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), 594-1410 (M)
Campus Security ..................................................................................................................796-4025 (C), 897-6678 (M), 622-8730 (NEC)
CCWA ..................................................................................................................................................706-5175
Counseling Center ................................................................................................................706-5224 (C), 594-1558 (M)
Disability Support Services .................................................................................................706-5226 (C), 594-1562 (M)
Distance Education Testing Services ..................................................................................594-1555
Dual Enrollment Program ..................................................................................................706-5194
Eligibility Status for In-State Tuition ..................................................................................706-5211 (C), 594-1544 (M)
Financial Aid .........................................................................................................................706-5236 (C), 594-1550 (M)
Funeral Services Program ..................................................................................................706-5118
Great Expectations ..............................................................................................................706-5206
Library ...........................................................................................................................................706-5195 (C), 594-1519 (M)
myTyler HelpDesk ..................................................................................................................706-5096
Nursing Program ....................................................................................................................622-8700
Old Dominion University Distance Learning ........................................................................796-4463
Scholarships .........................................................................................................................594-1476
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
NEC = Nursing Education Center
Spring 2013 Term
Printed Schedule of Classes • Last Revised: 10/8/12
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 Ms. Sandra Kirkland, interim dean of students, who can be reached by mail at 13101 Jefferson Davis Highway, Chester, VA 23831, by e-mail at skirkland@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
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 17 – 20 must pay their tuition and fees by 5:00 p.m. on Tuesday, November 20, 2012. Students who register December 17 – 20 must pay their tuition and fees by 5:00 p.m. on Thursday, December 20, 2012.)

Holiday Online Registration ..... December 21, 2012 – January 1, 2013
Students may register online December 21, 2012 – January 1, 2013. 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 Wednesday, January 2, 2013.

Financial Aid application guarantee date...... November 2, 2012
College Closed .... December 21, 2012 (12:00 p.m.)– January 2, 2013, 8:00 a.m.
Classes Begin – Regular Session ...................... January 7, 2013
Classes Begin – 1st 8-Week Session ...................... January 9, 2013
Last Day to Add Classes – 1st 8-Week Session .......... January 11, 2013
Last Day to Add Classes – Regular Session ............. January 13, 2013
Last Day to Drop with a Refund – 1st 8-Week Session ... January 15, 2013
Martin Luther King Holiday (College Closed) ......... January 21, 2013
Classes Begin – 12-Week Session ...................... January 22, 2013
Last Day to Add Classes – 12-Week Session ............ January 24, 2013
Last Day to Drop with a Refund – Regular Session ... January 24, 2013
Note: The drop dates for many special session and weekend classes may be earlier than January 24. Students should check with their instructors or with Admissions and Records.
Last Day to Apply for Spring Graduation .................. February 1, 2013
Last Day to Drop with a Refund – 12-Week Session ...... February 4, 2013
Last Day to Withdraw without Academic Penalty – 1st 8-Week Session ... February 11, 2013
Classes End – 1st 8-Week Session .................... March 4, 2013
Classes Begin – 2nd 8-Week Session .................... March 5, 2013
Last Day to Add Classes – 2nd 8-Week Session ........... March 7, 2013
Spring Break (No Classes) .................. March 11 – 17, 2013
Last Day to Drop with a Refund – 2nd 8-Week Session ... March 18, 2013
Last Day to withdraw without Academic Penalty – 12-Week Session ... March 18, 2013
Last Day to Withdraw without Academic Penalty – Regular Session .... March 20, 2013
Note: The withdrawal dates for many special session and weekend classes may be earlier than March 20. Students should check with their instructors or with Admissions and Records.
Assessment Day (No Classes) .................. April 9, 2013
Last Day to Withdraw without Academic Penalty – 2nd 8-Week Session .... April 11, 2013
Classes End – 2nd 8-Week Session ..................... April 23, 2013
Classes End – Regular Session ....................... April 30, 2013
Final Examinations ......................................................... May 1 – 7, 2013
(See back inside cover)
Classes End – 2nd 8-Week Session ..................... May 7, 2013
Employee Appreciation Day (Offices Closed) .......... May 8, 2013
Grades Due ......................................................... May 9, 2013, noon
Note: Final grades will be posted in the late afternoon on May 9.
Commencement ............................................. May 11, 2013

SPRING 2013 SCHEDULE • FOR THE UPDATED SCHEDULE OF CLASSES, PLEASE VISIT WWW.JTCC.EDU/SCHEDULE
Registration Information
Spring 2013 Semester

General Registration: November 5, 2012 – January 4, 2013
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 17 – 20 must pay their tuition and fees by 5:00 p.m. on Tuesday, November 20, 2012. Students who register December 17 – 20 must pay their tuition and fees by 5:00 p.m. on Thursday, December 20, 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 – 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 2 – 3, 2013
(both campuses) 8:00 a.m. – 7:00 p.m.

Holiday Online Registration: December 21, 2012 – January 1, 2013
Students may register online December 21, 2012 through January 1, 2013. There will be no in-person registration. The College will be closed from December 21, 2012 (12:00 p.m.) through January 1, 2013. No Student Help Desk assistance will be available during this period. Students may pay tuition and fees online. Tuition and fees are due by 5:00 p.m. on Wednesday, January 2, 2013.

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 spring semester are noted below:
1st 8-Week Session: January 9
Regular Session: January 11
12-Week Session: January 24
2nd 8-Week Session: March 7

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

Tuition & Fees: Spring 2013 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 spring semester classes and receive tuition refunds as noted below:
1st 8-Week Session: January 15
Regular Session: January 24
12-Week Session: February 4
2nd 8-Week Session: March 18

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 2013 semester are established by the Virginia
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 in 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 7, 2012 will not be considered until after January 23, 2013. Appellants will have to pay out-of-state tuition pending the review of their appeals after January 23, 2013.

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 2013 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 2, 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. All students receiving veterans’ benefits are required to notify the Veterans Affairs Office, by e-mail (veterans@jtcc.edu) or in person, during the same week the student registers. Non-notification could result in classes being dropped.

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 2013 semester must make appointments with counselors prior to December 4, 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 804-706-5194. 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 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. Seniors will not be allowed to pay for a course to secure a space with the intention of dropping and re-enrolling under senior waiver.

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 9, 2013. A letter with additional information will be mailed to students who are required to participate in this activity.
Graduation
The last day to apply for Spring 2013 graduation is February 1, 2013. 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 Chester or Midlothian campuses no later than 5:00 p.m. on February 1, 2013.

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.

Online & Hybrid Courses

Online Courses
Online 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 online 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. Online 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 day of the session.

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.”

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, www.twitter.com/johntylercc, www.flickr.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

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 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 jtc@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. Put the Wizard to work for you. Visit www.vawizard.org.
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 Center Locations
Chester – Moyar Hall, M135
Midlothian – Eliades Hall, E117
Visit www.jtcc.edu/testing to learn more about placement tests and Testing Center 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, visit one of our counselors in Counseling.
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.
Chester – Moyar Hall, M101
Midlothian – Administration Building, B106

Important Note: If you are registering in person, you must bring a completed add/drop form (available in Admissions and Records and Counseling) 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 students 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 students requesting permission to attend John Tyler.

Other Resources
Financial Aid Office
Chester – Goyne Hall, A103
706-5236
Midlothian – Eliades Hall, E110
594-1550
For more information, visit www.jtcc.edu/financialaid.

Bookstore Locations:
Chester – Nicholas Student Center, N101
796-1515
Midlothian – Hamel Hall, H104
594-0437
For more information, visit www.jtccbooks.com.
PROGRAMS OF STUDY
at JOHN TYLER COMMUNITY COLLEGE

TRANSFER DEGREE PROGRAMS

Associate of Science Degrees
• Business Administration
• Engineering
• General Studies
  Logistics Specialization
  Psychology Specialization
  Science Specialization
  Secondary Teacher Education
  Specialization in Mathematics and Science
  Teacher Education Specialization
  Elementary (K-6)
• Information Systems
• Paralegal Studies (Pending Approval*)

Associate of Arts Degree
• Liberal Arts
  Communications Specialization
  International Studies Specialization
  Music Specialization
  Secondary Teacher Education
  Specialization in English
  Secondary Teacher Education
  Specialization in History
  Theatre Arts Specialization

ASSOCIATE OF APPLIED ARTS DEGREE
• Visual Arts
  Photography and Film Specialization
  Visual Communications Specialization

ASSOCIATE OF APPLIED SCIENCE DEGREES
• Accounting
• Architectural Engineering Technology
• Business Management
• Early Childhood Development
  Teacher Assistant Specialization
• Funeral Services
• Human Services
  Bereavement Counseling Track

CAREER STUDIES CERTIFICATES
• Accounting
• Administration of Justice
• Adult Home Administration
• Allied Health Preparation, Pre-Funeral Services
• Allied Health Preparation, Pre-Nursing
• Applied Technology
• Athletic Coaching
• Basic Precision Machining Technology
• Bereavement and Grief Counseling
• Business Information Management
• Child Care Management
• Cisco Network
• Civil Engineering Computer-Aided Drafting
• Computer-Aided Drafting
• Computer Applications
• Computer Numerical Control
• Early Childhood
• Electricity
• Emergency Medical Services – Intermediate
• Funeral Home Management
• Geographic Information Systems
• Heating and Air Conditioning
• Human Services Administration and Supervision
• Industrial Electricity
• Mechanical Maintenance
• Network Support
• Paralegal Studies
• Program Development
• Residential Electricity
• Small Business Management
• Substance Abuse Assistant
• Supervision
• Surveying
• Web Design
• Welding

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

* Pending approval from the Virginia Community College System, the State Council of Higher Education for Virginia, and the Southern Association of Colleges and Schools.
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.

**myTyler**

Ready to get started? Go to [www.jtcc.edu/myTyler](http://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](http://www.jtcc.edu/services/student-life), and click on student groups.
Complete course sequences in one semester by taking back-to-back 8-Week Sessions.

1st 8-Week Session: January 7 – March 4
2nd 8-Week Session: March 5 – May 7

Available courses:
- BIO 101 and BIO 102
- ENG 111 and ENG 112
- HIS 111 and HIS 112
- HIS 121 and HIS 122
- MEC 101 and MEC 102
- SPA 101 and SPA 102

More courses are available at www.jtcc.edu/schedule.

NEW FOR SPRING: 12-Week Session.

Introducing the 12-Week Session—a great option for busy people. Classes run January 22 – April 23.

Visit www.jtcc.edu/schedule for classes and times.

7:00 a.m. classes
Perfect for the early bird!

Available Classes:
- HIS 122 United States History II
- ENG 112 College Composition II
- SOC 200 Principles of Sociology
- ITE 115 Introduction to Computer Applications and Concepts
- MTT 2 Developmental Math II
- MTT 4 Developmental Math IV
- CST 100 Principles of Public Speaking

For locations, go to www.jtcc.edu/schedule.

Online Language Courses

Learn to speak, read and write in Chinese, German, Japanese, Russian. JTCC now offers foreign language classes through an online program with Northern Virginia Community College.

Find class options at www.jtcc.edu/schedule, or e-mail edtech@jtcc.edu for more details.

Visit www.jtcc.edu/schedule for details on course dates, times and locations.
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.

**Credits needed:**
- 4 or more credits: MTT 4
- 3 credits: MTT 3
- 2 credits: MTT 2
- 1 credit: MTT 1

- 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.
Need help with course scheduling, transfer information and career choices? Want to confirm you are doing the right thing?

Meet with your assigned faculty advisor.

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 for qualifications, a list of scholarships and an application. Questions? Call 804-594-1476, or e-mail foundation@jtcc.edu.

John Tyler Library
Love Learning. Online or in person.

Find knowledge and research tools at the Library.

Chester Campus
Moyar Hall, M216

Midlothian Campus
Hamel Hall, H202

library.jtcc.edu
Fool for Art

Unleash your creative spirit during a day of lively fun.

APRIL 13, 2013
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!
Starting Spring 2013, all Developmental English courses will be offered as ENF—also called English Fundamentals—a new course structure that combines developmental writing and reading classes. Listed in the schedule as ENF 1, ENF 2 and ENF 3, English Fundamentals will streamline the path to college composition courses.

For more information, contact your academic advisor or counselor.

Want a faster way to complete Developmental English?

**COMPLETE BIO 101 and BIO 102 IN ONE SEMESTER.**

Offered in back-to-back 8-Week Sessions this spring, enroll today at www.jtcc.edu/schedule.

- BIO 101 R21B General Biology I
  1st 8-Week Session:
  January 7 - March 4

- BIO 102 R31B General Biology II
  2nd 8-Week Session:
  March 5 - May 7

Cisco

Gain marketable IT skills at John Tyler Community College—a Cisco Networking Academy. The College offers classes at the Chester and Midlothian campuses, many taught in 8-Week Sessions, that will prepare you to become a Cisco CCNA network associate in as little as one year.

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).

Want to become a personal trainer?

Start your training with courses like:

- HLT 206 Exercise Science
- HLT 208 Fitness and Exercise Training

Learn more at www.jtcc.edu/schedule

JTTC is an educational partner with ACE.
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

**PED 139 Ice Skating**

Ice skating is an exhilarating source of exercise and entertainment that builds balance, endurance, poise, and power. PED 139 introduces the basic skills of figure skating.

www.jtcc.edu/schedule

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**The John Tyler Community College 18th Annual Literary Festival**

February 19–27, 2013

The 2013 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 jlandon@jtcc.edu.

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**Want to TRANSFER?**

Tyler has guaranteed admissions agreements with Virginia public four-year institutions and many private ones too.

For more details, visit www.jtcc.edu/transfer.
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.

ODU DISTANCE LEARNING

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 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 spring admission are currently being accepted. Spring applications should be received by December 1 for consideration. Registration for new students will begin November 17.

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

For additional information about the ODU site at John Tyler Community College, including applications, tuition rates, registration restrictions, and degree plans, contact Dr. Ann Sorensen, site director, or Amy Mayes, assistant director, at 804-796-4463, or visit Moyar Hall, room M222.
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: Arts, Health and Language—A Glimpse into South America
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, theatre, music, film and language. Courses will be offered in humanities, Irish history and Irish literature.

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

Imagine it. Write it.

ENG 211 and ENG 212
Creative Writing I & II

ENG 295
Creative Writing: Novel Writing II

Taught by novelist Ashanti Luke, published author Jeff Landon, and fiction writer Kelsey Trom, these creative writing courses are for new and experienced writers. All will fulfill transfer elective requirements. Sign up today!

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, M209 | 804-706-5087
Midlothian Campus, Eliades Hall, E208 | 804-594-1542

Get online tutoring at jtcc.askonline.net.
DANCE. HAVE FUN. GET FIT.

PED 163 Jazz I
You’ll get fit and have fun by learning contemporary jazz movements—a blend unique moves, fancy footwork, big leaps and quick turns. Enroll at www.jtcc.edu/schedule.

Like visiting museums? Interested in a museum career?

John Tyler offers:
ART 193 Survey of Museum Practice
ART 195 Museum Collections Care

Learn more at www.jtcc.edu/schedule.

WANT A CAREER IN SOCIAL WORK?

Start your education by earning an A.A.S. in Human Services, Pre-Social Work Specialization at John Tyler Community College. This specialization is intended for students who plan to pursue a bachelor’s degree in social work. For more information, contact the Division of Health Sciences at 804-622-8700.

Celebrate African-American History and Culture.

Take one or more of the following courses:
CST 195 African-American Theatre
ENG 254 Survey of African-American Literature II
HIS 142 African-American History II
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.

Got Lit?

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

- African-American Literature
- Film and Literature
- Women in Literature
- American Literature
- Survey of World Literature
- Literature of Death and Dying
John Tyler Community College

CHESTER CAMPUS

Nicholas Student Center
- Security
- Student Activities
- Facilities Director
- President’s Office

Facilities
- Goyne Hall
  - Business Office
  - Human Resources
  - Financial Aid
  - Information Center
  - Vice President of Finance and Administration
- Bird Hall
  - CCWA
  - Information Technology Services Center
- Moyar Hall
  - Admissions and Records
  - Counseling
  - Library
  - Veterans Affairs
  - Testing Center
  - Vice President of Academic Affairs
  - Vice President of Student Affairs
  - Dean of Students
  - Division of Arts, Humanities and Social Sciences
  - Division of Mathematics, Natural and Behavioral Sciences
  - Career Center
  - Student Success Center
- Godwin Hall
  - Division of Engineering, Business and Public Services

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

Our Adult Career Coaches are here to help you connect your education with employment opportunities.

804.523.2292 CCWATRAINING.ORG CCWATRAINING

CCWA is a workforce development partnership between J. Sargeant Reynolds Community College and John Tyler Community College.
Classes that meet on M and W and start between:
7:00-7:30 a.m. ................................................................. Wednesday, May 1, 7:00 - 8:15 a.m. and Monday, May 6, 7:00 - 8:15 a.m.
8:00-8:30 a.m. ......................................................................................... Monday, May 6, 8:30-11:00 a.m.
10:00-10:30 a.m. ......................................................................................... Monday, May 6, 8:30-11:00 a.m.
11:30-11:45 a.m. ................................................................. Monday, May 6, 11:30 a.m.-2:00 p.m.
1:00-1:30 p.m. ......................................................................................... Wednesday, May 1, 11:30 a.m.-2:00 p.m.
2:30-3:00 p.m. ......................................................................................... Monday, May 6, 2:30-5:00 p.m.
4:00-4:30 p.m. ......................................................................................... Wednesday, May 1, 2:30-5:00 p.m.
5:00-6:00 p.m. ......................................................................................... Friday, May 3, 4:00-6:30 p.m.

Classes that meet on Tu and Th and start between:
7:00-7:30 a.m. ................................................................. Thursday, May 2, 7:00 - 8:15 a.m. and Tuesday, May 7, 7:00 - 8:15 a.m.
8:00-8:30 a.m. ......................................................................................... Tuesday, May 7, 8:30-11:00 a.m.
10:00-10:30 a.m. ......................................................................................... Tuesday, May 7, 8:30-11:00 a.m.
11:30-11:45 a.m. ................................................................. Tuesday, May 7, 11:30 a.m.-2:00 p.m.
1:00-1:30 p.m. ......................................................................................... Thursday, May 2, 11:30 a.m.-2:00 p.m.
2:30-3:00 p.m. ......................................................................................... Tuesday, May 7, 2:30-5:00 p.m.
4:00-4:30 p.m. ......................................................................................... Thursday, May 2, 2:30-5:00 p.m.
5:00-6:00 p.m. ......................................................................................... Friday, May 3, 7:00-9:30 p.m.

Classes that meet on Friday and start between:
8:00-8:30 a.m. ......................................................................................... Friday, May 3, 8:30-11:00 a.m.
11:00-11:30 a.m. ......................................................................................... Friday, May 3, 11:30 a.m.-2:00 p.m.
2:00-2:30 p.m. ......................................................................................... Friday, May 3, 2:30-5:00 p.m.

Classes that meet on Tu, W and F and start between:
8:30-9:00 a.m. ......................................................................................... Friday, May 3, 8:30-11:00 a.m.
10:00-10:30 a.m. ......................................................................................... Tuesday, May 7, 8:30-11:00 a.m.
11:30-11:45 a.m. ......................................................................................... Friday, May 3, 11:30 a.m.-2:00 p.m.
1:00-1:30 p.m. ......................................................................................... Thursday, May 2, 11:30 a.m.-2:00 p.m.
2:30-3:00 p.m. ......................................................................................... Friday, May 3, 2:30-5:00 p.m.

Classes that meet on M, W and Th and start between:
8:30-9:00 a.m. ......................................................................................... Monday, May 6, 8:30-11:00 a.m.
10:00-10:30 a.m. ......................................................................................... Wednesday, May 1, 8:30-11:00 a.m.
11:30-11:45 a.m. ......................................................................................... Monday, May 6, 8:30-11:00 a.m.
1:00-1:30 p.m. ......................................................................................... Wednesday, May 1, 8:30-11:00 a.m.
2:30-3:00 p.m. ......................................................................................... Monday, May 6, 2:30-5:00 p.m.

Evening classes that start between 6:30 p.m. and 7:00 p.m. and meet on:
Mondays ......................................................................................... Monday, May 6, 7:00-9:30 p.m.
Tuesdays ......................................................................................... Tuesday, May 7, 7:00-9:30 p.m.
Wednesdays ..................................................................................... Wednesday, May 1, 7:00-9:30 p.m.
Thursdays ....................................................................................... Thursday, May 2, 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., 5:00 p.m., or 7:00 p.m., whichever is closest to the regular starting time of the normal class meeting. For example, a class scheduled 8:00 a.m.-8:30 a.m. on Tuesdays and Thursdays will have its final examination on Tuesday, May 7, starting at 8:30 a.m.

1st 8-Week Session, 2nd 8-Week Session and 12-Week Session exams will be held on the last scheduled class of the session.
Examinations must be held at the scheduled times noted above. No exceptions shall be made without the permission of the appropriate academic dean. Requests for exception must be submitted via e-mail to the appropriate academic dean.
Ideas in Motion

It all starts with an idea – a notion that churns in the back of your mind until one day there's a click, and everything comes into focus. That's the day you realize it's time to turn your ideas into reality, to move forward, and to take charge of the next phase of your life.

At John Tyler Community College, we understand the importance of helping our students learn the skills and subjects they need to grow their ideas into future successes. We help put our students' dreams into motion by offering diverse program options that will take them right into the workforce; will prompt them to continue their education using transfer agreements; or will inspire them to study science, technology, engineering, mathematics or health care (STEM-H). And, to help students balance their lives, we offer online, hybrid, and on-campus classes in a variety of session lengths and at a variety of times – from early morning to evening and weekend.