I will challenge myself.

I will follow my passion.

I will define my future.

I will succeed.

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

JOHN TYLER COMMUNITY COLLEGE
TELEPHONE DIRECTORY

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
Spring 2012 Term

Printed Schedule of Classes • Last Revised: 10/10/11

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.

Contents

Registration Information ................................................................. 2
Tuition & Fees ................................................................................. 2
Admission & Attendance Policies ...................................................... 2
Internet & Hybrid Courses ................................................................. 4
Career Pathways ............................................................................. 4
What You Need to Know as a New Student ......................................... 9
Programs of Study .......................................................................... 12
Using the Printed Schedule .............................................................. 13
Schedule of Classes - Internet ........................................................... 14
Schedule of Classes - Chester Campus .............................................. 22
Schedule of Classes - Midlothian Campus .......................................... 42
Application for Admission ............................................................... 73
Final Exam Schedule ....................................................................... back cover

Contact Information

John Tyler Community College
Chester Campus
13101 Jefferson Davis Highway
Chester, VA 23831-5316
John Tyler Community College
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, 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 student services, 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

Financial Aid Application Guarantee Date.........................November 1, 2011
Tuition and fees due by 5:00 p.m. on the Friday of the week in which a student registers. (Notes: Students who register November 21 – 22 must pay their tuition and fees by 5:00 p.m. on Tuesday, November 22, 2011. Students who register December 19 – 22 must pay their tuition and fees by 5:00 p.m. on Thursday, December 22, 2011.)

Holiday Online Registration ...December 23, 2011 – January 2, 2012
Students may register online December 23, 2011 – January 2, 2012. There will be no in-person registration. Students may pay their tuition and fees online. Tuition and fees due by 5:00 p.m. on January 3, 2012.


Classes Begin – Regular Session ..............................................January 9, 2012
Classes Begin – 1st 8-Week Session ..............................................January 9, 2012
Last Day to Add Classes – 1st 8-Week Session ....................January 11, 2012
Last Day to Add Classes – Regular Session .........................January 13, 2012
Martin Luther King Holiday (College Closed) .......................January 16, 2012
Last Day to Drop with a Refund – 1st 8-Week Session ......January 17, 2012
Last Day to Drop with a Refund – Regular Session .........January 26, 2012
Note: The withdrawal dates for many special session and weekend classes may be earlier than January 26. Students should check with their instructors or with Admissions and Records.

Last Day to Apply for Spring Graduation .........................February 1, 2012
Last Day to Withdraw without Academic Penalty – 1st 8-Week Session ...... February 13, 2012
Classes End – 1st 8-Week Session ...........................................March 5, 2012
Classes Begin – 2nd 8-Week Session .......................................March 6, 2012
Last Day to Add Classes – 2nd 8-Week Session..............March 9, 2012
Spring Break (no classes) .......................................................March 12 – 18, 2012
Last Day to Withdraw without Academic Penalty – Regular Session ...March 21, 2012
Note: The withdrawal dates for many special session and weekend classes may be earlier than March 21. Students should check with their instructors or with Admissions and Records.

Last Day to Drop with a Refund – 2nd 8-Week Session ......March 19, 2012
Assessment Day (No Classes) .............................................April 3, 2012
Last Day to Withdraw without Academic Penalty – 2nd 8-Week Session .......April 9, 2012
Classes End – Regular Session ...............................................May 1, 2012
Final Examinations .............................................................May 2 – 8, 2012
Classes End – 2nd 8-Week Session .......................................May 7, 2012
Employee Appreciation Day (Offices Close at Noon) ........May 9, 2012
Grades Due ..................................................................................May 11, 2012, noon
Note: Final grades will be posted in the late afternoon on May 11.

Commencement .................................................................May 12, 2012

2012 SPRING SCHEDULE • FOR THE UPDATED SCHEDULE OF CLASSES, PLEASE VISIT WWW.JTCC.EDU/SCHEDULE 1
GENERAL INFORMATION

Registration Information
Spring 2012 Semester

General Registration: November 7, 2011 - January 6, 2012

All tuition and fees due by 5:00 p.m. on the Friday of the week in which a student registers. (Notes: Students who register November 21 – 22 must pay their tuition and fees by 5:00 p.m. on Tuesday, November 22, 2011. Students who register December 19 – 22 must pay their tuition and fees by 5:00 p.m. on Thursday, December 22, 2011.)

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

Extended Hours: January 3 – 5, 2012
(both campuses) 8:00 a.m. – 7:00 p.m.


Students may register online December 23, 2011 through January 2, 2012. There will be no in-person registration. The College will be closed from December 23, 2011 through January 2, 2012. No Student Help Desk assistance will be available during this period. Students may pay tuition and fees online. All tuition and fees are due by 5:00 p.m. on January 3, 2012.

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 an Allied Health, Funeral Services, Nursing, or Emergency Medical Services;
   b. Student has been suspended or dismissed from another college or university; and/or
   c. Student is requesting a transcript review for transfer credits.
3. Meet with a counselor to be placed in an academic program.

Late Add
The last days students may add classes for the spring semester are noted below:
1st 8-Week Session: January 11
Regular Session: January 13
2nd 8-Week Session: March 9

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

Tuition & Fees: Spring 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, choose 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, choose 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. There is a $6.00 test administration fee that must be paid in advance at the College Business Office (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: January 17
Regular Session: January 26
2nd 8-Week Session: March 19

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 Spring 2012 semester are established by the Virginia Community College System and are subject to change. Tuition rates at the time of publication are indicated in the “Tuition and Fees” section.
• Paying tuition and fees: Students must pay their tuition and fees as indicated on page 1. The College accepts 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 December 15, 2011 will not be considered until after January 27, 2012. Appellants will have to pay out-of-state tuition pending the review of their appeals after January 27, 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 Spring 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 November 1, 2011. 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 Spring 2012 semester must make appointments with counselors prior to December 2, 2011.

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 student services. 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. 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 student services. 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 or GEDs
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.

Assessment Day
John Tyler Community College annually assesses the effectiveness of its academic programs. All candidates for degrees are required to participate in the institution’s assessments of its academic programs prior to graduation. This year, these assessments are scheduled for April 3, 2012. A letter with additional information will be mailed to students who are required to participate in this activity.
GENERAL INFORMATION

Graduation
The last day to apply for Spring 2012 graduation is February 1, 2012. Students should contact their faculty advisors to obtain Applications for Graduation. Completed and signed Applications for Graduation must be submitted to Admissions and Records at the Chester or Midlothian campuses no later than 5:00 p.m. on February 1, 2012.

Active Duty Military Spouses and Dependents
See our web site for more information - www.jtcc.edu/militarydependents.

Internet & Hybrid Courses

Internet Courses
Internet courses are designated in the schedule with an "N" in the section number (e.g., ACC 211-N1A); they are also labeled as "virtual" in the location information. 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 and click on "help."

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 and click on "help."

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.

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 ttnjtcc@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.

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.

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/studentactivities, and click on student groups.
GET CREATIVE!

NEW ART COURSES IN SPRING 2012.

ART 106
Modern Art
Want to find out more about Picasso, Matisse, and Pollock? Check out ART 106 Modern Art, offered online this spring.

PHT 216 Wildlife Photography
Get back to nature by enrolling in PHT 216 Wildlife Photography.

ART 195 Museum Collections Care
Interested in a Museum career? Then ART 195 Museum Collections Care, an online course offered in conjunction with the Virginia Association of Museums, is perfect for you. Topics include collections storage essentials, collections policies, and preventive conservation techniques to help with long term preservation of objects.

ART 195 Contemporary Basket Weaving
Yes, we have basket weaving. With an emphasis on Japanese basketry, ART 195 Contemporary Basket Weaving is a one-credit workshop utilizing traditional weaving techniques to create contemporary baskets.

What is the Great Expectations Program?
A bridge to college and a successful career!

Great Expectations helps foster youth transition from high school to college. The program focuses on the value of a college education as the best way to gain employment and achieve independence. But Great Expectations offers more than just help with getting into college; it provides coaching, mentoring and an individual path forward for students.

For more information, e-mail Vicky Muensterman at vmuensterman@jtcc.edu or call 804-706-5206.
WWW.JTCC.EDU/GREATEXPECTATIONS

CHM 130 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.

Great Expectations
Fostering Powerful Change

What is the Great Expectations Program?
A bridge to college and a successful career!

Great Expectations helps foster youth transition from high school to college. The program focuses on the value of a college education as the best way to gain employment and achieve independence. But Great Expectations offers more than just help with getting into college; it provides coaching, mentoring and an individual path forward for students.

For more information, e-mail Vicky Muensterman at vmuensterman@jtcc.edu or call 804-706-5206.
WWW.JTCC.EDU/GREATEXPECTATIONS
MASTER DEVELOPMENTAL MATH FASTER

Starting Spring 2012, all Developmental Math courses will be offered as MTT — a new course structure allowing you to test out of the material you already know.

Here is what’s new in Spring 2012...

New course name and numbers:

- All courses will use the MTT designation. Look for MTT 1, MTT 2 and MTT 3 in the Schedule, not MTH 2, MTH 3 or MTH 4.
- The course numbers for MTT reference how many credits of developmental math you need.

  Credits needed:       Take this MTT course:
  3 or more credits     MTT 3
  2 credits             MTT 2
  1 credit              MTT 1

- To enroll in MTT 1 or MTT 2, you will need written permission from an academic advisor or counselor or from the dean of the division of Math, Natural and Behavioral Sciences.
- If you have not taken MTH 2, MTH 3 or MTH 4, or if you did not succeed in your most recent attempt at one of these classes, placement testing is required to determine where you will start.

New course structure:

- Course material will be 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. 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 MyMathLab—an online learning system. Instructors and instructional assistants will be available for guidance and support. Classes meet three hours per week in a computer classroom, and you must attend the open computer math lab for a minimum of one additional hour per week.

For more information on the changes to developmental math, contact your academic advisor or counselor.
Full-time Fridays
at John Tyler Community College

With Full-time Fridays, earn up to 15 hours of general education credits by attending classes solely on Fridays. All 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 at www.youtube.com/johntylercommcollege, and see how Full-Time Fridays can fit your life.

Cisco
Gain marketable IT skills at John Tyler Community College – a Cisco Networking Academy. The College offers classes at the Chester and Midlothian campuses that will prepare you to become a Cisco CCNA network associate.

Find out more.
E-mail Dr. Mark Cohen at mcohen@jtcc.edu, or call the Division of Engineering, Business, and Public Services at 804-706-5121 (Chester) or 804-594-1480 (Midlothian).
What **you need to know** as a new student

**Before registering for classes, you must:**
- Apply online at www.jtcc.edu, click on “Apply Now.”
- Take placement tests in English and mathematics (required of most new students).

**Testing Services Locations**
- Chester – Moyar Hall, M135
- Midlothian – Academic Building, A117

Visit www.jtcc.edu/testing to learn more about placement tests, costs, and Testing Services’ hours.

**Ready to choose your classes?**
For the most accurate list of classes currently available, visit www.jtcc.edu/schedule.

If you are unsure of the courses you want or need to take, schedule an appointment with the Counseling Center.
- Chester – Moyar Hall, M107
  - 804-706-5224
- Midlothian – Administration Building, B116
  - 804-594-1558

**How to register**
- Online using the Student Information System in myTyler (www.jtcc.edu/mytyler).
- In-person at the Admissions and Records office.
- Midlothian – Administration Building, B106
  - 804-594-1558

**Important Note:** If you are registering in-person, you must bring a completed add/drop form (available in Admissions and Records and Counseling offices) filled out with the following information:
- Your ID#
- Your name
- Information for each class you want, including: course #, class prefix and number, section number
- Your signature
- Alternate class choices in case the course you want is full

**Paying for classes**
Now that you’ve registered for classes, don’t lose them because of failure to pay your tuition and fees. If you don’t pay your tuition and fees by the deadline, you will be dropped from your classes.
- General Registration
  - Make sure your tuition and fees are paid by the Friday of the week in which you register.
- After the semester starts
  - If you register for a class after the semester begins, tuition is due on the day you register.

**Tuition and fees may be paid:**
- Online through the Student Information System in myTyler (www.jtcc.edu/myTyler).
- In-person at the Business Office located at:
  - Chester – Goyne Hall, A102
  - Midlothian – Administration Building, B115

**Frequently Asked Questions**
- Are you a financial aid student?  
  - If so, you should not register for classes until you have received your award letter e-mail detailing your financial aid eligibility or reviewed your financial aid awards online via the Student Information System in myTyler.
- Are you a high school student under the age of 17 or are you a home-schooled student?  
  - You may enroll at the College after receiving the permission of the dean of student services and successful completion of placement testing.
  - Chester – Moyar Hall, M107e
    - 804-706-5209
  - Midlothian – Administration Building, B213
    - 804-594-1565
- Are you a high school student 17 years of age or older?  
  - Before you may register for classes, your add/drop form (available in Admissions and Records and Counseling offices) must be signed by a College counselor.
  - Chester – Moyar Hall, M107
    - 804-706-5224
  - Midlothian – Administration Building, B116
    - 804-594-1558
- Have you been suspended from another institution?  
  - If you answered yes to this question, your add/drop form (available in Admissions and Records and Counseling offices) must be signed by a College counselor.
  - Chester – Moyar Hall, M107
    - 804-706-5224
  - Midlothian – Administration Building, B116
    - 804-594-1558
- Have you been dismissed from another institution?  
  - If you answered yes to this question, you must write a letter to the dean of student services requesting permission to attend John Tyler.

**Other Resources**
- Financial Aid Office
  - Chester – Goyne Hall, A103
    - 706-5236
  - Midlothian – Academic Building, A110
    - 594-1550

For more information, visit www.jtcc.edu/financialaid.

- Bookstore Locations:
  - Chester – Nicholas Student Center, N101
    - 796-1515
  - Midlothian – Science Building, C104
    - 594-0437

For more information, visit www.jtcc.edu/bookstore.
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

INTERESTED IN BECOMING A PARALEGAL OR A LEGAL ASSISTANT?

Start your education by earning a paralegal studies career studies certificate at John Tyler Community College. For more information, e-mail Dr. Mark Cohen at mcohen@jtcc.edu, or call the Division of Engineering, Business, and Public Services at 804-706-5121 or 804-594-1480.

The John Tyler Community College 17th Annual Literary Festival

February 22 – 28, 2012

The 2012 Literary Festival will feature:
- Theatre Presentation
- Student and Faculty Readings
- Student Speech Contest
- Guest Workshops
- Guest Reading and Book Signing

Refreshments will be served at all events.

When available, information will be posted at www.jtcc.edu/events or www.facebook.com/johntylercc. Or, contact Jeff Landon at jlander@jtcc.edu.

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 211 Research Methods for the Behavioral Sciences
- PSY 213 Statistics for the Behavioral Sciences
- PSY 230 Developmental Psychology
- PSY 235 Child Psychology

To find out more, contact Gena Britt at gbritt@jtcc.edu.
Unleash your creative spirit during a day of lively fun.

APRIL 21, 2012
10:00 A.M. - 5:00 P.M.
JOHN TYLER COMMUNITY COLLEGE MIDLOTHIAN CAMPUS
Art, music, educational sessions, green activities sponsored by Chesterfield County and much more.

www.jtcc.edu/foolforart

BE A FOOL FOR ART!
Start writing your own success story today. If you are interested in finding out how John Tyler Community College can help you define your future, visit our web site to learn more about the College’s programs, services and people.

www.jtcc.edu
Think music = life?

Interested in music or music education? Introducing the A.A. in liberal arts, music specialization—a transfer degree. Take all of the freshman and sophomore requirements, including foreign language courses, at John Tyler before you transfer to a four-year college or university to earn your bachelor’s degree.

John Tyler offers:

- **MUS 111**
  Music Theory I — *Offered for the first time online!*

- **MUS 125**
  American Music

- **MUS 137**
  Chorus Ensemble

- **MUS 163**
  Guitar Theory and Practice I

Whole Wide World @ your library ®

Find knowledge and research tools at the John Tyler Community College Library.

- **Chester Campus**
  Nicholas Center room N102

- **Midlothian Campus**
  Science Building room C202

Online at library.jtcc.edu

Bachelor of Interdisciplinary Studies

Complete your degree part-time with the convenience of evening/weekend classes in Richmond. Visit the web to sign up for an upcoming Information Session.

Visit [www.scps.virginia.edu/jtccBIS](http://www.scps.virginia.edu/jtccBIS)

tyler ALERT

Be in the know – sign up for Tyler Alert.

Tyler Alert allows you to receive urgent text messages and e-mails in emergency situations.

Registering is simple and free. Subscribe today.

Visit [www.jtcc.edu/tyleralert](http://www.jtcc.edu/tyleralert)
Offering Virginia's Career Readiness Certificate... a tool certifying that a job applicant has the basic math, reading and information-gathering skills required to be successful in most jobs.

Have your next meeting at CCWA...Nearly 20 classrooms, computer labs, meeting and banquet spaces in three convenient locations. CCWA's facilities offer free parking and the latest technology to meet your needs!

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA) – the regional partnership combining the workforce development efforts of John Tyler Community College and J. Sargeant Reynolds Community College. Annually, CCWA courses provide workforce training to more than 15,000 individuals representing more than 1,000 employers.

Classes include, but are not limited to: Management & Supervision • Teacher Education with EducateVA.com • Industry Certifications Prep: Healthcare • Green Industry • APICS (Operations Management) • IT Programming/Systems/Networking • Project Management • Contractor/Tradesmen Licensing • ISO & Productivity • Manufacturing & Engineering • English as a Second Language (ESL) • Truck Driver Training • Quality Improvement • Customer Service • Human Resource Management • Career Counseling • Writing and Communications • Technology (including Microsoft IT Academy) • Workplace Spanish • Career Development Webinars ... and much more!

Custom-designed courses, consulting and skill assessments! New, established or expanding businesses, employed or dislocated workers...

CCWA is BUILDING THE REGION’S WORKFORCE

with hundreds of career development courses, targeted industry certifications and workplace skills assessments! Learn it today. Use it tomorrow!
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.

THE GLOBAL CLASSROOM

Each summer, John Tyler Community 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 2012:

Hawaii: Adventures in Nursing, Nutrition and Technology
Explore Hawaii and its rich history, unique natural beauty and multicultural society with roots in Polynesia, Asia, North America and Europe. No passport required. Travel tentatively scheduled for May 29 – June 8.
Contact: Sherri Deutsch-Atwell (sdeutsch-atwell@jtcc.edu) at 804-622-8711

Ancient Greece: In the Footsteps of Gods and Heroes
From ancient ruins and landmarks to art, mythology and literature, experience how Greek culture and history influenced the modern world. Travel tentatively scheduled for June 20 – July 6.
Contact: David Head (dhead@jtcc.edu) at 804-594-1485

Interested? Start saving for your trip now and visit www.jtcc.edu/internationaleducation for trip information.
EXPLORE HOW THINGS WORK

Introduction to Physics

Take PHY 101/102 Introduction to Physics to understand the physics behind everyday things like a microwave oven, a flashlight, a musical instrument, a bicycle, etc.

PHY 101: Focuses on mechanics and thermodynamics.
PHY 102: Focuses on electricity, magnetism, optics and nuclear physics.

These are conceptual physics courses — a great option for non-science majors looking to fulfill a physical science requirement. Courses will not satisfy the requirement for science or engineering majors. May be taken out of sequence. No math requirement.

You love writing.
Are a master of persuasion.
Devour the news like it is candy.
Share your life story through posts and photos.
Never skip the commercials.

Sound like you? Maybe a communications degree is in your future. Start it with an A.A. in liberal arts, communications specialization — a transfer degree. You’ll get ahead by taking all of the freshman and sophomore requirements, including foreign language courses and new offerings like Intercultural Communications (CST 229), at John Tyler. Then, transfer to a four-year college or university to earn your bachelor’s degree in fields like mass communications, journalism or public relations.

SCHOLARSHIPS!

It’s easy to apply for one of the Foundation’s 100+ scholarships designed to help students pay for tuition, books, and fees.

To qualify:
• Submit a completed scholarship application package to the John Tyler Foundation Office
• Possess a 2.5 minimum cumulative GPA
• Be enrolled and/or accepted in a curriculum program at John Tyler
• Have in-state tuition status
• Submit a completed Free Application for Federal Student Aid (FAFSA) to the Financial Aid office prior to the scholarship deadline (you do not need to qualify for financial aid in order to receive a scholarship, but a FAFSA must be on file)

MARK YOUR CALENDAR!
The deadlines are:
March 15 - International Studies Scholarships for summer study abroad
May 1 - Scholarships for the 2012-2013 academic year

To find out more, go online to www.jtcc.edu/scholarships, or contact Kelly Raines Sullivan at 804-594-1574 or kraines@jtcc.edu.

The John Tyler Community College Foundation invites you to become part of the new Giving Tree program. By adding a leaf with your personalized message, you can honor a company, celebrate a milestone or remember a loved one.

Gifts support the John Tyler Community College Annual Fund and provide scholarships, faculty support, academic programs and up-to-date technology and equipment.

VISIT www.jtcc.edu/givingtree TO PLACE YOUR ORDER TODAY!
Discover your universe

ODUTeletechnet

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, and computer science.

Applications for summer and fall admission are currently being accepted. Summer applications must be received by April 15 and fall applications by August 1 for consideration. Registration for new students will begin April 14.

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

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

NAS 130
Elements of Astronomy

NAS 130 covers the history of astronomy, the process of scientific discovery, telescopes and an understanding of our sky, stars and the universe. Course fulfills physical science requirement for non-science majors — a great option for aspiring English, history, business, journalism or art majors. Courses will not satisfy the requirement for science or engineering majors.

No math requirement.
Got Lit?

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

- Survey of English Literature
- Survey of Popular Culture
- Mythology
- The Works of Shakespeare
- Women in Literature
- Film and Literature
- Survey of World Literature
- American Literature

Like Technology?

Earn an A.S. in information systems—a transfer degree—from John Tyler. Take all of the freshman and sophomore requirements at John Tyler before you transfer to a four-year college or university to complete a bachelor’s degree in information systems, management information systems, information technology, or business.

John Tyler offers:

- **ITE 115**
  Introduction to Computer Applications and Concepts
- **ITN 101**
  Introduction to Network Concepts
- **ITP 100**
  Software Design
- **ITD 130**
  Database Fundamentals
- **ITP 251**
  Systems Analysis and Design

Step into the Spotlight

Take center stage this spring with new offerings such as Musical Theatre Workshop (CST 195), Theatre Aesthetics (CST 210), Creative Drama (CST 267), and Stage Combat Workshop (CST 295)!
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 Student Services
- Vice President of Finance and Administration
- Vice President of Academic and Student Services
- 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

For the updated schedule of classes, please visit www.jtcc.edu/schedule
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.
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
John Tyler Community College
13101 Jefferson Davis Highway
Chester, Virginia 23831-5316

Admissions and Records Office - Midlothian Campus
John Tyler Community College
800 Charter Colony Parkway
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, Nursing and Funeral Services. 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 Student Services 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.

apply online @ www.jtcc.edu click on ‘apply now’
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 U.S,” 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):
      ___ 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: ______ / ______ / ______

First  Full Middle  Last

2. Are you a U.S. citizen?   ____ Yes   ____ No   If "No," are you a Permanent Resident?   ____ Yes   ____ No

If a Permanent Resident, what is your "A number"? __________________________ If neither a U.S. citizen nor a Permanent Resident, you must submit your immigration documents to the Admissions office in order to complete your application for in-state tuition.

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: ___________

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: ___________

5. Are you a Permanent Resident?   ____ Yes   ____ No

If "Yes," is Virginia listed on your Leave and Earnings Statement (LES)? ____ 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. Are you the dependent of an active duty member in the U.S. Armed Forces?   ____ Yes   ____ No

If active duty, Official Duty Station: ___________________ Reporting Date: ___________ Duration of Orders: ___________

8. 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

8. Provide the name of the person upon whom you are basing your domicile:

First  (mm)      Full Middle  (dd)         Last (yy)

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: ___________

11. Is the above person retired or discharged from the U.S. Armed Forces?   ____ Yes   ____ No

If "Yes," date of discharge/retirement: ____________________ mm/dd/yyyy

State on LES prior to discharge: ______________________

12. Is the above person a Permanent Resident or discharged from the Military?   ____ Yes   ____ No

If "Yes," date of discharge/retirement: ____________________ mm/dd/yyyy

State on LES prior to discharge: ______________________

13. Has the above person lived in Virginia for the last 12 months?   ____ Yes   ____ No

If "No," where did you live? ______________________

State or Country

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

Revised 8/22/10
### FINAL EXAM SCHEDULE

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

- 8-8:30 a.m. ............................................................... Mon., May 7, 8:30-11 a.m.
- 10-10:30 a.m. ........................................................... Wed., May 2, 8:30-11 a.m.
- 11:30-11:45 a.m. ...................................................... Mon., May 7, 11:30 a.m.-2 p.m.
- 1-1:30 p.m. ................................................................. Wed., May 2, 11:30 a.m.-2 p.m.
- 2:30-3 p.m. ............................................................... Mon., May 7, 2:30-5 p.m.
- 4-4:30 p.m. ............................................................... Wed., May 2, 2:30-5 p.m.
- 5-6 p.m. ................................................................. Fri., May 4, 4-6:30 p.m.

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

- 8-8:30 a.m. ............................................................... Tue., May 8, 8:30-11 a.m.
- 10-10:30 a.m. ........................................................... Thur, May 3, 8:30-11 a.m.
- 11:30-11:45 a.m. ...................................................... Tue., May 8, 11:30 a.m.-2 p.m.
- 1-1:30 p.m. ................................................................. Thur, May 3, 11:30 a.m.-2 p.m.
- 2:30-3 p.m. ............................................................... Tue., May 8, 2:30-5 p.m.
- 4-4:30 p.m. ............................................................... Thur, May 3, 2:30-5 p.m.
- 5-6 p.m. ................................................................. Fri., May 4, 7-9:30 p.m.

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

- 8-8:30 a.m. ............................................................... Fri., May 4, 8:30-11 a.m.
- 11-11:30 a.m. ........................................................... Fri., May 4, 11:30 a.m.-2 p.m.
- 2-2:30 p.m. ............................................................... Fri., May 4, 2:30-5 p.m.

**Classes that meet on Tu-W-F and start between:**

- 8:30-9 a.m. ............................................................... Fri., May 4, 8:30-11 a.m.
- 10-10:30 a.m. ........................................................... Tue., May 8, 8:30-11 a.m.
- 11:30-11:45 a.m. ...................................................... Fri., May 4, 11:30 a.m.-2 p.m.
- 1-1:30 p.m. ................................................................. Tue., May 8, 11:30 a.m.-2 p.m.
- 2:30-3 p.m. ............................................................... Fri., May 4, 2:30-5 p.m.

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

- 8:30-9 a.m. ............................................................... Mon., May 7, 8:30-11 a.m.
- 10-10:30 a.m. ........................................................... Wed., May 2, 8:30-11 a.m.
- 11:30-11:45 a.m. ...................................................... Mon., May 7, 8:30-11 a.m.
- 1-1:30 p.m. ................................................................. Wed., May 2, 8:30-11 a.m.
- 2:30-3 p.m. ............................................................... Mon, May 7, 2:30-5 p.m.

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

- Mondays ................................................................. Mon., May 7, 7-9:30 p.m.
- Tuesdays .............................................................. Tue., May 8, 7-9:30 p.m.
- Wednesdays ......................................................... Wed., May 2, 7-9:30 p.m.
- Thursdays ............................................................. Thur, May 3, 7-9:30 p.m.

Classes that meet on days and at times that are not addressed by the above schedule will conduct their final examinations 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, May 3, 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 and student services. Requests for exception must be submitted via e-mail to the Vice President with copies to the appropriate academic dean.
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**General registration for the Spring 2012 semester runs November 7 – January 6.**
Search your class options at [www.jtcc.edu/schedule](http://www.jtcc.edu/schedule).