications, tuition rates, registration restrictions, and degree plans, contact Ann Sorensen, site director, or Amy Mayes, assistant director, at 804-796-4463, or visit Moyar Hall, room M222.
Got Lit?

Take any of these unique literature courses to fulfill literature, humanities or general elective requirements:

- Introduction to the Short Story
- American Literature
- Survey of World Literature
- African-American Literature
- Women in Literature
- Southern Literature
- Film and Literature
- Literature of Death and Dying

THE GLOBAL CLASSROOM

Each summer, the College offers unique travel and learning experiences to its students, faculty, staff and the community. Earn college credit as you immerse yourself in cultures from around the globe.

In Summer 2013:

Peru: South American Splendor
Study the land, people, language and cultural heritage of Peru. Courses will be offered in Art, Nursing and Spanish, along with service learning opportunities.

Ireland: The Land of Legends
Visit historic and cultural sites throughout the Irish Republic and Northern Ireland. Learn about the struggle to achieve political stability and how Irish culture stays alive through literature, politics, theater, music, film and language. Courses will be offered in History, Humanities and English.

Interested? Start saving for your trip now, and visit www.jtcc.edu/internationaleducation for trip information.
John Tyler Community College

MIDLOTHIAN CAMPUS

Academic Building (A)
Art Lab
Career Pathways
College Relations
Computer Labs
Division of Arts, Humanities and Social Sciences
Financial Aid
Placement Testing
Tutoring Center

Administration Building (B)
Admissions & Records
Board Room
Career Center

Business Office/Cashier
Counseling
Foundation
Division of Health Sciences
Human Resources
Information Technology Services Center
Institutional Effectiveness
President’s Office
Security
Dean of Students
Vice President of Finance and Administration
Vice President of Academic Affairs
Vice President of Student Affairs
Veterans Affairs

Facilities Building

Science Building (C)
Student Lounge
Bookstore
Commons Room (C109)
Student Activities
Facilities Director
Library
Division of Engineering, Business and Public Services
Dean of Mathematics, Natural and Behavioral Sciences
Science Labs
Computer Labs
Conference Rooms
Mobile Classrooms and Offices

- Trailer A: EMT Classroom - A1
  EMT Practical Lab - A2
- Trailer B: Lecture Rooms
- Trailer C: AutoCAD Lab - C1
  PC Hardware & Repair - C2
- Trailer D: Lecture Rooms
- Trailer E: Developmental Computer Lab - E1
  Lecture Room - E2
- Trailer F: Lecture Rooms
- Trailer G: Lecture Rooms
- Trailer 01: Faculty and Staff Offices
- Trailer 02: Faculty and Staff Offices
- Trailer 03: Faculty and Staff Offices

LEGEND

- Accessible Parking or Building Entrance
- Emergency Call Box
- Building or Mobile Unit
- Future Road Project

For more information, call 804-796-4000.
FOR THE UPDATED SCHEDULE OF CLASSES, PLEASE VISIT WWW.JTCC.EDU/SCHEDULE
Application for Admission

Instructions (Please Read Carefully)

Admission to the College
All new students who wish to enroll in credit classes must complete this application. Students who previously attended but have not enrolled in classes for the past three years must resubmit application forms. (Note: students who are under 24 years of age and receive one-half or more of their financial support from their parents/legal guardians must have their parents/legal guardians sign at the bottom of page 3.) Students who complete an application and never enroll within 3 semesters (1 academic year) must reapply.

Applications may be submitted in-person at the Admissions and Records Office at either the Chester or Midlothian campuses or mailed to the campus at which the student intends to take classes:

Admissions and Records Office - Chester Campus  Admissions and Records Office - Midlothian Campus
John Tyler Community College  John Tyler Community College
13101 Jefferson Davis Highway  800 Charter Colony Parkway
Chester, Virginia 23831-5316  Midlothian, Virginia 23114-4383

Admission of Degree/Certificate-Seeking Students
In addition to completing and submitting applications, students who wish to be admitted to the following academic programs must provide official high school and college transcripts: Allied Health Preparation, Pre-Nursing; Allied Health Preparation, Pre-Funeral Services; Funeral Services; Emergency Medical Services; and Nursing. Students can submit their official college transcripts if they plan to request a review for transfer credits from the Admissions and Records Office. Students must complete a Transfer Credit Review form located in the Admissions and Records offices at both campuses. Students seeking admission to academic programs also must satisfy placement-testing requirements. Testing is available on a walk-in basis. On Saturdays, testing is available by appointment only. To find out more, visit www.jtcc.edu/testing. To schedule an appointment for Saturday testing, e-mail testing@jtcc.edu.

Note: To be eligible for financial aid, students must be formally admitted to associate degree or certificate programs. To obtain financial aid information, please call 804-706-5236 at Chester and 804-594-1550 at Midlothian.

Admission as a Nondegree (Noncurricular) Student
Students who do not wish to pursue degrees, certificates or career studies certificates are not required to submit official transcripts of their prior academic work but are required to satisfy placement-testing requirements prior to enrolling in English or Mathematics classes.

Admission of Suspended/Dismissed Students
Students who have been academically suspended from another institution may enroll at John Tyler Community College as a restricted student after submitting their college transcripts and copies of their letters of suspension. Students who have been academically dismissed from any institution are normally not admitted. Dismissed students may petition the dean of students and the Academic Status Committee in writing at least four weeks prior to the first day of classes for exceptions.

If you have questions about the application process or require assistance, please call the Admissions and Records Office: Chester Campus, 804-706-5220; Midlothian Campus, 804-594-1544.
Virginia Community College System Application for Admission

Please Note: In compliance with the Sex Offender and Crimes Against Minors Registry, a portion of this information will be submitted to the Virginia State Police.

1. Name: ___________________________________________________________________________________________________________________________
   Prefix (Mr., Mrs., etc) First Full Middle Last Suffix (Jr. Sr., etc.)

2. Social Security Number: ______________ - ______________ - _______________
   See privacy statement, which can be obtained in the Admissions and Records Office.

3. Former name: _____________________________________________________________________________________________________________________
   First Full Middle Last

4. Date of birth: ________ / ________ / ________
   (Month) (Day) (Year)

5. Which college do you plan to attend? ____________________________________________

6. In what type of class will you be enrolling? _______ Credit classes  _______ Non-credit classes

7. What campus do you plan to attend? ____________________
   (If college has more than one campus, indicate the campus you plan to attend.)

8. What term will you begin classes?  20____ Term: _____ Fall (Aug-Dec) _____ Spring (Jan-May) _____Summer (May-Aug)

9. Have you previously attended, applied for admission to, or been employed by any Virginia community college?
   ____ Yes     ____ No
   If yes, SIS ID (Empl ID), if known: _________________________

10. Primary Phone (include area code): (_______) _________ - _____________

11. Mailing address: ________________________________________________________________________________ __________________________________
    (Street) (City) (State) (ZIP) (Country, if not USA)

12. Current Residence: ________________________________ (City/County)
    Provide what you consider to be your location of residence. If you temporarily relocated to your current address to get an education, you should provide your previous location.

13. Have you lived in Virginia for the last twelve months? ___Yes  ___No
    If no, where else did you live? ________ (US state or foreign country)

14. E-mail address:  __________________________________________________________
    This address will be your unofficial e-mail address; you will be assigned an official e-mail address after enrolling in a qualified class.

15. Emergency Contact Information: _____________________________________________________________________________________________________
    First Name   Last Name   Relationship Phone Number

16. Employer: ___________________ ____________________________________________________________________________________________________

17. Business phone: (____) ______ -  ______  ext.:  __________

18. Ethnicity/Race:  Are you Latino/Hispanic? ___Yes ___No
    What is your race? Select any that apply.  ___White ___ Black/African American ___ Asian
    ___ American Indian/Alaskan Native ___Native Hawaiian/Other Pacific Islander ___ I choose not to specify my race

19. Gender:  __ Male   __ Female

20. Citizenship Status:  ___ Native   ___ Naturalized   ___ Alien Permanent   ___ Alien Temporary   ___ Not reported or Not living in the U.S.
    Note: If you have been a U.S. Citizen since birth, choose Native. If you became a U.S. Citizen after birth, choose Naturalized. If you are not a U.S. Citizen, choose one of the types of alien statuses based on your visa: “Alien Permanent,” “Alien Temporary,” or “Not reported or Not living in the U.S.”
    Foreign applicants must complete the remainder of the question on Citizen Status.
    Country of Citizenship: ____________________________ Permanent Status  ____Resident Alien ____Asylum ____Refugee A#: ________________
    Visa Type: ________________ Visa Expiration Date: ________________
    If you chose “Not reported or Not living in the US,” what Visa Status are you requesting? ________________

21. Primary Language:  _____ English   _____ Other

22. Military status:  ___ No Military Service ___ Spouse ___ Dependent ___ Active Duty ___ Active Reserves ___ Inactive Reserves ___ Retired
    ___ Veteran/VA Ineligible ___ Veteran ___ Branch: __________________
    Please complete the rest of this form if you plan to pursue a credit program of study or credit classes. If you wish to be considered for in-state tuition rates, certain contract rates, or are planning to apply for Senior Citizen benefits, you must also complete the Application for In-State Tuition. If you selected "non-credit" please sign and date the application.

23. High School Information - Select your level of high school education:
    ____ High School (graduated or currently enrolled)  ____Home School (graduated or currently enrolled)
    ____ GED  ____ No High School Diploma or GED  ____ Foreign High School
High School Details: Name of School Attended/Attending: ____________________________________________
Located in: ____________________________________________
City/County State Country
Actual or Anticipated Graduation Date: ____________________ If no HS Diploma or GED enter highest grade completed _____
Month Day Year
Diploma Type: ___ Standard ___ Modified Standard ___General Achievement ___ Advanced Studies ___Other

24. Colleges/Universities attended. If you have taken any college classes, please list the most recent first. Indicate any degrees earned in the last column with an A for Associate, B for Bachelor’s, M for Master’s, D for Doctorate, or P for Professional Degree. If you have not earned a degree, leave the Degrees column blank. Were you suspended or dismissed from the last college attended? ___Yes ___No

<table>
<thead>
<tr>
<th>College or University</th>
<th>City, State/Country (if not USA)</th>
<th>Dates Enrolled</th>
<th>Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25. Family Educational Background:
Father’s Highest Education: ___Do Not Know ___Less than High School ___Attended High School ___Graduated from High School ___Attended College ___Received an Associate Degree ___Received a Bachelor’s Degree ___Received a post-Bachelor’s Degree
Mother’s Highest Education: ___Do Not Know ___Less than High School ___Attended High School ___Graduated from High School ___Attended College ___Received an Associate Degree ___Received a Bachelor’s Degree ___Received a post-Bachelor’s Degree

26. Educational Goals: (Financial Aid students must check “yes” and enroll in an approved plan of study. Include specialization/sub-plan, if applicable).
___Yes, I plan to pursue a degree, certificate, or diploma from my community college. Plan of study____________________
(Refer to the college’s list of academic plans).
___No, I do not plan to pursue a degree at this time. Reason for taking classes (check only one):
_____ Upgrading current job skills _____ Developing skills for new job _____ Exploring career options
_____ Pursuing personal interest or general knowledge _____ Currently pursuing degree at another college (transient/visitor)
_____ Planning to pursue a degree at another college (non-degree/transfer)

High School Applicants: _____ HS Stdnt - HS & College Credit _____ HS or Home Schooled-No HS Crd _____ HS Both Dual/Non-Dual
_____ HS Stdnt Adult Learning (age 21 and over and not for GED programs or Middle College)

Residents of Virginia who meet certain criteria may qualify for in-state tuition rates, which are significantly lower than out-of-state rates. To see if you qualify, you will need to complete an Application for In-State Tuition.

Eligibility for in-state tuition is pursuant to Section 23-7.4, Code of Virginia. Please contact the college Admissions and Records Office if you have any questions.

I certify under penalty of disciplinary action that all of the information is complete and accurate. I agree to supply the college with supporting documentation related to my application, if I am requested to do so.

Applicant’s Signature: ____________________________________________ Date: ______________________________
Parent/Legal Guardian’s Signature: ____________________________________________ Date: ______________________________
(If under 18 years of age)

Continue to next page for important tuition information.
APPLICATION FOR IN-STATE TUITION

Eligibility for in-state tuition is pursuant to Section 23-7.4, Code of Virginia. Please contact the college Admissions and Records Office if you have any questions.

1. Applicant’s Name: ___________________________________________________________
   Date of birth: ______/______/______

2. Are you a U.S. citizen? _____ Yes  _____ No
   If “No,” are you a Permanent Resident? _____ Yes  _____ No

3. Are you on active duty in the U.S. Armed Forces? _____ Yes  _____ No
   If “Yes,” is Virginia listed on your Leave and Earnings Statement (LES)? _____ Yes  _____ No
   If active duty, Official Duty Station: ____________________ Reporting Date: ____________ Duration of Orders: ________________
   mm/dd/yyyy  mm/dd/yyyy

4. Are you the dependent of an active duty member in the U.S. Armed Forces? _____ Yes  _____ No
   If “Yes,” is Virginia listed on the Leave and Earnings Statement (LES) of the person of whom you are a dependent? _____ Yes  _____ No
   If active duty, Official Duty Station: ____________________ Reporting Date: ____________ Duration of Orders: ________________
   mm/dd/yyyy

5. Are you retired or discharged from the U.S. Armed Forces? _____ Yes  _____ No
   If “Yes,” date of discharge/retirement: ________________
   mm/dd/yyyy

6. Are you the dependent of someone retired or discharged from the U.S. Armed Forces? _____ Yes  _____ No
   If “Yes,” date of discharge/retirement: ________________
   mm/dd/yyyy

7. Please choose the domicile on who you want to base your eligibility for in-state tuition:
   ( ) Parent’s Domicile: Choose this option if you receive over half of your financial support or you are claimed as a tax dependent by your parents.
   ( ) Legal Guardian’s Domicile: Choose this option if you are under the custody of a court-appointed legal guardian.
   ( ) Spouse’s Domicile: Choose this option if you are married and want to claim eligibility for in-state tuition based on your spouse’s domicile.
   ( ) Your Domicile: Choose this option if you want to claim eligibility for in-state tuition based on your own domicile. If you are under the age of 24, your eligibility must be based on your parent or legal guardian unless one of the following applies: (Check all that apply.)

   ( ) I have legal dependents other than my spouse. ( ) I am a ward of the court or was a ward of the court until age 18.
   ( ) I am married. ( ) Both of my parents are deceased and I have no adoptive parent or legal guardian.
   ( ) I am financially self-sufficient. ( ) I have a bachelor’s degree and I am working on a graduate degree.
   You may be required to supply “clear and convincing evidence” of your status. If you chose “Your Domicile,” skip to question 13.

8. Provide the name of the person upon whom you are basing your domicile:
   (First)  (Middle)  (Last)

Using the above person’s information, answer the questions below.

9. Is the above person a U.S. citizen? _____ Yes  _____ No
   If “No,” is he/she a permanent resident? _____ Yes  _____ No
   If “Yes,” what is his/her “A number”? ________________ If “No,” what is his/her immigration status? ________________

10. Is the above person on active duty in the U.S. Armed Forces? _____ Yes  _____ No
    If “Yes,” is Virginia listed on his/her Leave and Earnings Statement (LES)? _____ Yes  _____ No
    If active duty, Official Duty Station: ____________________ Reporting Date: ____________ Duration of Orders: ________________
    mm/dd/yyyy  mm/dd/yyyy

11. Is the above person retired or discharged from the U.S. Armed Forces? _____ Yes  _____ No
    If “Yes,” date of discharge/retirement: ________________
    State on LES prior to discharge: ________________
    mm/dd/yyyy

12. Is the above person a dependent of someone retired or discharged from the Military? _____ Yes  _____ No
    If “Yes,” date of discharge/retirement: ________________
    State on LES prior to discharge: ________________
    mm/dd/yyyy

13. Has the above person lived in Virginia for the last 12 months? _____ Yes  _____ No
    If “No,” where did you live? ________________

14. For the last year, did the above person (select only one):
    _____ file Virginia income taxes on all earned income
    _____ reside in a state without income tax
    _____ file as a resident in another state
    _____ have no taxable income
    _____ file as a resident in Virginia and as a non-resident in another state

For the last year, has the above person:
15. held a Virginia Drivers license or Virginia DMV ID? _____ Yes  _____ No
    If “No,” has the above person held a Drivers license or DMV ID to any other state? _____ Yes  _____ No

16. owned or operated a motor vehicle in Virginia? _____ Yes  _____ No
    If “No,” has the above person owned or operated a motor vehicle in any other state? _____ Yes  _____ No

17. been registered to vote in Virginia? _____ Yes  _____ No
    If “No,” has the above person been registered to vote in another state? _____ Yes  _____ No

Please note: If you knowingly provide erroneous information to evade payment of out-of-state tuition and fees, you will be charged out-of-state tuition and fees for each term attended and may be subject to dismissal. Random audits of this information will be performed. I certify under penalty of disciplinary action that all of the information is complete and accurate. I agree to supply the college with supporting documentation related to my application, if I am requested to do so.

Signature of Applicant  Date  Signature of Parent, Legal Guardian, or Spouse  Date
### FINAL EXAM SCHEDULE

**Classes that meet on M and W and start between:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:30 a.m.</td>
<td>Monday, December 10, 8:30-11:00 a.m.</td>
</tr>
<tr>
<td>10:00-10:30 a.m.</td>
<td>Wednesday, December 12, 8:30-11:00 a.m.</td>
</tr>
<tr>
<td>11:30-11:45 a.m.</td>
<td>Monday, December 10, 11:30 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>1:00-1:30 p.m.</td>
<td>Wednesday, December 12, 11:30 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>2:30-3:00 p.m.</td>
<td>Monday, December 10, 2:30-5:00 p.m.</td>
</tr>
<tr>
<td>4:00-4:30 p.m.</td>
<td>Wednesday, December 12, 2:30-5:00 p.m.</td>
</tr>
<tr>
<td>5:00-6:00 p.m.</td>
<td>Friday, December 14, 4:00-6:30 p.m.</td>
</tr>
</tbody>
</table>

**Classes that meet on Tu and Th and start between:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:30 a.m.</td>
<td>Tuesday, December 11, 8:30-11:00 a.m.</td>
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</tr>
<tr>
<td>11:30-11:45 a.m.</td>
<td>Thursday, December 13, 11:30 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>1:00-1:30 p.m.</td>
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<tr>
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</tr>
<tr>
<td>4:00-4:30 p.m.</td>
<td>Thursday, December 13, 2:30-5:00 p.m.</td>
</tr>
<tr>
<td>5:00-6:00 p.m.</td>
<td>Friday, December 14, 7:00-9:30 p.m.</td>
</tr>
</tbody>
</table>

**Classes that meet on Friday and start between:**

<table>
<thead>
<tr>
<th>Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:30 a.m.</td>
<td>Friday, December 14, 8:30-11:00 a.m.</td>
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<td>11:00-11:30 a.m.</td>
<td>Friday, December 14, 11:30 a.m.-2:00 p.m.</td>
</tr>
<tr>
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<td>Friday, December 14, 2:30-5:00 p.m.</td>
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**Classes that meet on Tu, W and F and start between:**

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<th>Date</th>
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<tr>
<td>2:30-3:00 p.m.</td>
<td>Friday, December 14, 2:30-5:00 p.m.</td>
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</tbody>
</table>

**Classes that meet on M, W and Th and start between:**

<table>
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<tr>
<th>Time</th>
<th>Date</th>
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<tbody>
<tr>
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<tr>
<td>2:30-3:00 p.m.</td>
<td>Monday, December 10, 2:30-5:00 p.m.</td>
</tr>
</tbody>
</table>

**Evening classes that start between 6:30 p.m. and 7:00 p.m. and meet on:**

- **Mondays** Monday, December 10, 7:00-9:30 p.m.
- **Tuesdays** Tuesday, December 11, 7:00-9:30 p.m.
- **Wednesdays** Wednesday, December 12, 7:00-9:30 p.m.
- **Thursdays** Thursday, December 13, 7:00-9:30 p.m.

Classes that meet on days and at times that are not addressed by the above schedule will conduct their final examinations (during the official final examination period) on the last day of the week of their regularly scheduled weekly meetings and start at either 8:30 a.m., 11:30 a.m., 2:30 p.m., 5 p.m., or 7 p.m., whichever is closest to the regular starting time of the normal class meeting. For example, a class scheduled 9 a.m.-2 p.m. on Tuesdays and Thursdays will have its final examination on Thursday, December 13, starting at 8:30 a.m.

Examinations must be held at the scheduled times noted above. No exceptions shall be made without the permission of the vice president of academic affairs. Requests for exception must be submitted via e-mail to the Vice President with copies to the appropriate academic dean.
Making Discoveries

Life isn't always about what you know; it's about what you discover. Sometimes that means casting out ideas to see what bites and sparks your curiosity. The results might be surprising and even challenging, and what you do with them is a personal choice. Should you choose to explore those interests, John Tyler Community College is here to help. Our faculty and staff are champions for their students, offering guidance, encouragement and steady support. At Tyler, you'll find small class sizes, one-on-one assistance, and people who understand that your goals and needs are unique.

Challenge yourself, and embrace the possibilities. Find out what John Tyler can do to help get ahead and pursue your passion. General Registration for Fall 2012 classes runs July 9 – August 17. For a list of course offerings, visit www.jtcc.edu/schedule.