We’re Not What You Expect.

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

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<tr>
<th>Service</th>
<th>Phone Numbers</th>
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<tbody>
<tr>
<td>Admissions and Records</td>
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<tr>
<td>Bookstore</td>
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</tr>
<tr>
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<tr>
<td>Campus Security</td>
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<td>Dual Enrollment Program</td>
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<td>Eligibility Status for In-State Tuition</td>
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<td>myTyler HelpDesk</td>
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<td>Nursing Program</td>
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<td>Old Dominion University Distance Learning</td>
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<td>Student Success Center</td>
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<td>Testing Services</td>
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<td>Tutoring Services</td>
<td>706-5087 (C), 594-1542 (M)</td>
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<td>Veterans Affairs</td>
<td>706-5213 (C), 594-1582 (M)</td>
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C = Chester Campus
M = Midlothian Campus
NEC = Nursing Education Center
2014 SPRING SCHEDULE

Spring 2014 Term

Printed Schedule of Classes • Last Revised: 10/9/13
This schedule is tentative and subject to change. For the updated schedule of classes, please visit the John Tyler Community College web site 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, 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

General Registration ............................................................. November 11, 2013 – January 10, 2014
Tuition and fees are due by 5:00 p.m. on the Friday of the week in which a student registers.
(Notes: Students who register November 23-26, 2013 must pay their tuition and fees by 5:00 p.m. on Tuesday, November 26, 2013. Students who register December 14 – 20, 2013 must pay their tuition and fees by 5:00 p.m. on Friday, December 20, 2013.)

Holiday Online Registration ............................................. December 21, 2013 – January 1, 2014
Students may register online December 21, 2013 – January 1, 2014. There will be no in-person registration. Students may pay their tuition and fees online. Tuition and fees are due by 5:00 p.m. on Friday, January 3, 2014.

Financial Aid Deadlines for Spring 2014
Financial Aid Guarantee Date ............................................. November 2, 2013
Bookstore Charge Dates ................................................... January 6-30, 2014

16-Week Session
Classes begin ................................................................. January 13, 2014
Last day to add a class ..................................................... January 17, 2014
Martin Luther King Holiday (College closed). ................. January 20, 2014
Last day to drop with a refund ........................................ January 30, 2014
Spring Break (no classes). ............................................. March 10-16, 2014
Last day to withdraw. .................................................... March 26, 2014
Assessment Day (no classes) ........................................ April 8, 2014
Classes end ................................................................. May 6, 2014
Final exams ................................................................. May 7-13, 2014
Grades due ................................................................. May 15, 2014, noon
Commencement .......................................................... May 16, 2014

1st 8-Week Session
Classes begin ................................................................. January 13, 2014
Last day to add a class ..................................................... January 15, 2014
Last day to drop with a refund ........................................ January 22, 2014
Martin Luther King Holiday (College closed). ................. January 20, 2014
Last day to withdraw. .................................................... February 19, 2014
Spring Break (no classes). ............................................. March 10-16, 2014
Classes end ................................................................. March 17, 2014
Final exams ................................................................. Last day of scheduled class
Grades due ................................................................. May 15, 2014, noon
Commencement .......................................................... May 16, 2014

12-Week Session
Classes begin ................................................................. January 21, 2014
Last day to add a class ..................................................... January 24, 2014
Last day to drop with a refund ........................................ February 3, 2014
Spring Break (no classes). ............................................. March 10-16, 2014
Last day to withdraw. .................................................... March 17, 2014
Assessment Day (no classes) ........................................ April 8, 2014
Classes end ................................................................. April 22, 2014
Final exams ................................................................. Last day of scheduled class
Grades due ................................................................. May 15, 2014, noon
Commencement .......................................................... May 16, 2014

2nd 8-Week Session
Classes begin ................................................................. March 18, 2014
Last day to add a class ..................................................... March 20, 2014
Last day to drop with a refund ........................................ March 26, 2014
Assessment Day (no classes) ........................................ April 8, 2014
Last day to withdraw. .................................................... April 21, 2014
Classes end ................................................................. May 13, 2014
Final exams ................................................................. Last day of scheduled class
Grades due ................................................................. May 15, 2014, noon
Commencement .......................................................... May 16, 2014

Stay connected to Tyler.

www.facebook.com/johntylercc
www.youtube.com/johntylercc
www.twitter.com/johntylercc
www.flickr.com/johntylercc
Registration Information
Spring 2014 Semester

General Registration: November 11, 2013 - January 10, 2014
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 23-26, 2013 must pay their tuition and fees by 5:00 p.m. on Tuesday, November 26, 2013. Students who register December 14–20, 2013 must pay their tuition and fees by 5:00 p.m. on Friday, December 20, 2013.)

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 6-9, 2014 and January 13-16, 2014 (both campuses) 8:00 a.m. – 7:00 p.m.

Holiday Online Registration: December 21, 2013 – January 1, 2014
Students may register online December 21, 2013 through January 1, 2014. There will be no in-person registration. The College will be closed from December 20, 2013 (5:00 p.m.) through January 1, 2014. 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 Friday, January 3, 2014.

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 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 four students to add classes for the spring semester are noted below:
1st 8-Week Session: January 15
16-Week Session: January 17
12-Week Session: January 24
2nd 8-Week Session: March 20
Students must pay their tuition and fees on the day they add.

Tuition & Fees: Spring 2014 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 test.);
• 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 22
16-Week Session: January 30
12-Week Session: February 3
2nd 8-Week Session: March 26
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. 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 2014 semester are established by the Virginia
Community College System and are subject to change. To see the most up-to-date tuition and fees chart, visit www.jtcc.edu/tuition.

- The College will accept payments via cash, check, money order, Visa and MasterCard. Visa and MasterCard payments can be made via the web site using the Student Information System in myTyler (www.jtcc.edu/myTyler).
- Students who do not pay their tuition and fees when due will be deleted from all of their classes and will need to re-enroll should their classes still be available.
- Students will be charged $35 for returned checks due to “insufficient funds” regardless of “stop payment orders” placed by their banks. If the returned check fee is not paid within 10 days, the fee will increase to $50.

Establishing Virginia Domicile (In-State Tuition)
Students are classified as in-state or out-of-state depending upon the information they provide 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 January 9, 2014 will not be considered until after January 13, 2014. Appellants will have to pay out-of-state tuition pending the review of their appeals after January 13, 2014.

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. Students who are auditing a class will not be able to drop with refund online. Those students should send an email from their VCCS e-mail account to the admissions@records@jtcc.edu e-mail address and provide the pertinent information and request a drop within the deadline. 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 admissions@records@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 2014 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.

Applications received before the priority date of September 15, 2013 will be considered for the maximum amount of grant aid. Applications received before the guarantee date of November 2, 2013 will be processed prior to the start of the registration period.

All of these requirements must be met by 5:00 p.m. on November 2, 2013. 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.

Textbooks
Students will be able to charge their Spring 2014 textbooks from January 6-30, 2014.

Spring 2014 Census Dates
The term Census Date refers to the point at which your enrollment is locked for financial aid purposes. At this point in the term, credit hours are locked and financial aid for the term is adjusted to reflect the official number of enrolled credits. If you take classes during the regular session (16 weeks), you must adhere to that Census date even if you plan to take courses in other sessions. If you are only taking classes in an eight-week or twelve-week session, you must adhere to the Census dates provided below.

Session Attending John Tyler Census Date
1st 8-Week Session (For students taking 1st 8-Week only) January 23, 2014
16-Week Session (Reg. Session) January 31, 2014
12-Week Session (For students taking 12-Week only) February 4, 2014
2nd 8-Week Session (For students taking 2nd 8-Week only) March 27, 2014

Notifications
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 2014 semester must make appointments with counselors prior to November 25, 2013.

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 or e-mail dualenrollment@jtcc.edu. Dual enrollment is restricted to high school juniors and seniors. Exceptional cases require the approval of the College president.

Homeschool Students
Homeschool 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 homeschooling and a letter of permission to enroll from their parents. Homeschool 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 homeschool 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 have high school diplomas or the equivalents may be admitted as non-curricular students if they can benefit from study at the College. Such students must meet with the Dean of Students prior to submitting applications of 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.

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.

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 8, 2014. 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 2014 graduation is February 7, 2014. 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 7, 2014.

Online & Hybrid Courses

Online Courses
Online courses are designated in the schedule with an “N” or “NV” in the section number (e.g., ACC 211-N1A); they are also labeled as “virtual” in the location information. Online courses do not require face-to-face 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. Students need regular access to the Internet and should know how to use the Internet and e-mail. 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, click on 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 face-to-face classroom attendance and online coursework. They are labeled as both “virtual” and “regular” in the location information with the face-to-face meeting dates listed in the course notes. Students will need regular access to the Internet and should know basic computing skills. After registering, please go to www.jtcc.edu/myTyler for information on Blackboard.

If you need assistance with Blackboard or student e-mail, go to www.jtcc.edu, click on 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-P41A). 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-P71B). 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/johnylercc, www.twitter.com/johnylercc, www.flickr.com/johnylercc and www.youtube.com/johnylerccolllege, 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.

Accreditation

John Tyler Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees, certificates, and career studies certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of John Tyler Community College.

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 jttc@odu.edu, or come to the Chester Campus, Moyer Hall, room M222. Office hours are 8:30 a.m. – 4:30 p.m., Monday – Friday, and by appointment.
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 – Trailer B
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 homeschool student? You may enroll at the College after receiving the permission of the dean of students and the successful completion of placement testing. Homeschool students must provide a copy of a homeschool agreement approved by the school district or a letter from the local school board or a copy of the letter filed by their parents/legal guardians declaring homeschool for religious exemption. High school students must present letters of permission from their principals and parents/legal guardians. The enrollment of high school/homeschool freshmen and sophomores is normally prohibited.

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. Homeschool students must provide a copy of a homeschool agreement approved by the school district or a letter from the local school board or a copy of the letter filed by their parents/legal guardians declaring homeschool for religious exemption. High school students must present letters of permission from their principals and parents/legal guardians. The enrollment of high school/homeschool freshmen and sophomores is normally prohibited.

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.

Have you been dismissed from another institution? If you answered yes to this question, you must meet with the dean of students to request 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 DEGREES

Associate of Science Degrees
• Business Administration
  Paralegal Studies Specialization
• 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 *

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
  Film Specialization
  Photography 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
  General Track
  Bereavement Counseling Track
  Criminology Track
  Disabilities Track
  Forensics Track
  Gerontology Track
  Pre-Social Work Specialization
• Information Technology *
  Cisco Network Track *
  Computer Applications Track *
  Network Support Track *
  Program Development Track *
• Mechanical Engineering Technology *
  Mechatronics Technician
  Specialization *
• Nursing *
  Traditional Track *
  Hybrid Distance Education Track *
• Police Science
  Homeland Security Specialization
• Technical Studies *
  Heating, Ventilation and Air Conditioning Track *
  Industrial Electricity Track *
  Mechanical Maintenance Track *
  Precision Machining Computer
  Numerical Control (CNC) Track *
  Precision Machining Technology
  Track *
  Residential Electricity Track *
  Welding Track *

CERTIFICATES

• Building Construction
• Child Care
• Fine Arts
• General Education
• Homeland Security
• Precision Machining Technology *
• Welding *

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 *
• 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 *

WE’RE NOT WHAT YOU EXPECT.

www.jtcc.edu

* Programs related to science, technology, engineering, mathematics and health (STEM-H).
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, manage your personal information, participate in online courses, 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](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.
**MASTER DEVELOPMENTAL MATH FASTER**

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:**
- Look for MTT 1, MTT 2 and MTT 3 in the schedule.
- The course numbers for MTT reference the minimum number of modules that a student should plan to complete within the session. Each module is the equivalent of 1 credit.

<table>
<thead>
<tr>
<th>Number of modules needed</th>
<th>Take this MTT course:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 module</td>
<td>MTT 1 (1 credit)</td>
</tr>
<tr>
<td>2 modules</td>
<td>MTT 2 (2 credits)</td>
</tr>
<tr>
<td>3 modules</td>
<td>MTT 3 (3 credits)</td>
</tr>
<tr>
<td>4 or more modules</td>
<td>Two MTT 2 courses, take one in each 8-Week Session (4 credits)</td>
</tr>
</tbody>
</table>

- 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.
- All courses are offered as on-campus, hybrid and online classes. You will complete all assignments using computer-based instruction. You are also strongly encouraged to spend additional time each week in the Math Lab, which is staffed by instructors who will answer any questions.

**For more information, contact your academic advisor or counselor.**

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**MASTER DEVELOPMENTAL ENGLISH FASTER**

All Developmental English courses are offered as ENF—also called English Fundamentals—a new course structure that combines developmental writing and reading classes.

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

**New course name and structure:**
- All courses use the ENF designation. Look for ENF 1, ENF 2 and ENF 3 in the schedule.
- ENF stands for English Fundamentals, which refers to new courses that integrate reading and writing skills.
- New course structure: ENF 1: Preparing for College English I (8 credits) ENF 2: Preparing for College English II (4 credits) ENF 3: Preparing for College English III (2 credits)
- Placement from COMPASS, the new Virginia Placement Test, or previous coursework will determine in which ENF course you enroll.
- If you place into ENF 1, you must co-enroll into SDV 100 (1 credit) for 9 credits total.
- If you place into ENF 3, you must co-enroll into ENG 111 (3 credits) for 5 credits total.

**New course benefits:**
- You may be able to complete developmental English in one semester since reading and writing courses are now combined.
- The overall number of credit hours may be reduced. This will reduce the amount of time needed to prepare for the college-level English course in your academic program. This also helps you graduate faster.
- Once you successfully complete ENF 1 or ENF 2, you can start taking English courses like ENG 111 or ENG 115.

**For more information, contact your academic advisor or counselor.**
Need help with a writing assignment? Then, you’ll want to check out our Writing Center.

We can assist you with the following:
• Organizing your paper
• Developing a solid thesis statement
• Citing sources
• Improving writing style
• Addressing grammar problems
• Brainstorming

Want to take a swing at golf? Or, are you ready to hit the dance floor?

You can do either or both at John Tyler Community College — all while earning credit to fulfill your PED requirement.

Check out our golf, dance and other PED offerings at jtcc.edu/schedule. For dance classes, select “Dance” from the “Subjects” drop-down menu. For golf and other options, pick “Physical Education” from the drop-down menu.

Fool for Art

Unleash your creative spirit during a day of lively fun.

APRIL 26, 2014
JOHN TYLER COMMUNITY COLLEGE MIDLOTHIAN CAMPUS
Art, music, educational sessions, green activities and much more.

www.jtcc.edu/foolforart
BE A FOOL FOR ART!

The John Tyler Community College 19th Annual
Literary Festival

February 24 – March 7, 2014

The 2014 Literary Festival will feature:
Theatre Presentation
Student and Faculty Readings
Student Speech Contest
Guest Workshops
Guest Reading and Book Signing

Event details coming soon to
www.jtcc.edu/news or
www.facebook.com/johntylercc.
Or, contact Jeff Landon at jlandon@jtcc.edu.
NEED TO ENROLL IN A TRANSFER ELECTIVE COURSE?

Before you sign up for an elective, make sure it qualifies for transfer.

Check out your options at www.jtcc.edu/transferelectives.

Looking for an exciting and challenging career? Want to make a difference in your community?

Study Emergency Medical Services.

Emergency Medical Technician
1 Semester, 8 credits

EMT-Intermediate*
2 Semesters, 21 Credits

* Career Studies Certificate. Successful certification at the EMT level required for enrollment in Intermediate. Total program is 3 semesters and 29 credits. Not all classes are offered each semester.

Completed EMS program application required before registration.

Contact Daniel Linkins at 804-706-5134 or dlinkins@jtcc.edu for more information.

Need a Humanities Elective?

If so, you need to know about this new requirement for humanities electives:

The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course that offers breadth of knowledge. Additional humanities electives may be conceptual or applied with a focus on skills, techniques and procedures.

Go to the College’s web site at www.jtcc.edu/humanitieselectives for a list of approved conceptual and applied humanities electives.

All students, including financial aid students, can pre-order Spring textbooks at www.jtccbooks.com. Financial aid orders can be picked up starting one week before Spring classes begin.
Learn to speak, read and write in Chinese, German, Japanese and 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.
WHERE WILL THE GLOBAL CLASSROOM GO TO NEXT?

Summer 2014
Experience the people and culture of ancient and modern Greece.

Tentative Dates: June 24 – July 11

Courses:  
- HIS 243  The Ancient World  
  (Dr. David M. Head)  
- PHI 295  Greek Philosophy  
  (Samantha Emswiler)  
- ENG 257  Mythology  
  (Amanda Yanovitch)

Interested? Start saving for your trip now, and keep an eye on  
www.jtcc.edu/internationaleducation for more information.

Want to TRANSFER?

Tyler has guaranteed admissions agreements with more than 25 four-year colleges and universities.

For a list and to see the agreements, visit  
www.jtcc.edu/transfer.

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.  

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
Be in the know – sign up for Tyler Alert.

Tyler Alert allows you to receive urgent text messages and e-mails in emergency situations and when there are closings and delays due to inclement weather.

Registering is simple and free. Subscribe today.
Visit [www.jtcc.edu/tyleralert](http://www.jtcc.edu/tyleralert).

Start smarter. Finish stronger.

John Tyler Community College and Old Dominion University Distance Learning can help you earn your bachelor’s degree right where you are.

O L D  D O M I N I O N  U N I V E R S I T Y

Distance Learning

[dl.odu.edu/jtcc](http://dl.odu.edu/jtcc)

804-796-4463
CALL FOR ENTRIES

Calling all student artists and writers. Submit your best art, poetry, fiction and creative nonfiction for consideration.

ENTRY REQUIREMENTS:
www.jtcc.edu/sherwoodforest

E-MAIL YOUR ENTRY TO:
sherwoodforest@jtcc.edu by Friday, January 24, 2014.

WWW.JTCC.EDU/SHERWOODFOREST

Prepare Yourself For VCU’s English Requirements With ENG 210 Advanced Composition

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

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

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

Southern Literature
African-American Literature
American Literature
Survey of World Literature
Women in Literature
Film & Literature

Isn’t it time to be your own boss?

GAIN THE SKILLS TO MAKE YOUR DREAMS COME TRUE.

Complete just 21 credits to earn your career studies certificate in Small Business Management.

For more information, contact:
Division of Engineering, Business and Public Services
804-706-5121
804-594-1480
ATTENTION PUBLIC SCHOOL TEACHERS

Did you know that JTCC offers over a hundred courses that have been approved for recertification?

Why pay the high cost of tuition at area four-year schools? Go to www.jtcc.edu/schedule to explore our course offerings that cover a variety of subjects and formats (face-to-face, hybrid, online) that count toward recertification.

INTERESTED IN BECOMING A TEACHER?

Begin your path to teacher licensure by enrolling in one of JTCC’s four transfer degrees in teacher education:

- Associate of Science in General Studies, Teacher Education Specialization (K-6)
- Associate of Science in General Studies, Secondary Teacher Education Specialization in Mathematics and Science
- Associate of Arts in Liberal Arts, Secondary Teacher Education Specialization in English
- Associate of Arts in Liberal Arts, Secondary Teacher Education Specialization in History

FIND OUT MORE ABOUT THESE PROGRAMS AT www.jtcc.edu/academics.
John Tyler Community College
CHESTER CAMPUS

Nicholas Student Center (N)
- Bookstore
- Facilities Director
- President’s Office
- Security
- Student Activities
- Student Lounge

Facilities Building

Goyne Hall (A)
- Business Office/Cashier
- Financial Aid
- Human Resources
- Information Center
- Vice President of Finance and Administration

Bird Hall (B)
- Board Room
- CCWA
- Computer Labs
- Information Technology Services Center
- Science Labs

Moyar Hall (M)
- Admissions and Records
- Counseling
- Dean of Students
- Division of Arts, Humanities and Social Sciences
- Division of Health Sciences
- Division of Mathematics, Natural and Behavioral Sciences
- Funeral Service Lab
- Library
- Student Success Center
- Veterans Affairs
- Vice President of Academic Affairs
- Vice President of Student Affairs

Godwin Hall (G)
- Division of Engineering, Business
  and Public Services

Mobile Classrooms (TR)
- Trailer A: EMT Classroom is in A1;
  EMT Practical Lab is in A2
- Trailer B: Testing Center
- Trailer C: AutoCAD lab is in C1;
  PC Hardware & Repair is in C2

For the most up-to-date campus maps, visit www.jtcc.edu/locations.

For more information, call 804-796-4000.
For the most up-to-date campus maps, visit www.jtcc.edu/locations.
KEEPING GREATER RICHMOND’S MOST IMPORTANT SOFTWARE UP TO DATE

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

Classes include: Management & Leadership Development • Teacher & Childhood Education with EducateVA.com • Industry Certifications • 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 • Writing & Communications • Workplace Spanish • IT Programming/Systems/Networking • Online Webinars...and much more!

CCWA offers 40,000-sq-ft of flexible meeting space & event services in the Greater Richmond area, including our 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.

Greater Richmond GATE can help eligible adults start or expand a business with training, counseling & more.

804.523.2292 CCWATRAINING.ORG CCWATRAINING

CCWA is the workforce development partnership between J. Sargeant Reynolds Community College and John Tyler Community College.
**FINAL EXAM SCHEDULE**

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-7:50 a.m.</td>
<td>Mon., May 12, 7:30 -10:00 a.m.</td>
</tr>
<tr>
<td>8:00-9:15 a.m.</td>
<td>Wed., May 7, 7:30 -10:00 a.m.</td>
</tr>
<tr>
<td>9:30-10:45 a.m.</td>
<td>Mon., May 12, 10:15 a.m.-12:45 p.m.</td>
</tr>
<tr>
<td>11:00 a.m.-12:15 p.m.</td>
<td>Wed., May 7, 10:15 a.m.-12:45 p.m.</td>
</tr>
<tr>
<td>12:30-1:45 p.m.</td>
<td>Mon., May 12, 1:00 -3:30 p.m.</td>
</tr>
<tr>
<td>2:00-3:15 p.m.</td>
<td>Wed., May 7, 1:00-3:30 p.m.</td>
</tr>
<tr>
<td>3:30-4:45 p.m.</td>
<td>Mon., May 12, 3:45-6:15 p.m.</td>
</tr>
<tr>
<td>5:00-6:15 p.m.</td>
<td>Wed., May 7, 3:45-6:15 p.m.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-7:50 a.m.</td>
<td>Tue., May 13, 7:30 -10:00 a.m.</td>
</tr>
<tr>
<td>8:00-9:15 a.m.</td>
<td>Thur., May 8, 7:30 -10:00 a.m.</td>
</tr>
<tr>
<td>9:30-10:45 a.m.</td>
<td>Tue., May 13, 10:15 a.m.-12:45 p.m.</td>
</tr>
<tr>
<td>11:00 a.m.-12:15 p.m.</td>
<td>Thur., May 8, 10:15 a.m.-12:45 p.m.</td>
</tr>
<tr>
<td>12:30-1:45 p.m.</td>
<td>Tue., May 13, 1:00 -3:30 p.m.</td>
</tr>
<tr>
<td>2:00-3:15 p.m.</td>
<td>Thur., May 8, 1:00-3:30 p.m.</td>
</tr>
<tr>
<td>3:30-4:45 p.m.</td>
<td>Tue., May 13, 3:45-6:15 p.m.</td>
</tr>
<tr>
<td>5:00-6:15 p.m.</td>
<td>Thur., May 8, 3:45-6:15 p.m.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-9:55 a.m.</td>
<td>Fri., May 9, 7:30-10:00 a.m.</td>
</tr>
<tr>
<td>10:00-11:55 a.m.</td>
<td>Fri., May 9, 10:15 a.m.-12:45 p.m.</td>
</tr>
<tr>
<td>12:00-1:55 p.m.</td>
<td>Fri., May 9, 1:00-3:30 p.m.</td>
</tr>
<tr>
<td>2:00-4:45 p.m.</td>
<td>Fri., May 9, 3:45-6:15 p.m.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-9:55 a.m.</td>
<td>Sat., May 10, 7:30-10:00 a.m.</td>
</tr>
<tr>
<td>10:00-11:55 a.m.</td>
<td>Sat., May 10, 10:15 a.m.-12:45 p.m.</td>
</tr>
<tr>
<td>12:00-1:55 p.m.</td>
<td>Sat., May 10, 1:00-3:30 p.m.</td>
</tr>
<tr>
<td>2:00-4:45 p.m.</td>
<td>Sat., May 10, 3:45-6:15 p.m.</td>
</tr>
</tbody>
</table>

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

- **Mondays**  
<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-9:00 p.m.</td>
<td>Mon., May 12, 6:30-9:00 p.m.</td>
</tr>
</tbody>
</table>

- **Tuesdays**  
<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-9:00 p.m.</td>
<td>Tue., May 13, 6:30-9:00 p.m.</td>
</tr>
</tbody>
</table>

- **Wednesdays**  
<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-9:00 p.m.</td>
<td>Wed., May 7, 6:30-9:00 p.m.</td>
</tr>
</tbody>
</table>

- **Thursdays**  
<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-9:00 p.m.</td>
<td>Thur., May 8, 6:30-9:00 p.m.</td>
</tr>
</tbody>
</table>

**TO SCHEDULE EXAM TIMES:**

**1st 8-Week Session (8W1), 2nd 8-Week Session (8W2), 12-Week Session (12-WK) and dynamic classes:**

The exams for 8W1, 8W2, 12-WK and dynamic classes will be held on the last day(s) of the week of the regularly scheduled weekly meeting.

**Classes meeting one day a week excluding hybrid classes:**

The exam day and time for day classes that meet one day a week will be coordinated through the appropriate division office.

**Hybrid Classes:**

Hybrid class exams should follow the exam schedule with rooms coordinated through the appropriate division office. There may be alternating classes using the same room for the same time period.

**Note:** If your class meets on a day or time not addressed by the above schedule, please see your instructor for specific days and times.

Examinations must be held at the scheduled times noted. No exceptions shall be made without the written permission of the academic dean.
John Tyler Community College

is a bold, awe-inspiring place, and we’re ready for you to join us.