In Life There Are Guarantees

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
Summer 2013 Term
Printed Schedule of Classes • Last Revised: 2/12/13
This schedule is tentative and subject to change. For the updated schedule of classes, please visit the John Tyler Community College website at www.jtcc.edu/schedule. You can register for classes online at www.jtcc.edu.

Contents
Registration Information .......................................................... 2
Tuition & Fees ................................................................. 2
Admission & Attendance Policies .............................................. 2
Online & Hybrid Courses ...................................................... 4
Career Pathways ............................................................. 4
What You Need to Know as a New Student .......................... 5
Programs of Study .......................................................... 6
Using the Printed Schedule .................................................. 9
Schedule of Classes - Online ................................................. 10
Schedule of Classes - Chester Campus ................................. 19
Schedule of Classes - Midlothian Campus ......................... 27

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
Summer 2013 General Registration ............................................ April 8 – May 17
Last Day to Apply for Summer Graduation ............................. May 17

Financial Aid Deadlines
Summer 2013 Financial Aid Priority Date ................................ March 15
Summer 2013 Financial Aid Guarantee Date ............................ March 31
Dates Financial Aid Students May Charge Books ..................... May 13 – May 31

10-Week Session
Classes Begin ................................................................. May 20
Last Day to Add Classes .................................................. May 23
Memorial Day (College Closed) .............................................. May 27
Last Day to Drop with a Refund ........................................... May 30
Last Day to Withdraw without Academic Penalty ................... July 1
Independence Day (College Closed) ...................................... July 4
Classes End ................................................................. July 30
Grades Due ............................................................... August 1 by 12:00 p.m.

1st 5-Week Session
Classes Begin ................................................................. May 20
Last Day to Add Classes .................................................. May 21
Last Day to Drop with a Refund ........................................... May 24
Memorial Day (College Closed) .............................................. May 27
Last Day to Withdraw without Academic Penalty ................... June 10
Classes End ................................................................. June 24
Grades Due ............................................................... August 1 by 12:00 p.m.

2nd 5-Week Session
Classes Begin ................................................................. June 25
Last Day to Add Classes .................................................. June 26
Last Day to Drop with a Refund ........................................... July 1
Independence Day (College Closed) ...................................... July 4
Last Day to Withdraw without Academic Penalty ................... July 16
Classes End ................................................................. July 30
Grades Due ............................................................... August 1 by 12:00 p.m.

6-Week Session
Classes Begin ................................................................. June 3
Last Day to Add Classes .................................................. June 4
Last Day to Drop with a Refund ........................................... June 10
Last day to Withdraw without Academic Penalty ................... June 28
Independence Day (College Closed) ...................................... July 4
Classes End ................................................................. July 15
Grades Due ............................................................... August 1 by 12:00 p.m.

Final Examinations ...................................................... Last scheduled meeting of a class
For all sessions: Grades will be posted on student transcripts after August 3.

Stay connected to Tyler.
www.facebook.com/johntylercc
www.youtube.com/johntylercommcollege
www.twitter.com/johntylercc
www.flickr.com/johntylercc
Registration Information

Summer 2013 Semester

General Registration: April 8 - May 17, 2013
Tuition and fees due by 5:00 p.m. on the Friday of the week in which a student registers.

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: May 13-16 & May 20-23, 2013
(both campuses) 8:00 a.m. – 7:00 p.m.

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

Late Add
The last days students may add classes for the summer semester are noted below:
1st 5-Week Session: May 21
10-Week Session: May 23
6-Week Session: June 4
2nd 5-Week Session: June 26
Students must pay their tuition and fees on the day they add.

Tuition & Fees: Summer 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 test(s));
- 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 summer semester classes and receive tuition refunds as noted below:
1st 5-Week Session: May 24
10-Week Session: May 30
6-Week Session: June 10
2nd 5-Week Session: July 1
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.

Payment of Tuition & Fees
- Tuition rates for the Summer 2013 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 May 10, 2013 will not be considered until after May 20, 2013.

Appellants will have to pay out-of-state tuition pending the review of their appeals after May 20, 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 Summer 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.

Applications received before the priority date of March 15, 2013 will be considered for the maximum amount of grant aid. Applications received before the guarantee date of March 31, 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 March 31, 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.

### Text Books

Students will be able to charge their Summer 2013 textbooks from May 13 – May 31, 2013.

### Summer 2013 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 (10 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 a five-week or six-week session, you must adhere to the Census dates provided below.

<table>
<thead>
<tr>
<th>Session Attending John Tyler</th>
<th>Census Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 5 Week Session (For students taking 1st 5 Week Only)</td>
<td>May 25, 2013</td>
</tr>
<tr>
<td>10 Week Session (Reg. Session)</td>
<td>June 1, 2013</td>
</tr>
<tr>
<td>6 Week Session (For students taking 6 Week Only)</td>
<td>June 11, 2013</td>
</tr>
<tr>
<td>2nd 5 Week Session (For students taking 2nd 5 Week Only)</td>
<td>July 2, 2013</td>
</tr>
</tbody>
</table>

### 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 Summer 2013 semester must make appointments with counselors prior to April 22, 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 with 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

#### Text Books

Students will be able to charge their Summer 2013 textbooks from May 13 – May 31, 2013.

### Summer 2013 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 (10 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 a five-week or six-week session, you must adhere to the Census dates provided below.

<table>
<thead>
<tr>
<th>Session Attending John Tyler</th>
<th>Census Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 5 Week Session (For students taking 1st 5 Week Only)</td>
<td>May 25, 2013</td>
</tr>
<tr>
<td>10 Week Session (Reg. Session)</td>
<td>June 1, 2013</td>
</tr>
<tr>
<td>6 Week Session (For students taking 6 Week Only)</td>
<td>June 11, 2013</td>
</tr>
<tr>
<td>2nd 5 Week Session (For students taking 2nd 5 Week Only)</td>
<td>July 2, 2013</td>
</tr>
</tbody>
</table>

### 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 Summer 2013 semester must make appointments with counselors prior to April 22, 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 with 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 not have high school diplomas or GED certificates may not register for classes until they demonstrate the ability to benefit from college-level instruction by taking and achieving required scores on the College Placement Tests. Such students must make appointments with counselors after submitting applications for admission and taking placement tests. Students without high school diplomas or GEDs are not eligible for federal financial aid.

**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.

**Graduation**
The last day to apply for Summer 2013 graduation is May 17, 2013. Students must 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 May 17, 2013.

**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-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/johnytlerc, www.twitter.com/johnytlerc, www.flickr.com/johnytlerc and www.youtube.com/johnytlerc. is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student’s academic program advisor or a member of the counseling office. In addition, a student’s or prospective student’s reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student’s enrollment or otherwise.

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

Old Dominion University (ODU), in partnership with John Tyler Community College, offers students a chance to complete bachelor’s, master’s and some doctoral degrees through the ODU 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, Moyar 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 – 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 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.

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.
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
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.

Get Involved

Join a student organization.
Find out what John Tyler Community College has to offer.
Visit www.jtcc.edu/services/student-life, and click on student groups.
All Developmental Math courses are offered as MTT — a course structure allowing you to test out of the material you already know.

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

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

<table>
<thead>
<tr>
<th>Credits needed</th>
<th>Take this MTT course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits</td>
<td>MTT 3</td>
</tr>
<tr>
<td>2 credits</td>
<td>MTT 2</td>
</tr>
<tr>
<td>1 credit</td>
<td>MTT 1</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.
- 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.**
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!
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.

---

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.

---

IT’S A DRAWING!
IT’S A BOOK!

ART 195 Introduction to the Graphic Novel
Introduces the principles and techniques of sequential art and comics as a visual narrative art form.

No prerequisites.
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

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.


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 http://jtcc.askonline.net.

Information on Summer 2014 travel will be coming soon.

Interested? Start saving for your trip now, and visit www.jtcc.edu/internationaleducation for more information.
The John Tyler Community College Foundation invites you to become part of the Giving Tree program. By adding a leaf with your personalized message, you can honor a company, celebrate a milestone or remember a loved one.

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

Visit www.jtcc.edu/givingtree to place your order today!

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.

Discover how ODU Distance Learning and John Tyler Community College can help you get your bachelor’s degree. Stop by the ODU office in Moyar Hall, Rm 222, or call 804-796-4463.

I am really excited to complete my 4 year degree with ODU!
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.

GET CREATIVE

THIS SUMMER BY TAKING AN ART WORKSHOP!

➢ Contemporary/Advanced Basket Weaving
➢ Drawing and Painting with Ink
➢ Image Transfer on Clay

Prepare Yourself For VCU’s English Requirements With ENG210 Advanced Composition

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

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

Got Lit?

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

Children’s Literature
AMERICAN LITERATURE
Survey of World Literature
LITERATURE OF SCIENCE FICTION
Women in Literature
Film & Literature
If you live in Amelia, Dinwiddie or Sussex counties, you may qualify for a scholarship that covers tuition and fees at John Tyler not covered by financial aid. For qualifications and more information, call 804-594-1574 or e-mail foundation@jtcc.edu.

English 295: Publishing
Creative Writing

Have you heard of Wordpress, Smashwords, Blogger, or CreateSpace? Even if you have not, you can now learn how to touch the world with your creative projects with a hands-on introduction to the world of Digital Publishing.

Prerequisites: You have taken a Creative Writing class or permission of the instructor.

Contact the instructor at Aluke@jtcc.edu for more information.

I.T. is it!
Get the IT skills you need to get ready for the workforce.

JTCC offers an Information Technology associate of applied science degree with options to pursue one of four areas of interest (called tracks):
• Cisco Network Track
• Computer Applications Track
• Network Support Track
• Program Development Track

Career Studies Certificates in Business Information Management, Cisco Network, Computer Applications, Network Support, and Program Development also are offered.

Learn more about these programs at www.jtcc.edu/academics.

FULL MOON MADNESS
5K Race and 1-Mile Moonwalk
October 2013

Enjoy healthy fun for everyone as the community comes out to raise funds for John Tyler students. This evening, hosted by the John Tyler Community College Foundation, will include a 5K race, a family-friendly 1-Mile Moonwalk and Haunted Happenings—free fun for all ages!

Details coming soon to www.jtcc.edu/fullmoon. 
Or, call 804-594-1476, or 
e-mail foundation@jtcc.edu.

We dare to see you there!
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.
Know What to Expect.

We’ve all heard it said – life happens; there are no guarantees. But, what if there were? What if you could look ahead, know what to expect, and plan for what happens next? At John Tyler Community College, there is a way to do just that. Through guaranteed transfer agreements, John Tyler Community College students have the opportunity to seamlessly continue their educations at four-year colleges and universities. And, since we offer transfer degrees covering a number of subjects like engineering, IT, business, science, teaching, and communications and have agreements with more than 25 four-year institutions, students enjoy lots of options. Find out what’s guaranteed by visiting www.jtcc.edu/transfer.

Explore what’s next. Registration for the Summer 2013 semester begins April 8. See the class list at www.jtcc.edu/schedule.