

VALLEY COLLEGE
MARTINSBURG CAMPUS
 CATALOG SUPPLEMENT
 May 12, 2016

STAFF

Name	Title
Carriss LaBelle	Executive Director
Joshua Wiener	Director, Online Division
Wesley Mackall	Campus Coordinator
Gail Kennedy	Senior Admissions Representative
Tina Raia	Admissions Representative
Will Shepherd	Admissions Representative
Mattie Branch	Placement & Student Affairs Advisor
Peter Christenson	Placement & Student Affairs Advisor
Brian Higgins	Placement & Student Affairs Advisor -Online
Montrell Smith	Financial Aid Advisor
Adetia McKenzie	Enrollment Coordinator
Kristina Norcross	Bursar
Jessica Synder	Director of First Impressions
Randall Everhart	Mall Kiosk Representative
Pam Divel	Director of Academics Affairs –Campus Programs
Shelly Smith	Director of Academic Affairs – Online Programs
Cheryl Long	Help Desk Specialist
Nick Palmieri	Help Desk Specialist
Addison Carr	Student Success Coach
Maria Wines	Student Success Coach
Open	Maintenance Tech

ACADEMICS

Name	Program	Degree
Marianela Alberto, GN	Director of Academic Affairs	A.A.S. Nursing Lord Fairfax Community College
Shelly Smith	Director of Academic Affairs Online Programs	Juris Doctorate Appalachian School of Law B.S. Business Administration Mountain State University
Judy Bauserman, CBCS (NHA)	MCA	O.A.S. Health Services Administration Valley College A.A.S. Executive Secretary A.A.S. Administrative Assistant Lord Fairfax Community College
Tiffany Snyder	MCA (PT)	Certificate Phlebotomy Kaplan University

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Joy Hurst, MATL, NCMA	MCA (PT)	M.A. Teaching and Learning Kaplan University –Online Certificate Medical Assisting Accutech Career Institute Master of Forensic Science The George Washington University B.A. Biology and Psychology Hood College
Darron Williams	MCA (PT)	Diploma Medical Assistant Sanford-Brown Institute
Martin Easley	HVAC-Lead Instructor	E.P.A. 608 Universal – ESCO Institute Esco Institute Appointed Proctor
Jeremy Miley	HVAC	E.P.A. 608 Universal –VGI Training
Rick Smith	HVAC	MBA B.A. Education Frostburg State E.P.A. 608 Universal R-410a Certificate
Sandy Shingleton-Salyers	Nursing Assistant (CNA)	A.A. Nursing University of the State of New York
Bruce Battaile	Online Business Adjunct	B.S. Business Administration CONC Accounting Concord University
Bryan Boatright	Online Business Adjunct	B.S. Business Administration Carthage College
Jennifer Butler-Williams	Online Business Adjunct Healthcare Adjunct	M.S. Communications Edinboro University B.A. English Edinboro University
Marla “Gigi” Craig	Online Adjunct	B.A. Sociology Virginia Tech
Jessie Dunkley	Online Healthcare Adjunct	M.S. Physician’s Assistant University of Charleston
Magdaline Exantus	Online Healthcare Adjunct	B.A. Health Service Administration Florida Atlantic University
Brenda Fox Hashem	Online Healthcare Adjunct	M.S. Nursing Maryville University
Tasia Hilton	Online Healthcare Adjunct	M.A. Healthcare Administration Ashford University B.S. Medical Technology Armstrong Atlantic State University B.S. Chemistry University of South Carolina

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Shirley King	Online Healthcare Adjunct	M.S. Education Trident University B.A. Interdisciplinary Studies University of South Carolina A.S. General University of South Carolina
Daniel Lebowitz	Online Business Adjunct Healthcare Adjunct	M.S. Mathematics minor Statistics Oregon State University B.S. Mathematics minor Math Education Southern Oregon University
Kathleen Leiske	Online Healthcare Adjunct	B.S. Nursing Walla Walla University
Susan Little	Online Business Adjunct	M.B.A. Accounting University of Phoenix B.S., Accounting Florida Metropolitan University
William McDonald	Online Healthcare Adjunct	PhD Public Policy and Administration Walden University
Jennifer McGinnis	Online Business Adjunct	M.A. Teaching Marshall University B.S. Business Administration Concord University
Alice Musser	Online Business Adjunct	MBA, Business Administration Eastern University B.S., Mathematics Education Shippensburg University
Geanyra Sanchez	Online Healthcare Adjunct	B.S. Health Information Management Florida International University
Shiketheia Simmons	Online Healthcare Adjunct	M.A. Counseling and Psychology Troy University B.A. Human Services Troy University
Ayana Singhateh	Online Business Adjunct	B.A. Public Relations/Business Administration Howard University
Michael W. Smith	Online Business Adjunct	M.A. History Clemson University B.A. Psychology Clemson University

Sandra Thompson	Online Business Adjunct Healthcare Adjunct	M.S. History American Military University M.A. Education B.A. English Education, Secondary Education Northeastern State University
E.B. Weaver	Online Business Adjunct	M.A. Educational Administration West Virginia University B.S. Education Concord College
Margo Weiss	Online Business Adjunct Healthcare Adjunct	Ph.D. Family Therapy Nova Southeastern University M.S. Community Counseling Barry University
Stephanie Woodson	Online Business Adjunct	B.S. Education CONC Business Education Concord University

ADVISORY BOARD MEMBERS

<i>Name</i>	<i>Title</i>	<i>Office</i>
Angel Wells	Community Service Administrator	HomeInstead
Angie Shirley	Practice Manager	Valley Family Practice
Barbara Campbell	Retired - Medical Office	Manager Director
Debi Blair	Director of Nursing	Heartland
Derek Plaine	HVAC Tech. - Service Manager	RE Michel Co.
Jessica Scherr	Case Manager	WIA - Workforce WV
Karen Dunn	Office Manager	Habitat For Humanity
Katie Smith	Nurse Practitioner - Office Manager	City Pediatrics
Mac Davis	Owner – HVAC	All Weather Heating and Air
Marissa Velasquez	Office Manager	Johnson and Johnson Heating & Air Conditioning
Michael Ratliff	Employment Specialist	WIA - Workforce WV
Richard Gibson	HVAC Tech.	Climate Master
Sandra Gosnell	Site Manager - Martinsburg Office	Workforce WV (Proper)
Seth Lanhardt	HVAC Manager	McCrea Heating and Air
Shannon Ball	Office Manager	Daily Companions
Sharon Awkard	Site Manager - Martinsburg Office	KISRA
Suzanne Egolf	Nurse Practitioner - Office Manager	Diabetes and Endocrinology
Tesha Saville	Office Manager	Daily Companions
Tiffany Heerd	Nurse Practitioner - Office Manager	Hahn Medical Associates

Schedules

January 1 to December 31, 2016 Holiday Schedule

(The campus is closed on Holidays)

January 1, 2016	New Year's Day	November 24, 2016	Thanksgiving
May 30, 2016	Memorial Day	November 25, 2016	Thanksgiving
July 4, 2016	Independence Day	December 23, 2016	Christmas Eve
September 5, 2016	Labor Day	December 24, 2016	Christmas

Campus Hours:

Valley College operating hours will be 8am to 5pm Monday - Friday.
 (To schedule after hours appointments on Monday-Thursday, please contact the school)

Requests for information by current and perspective students about the college should be directed to the Campus Director. Other employees, such as Admissions Representatives and Financial Aid Advisors may provide information regarding their specific areas of responsibility. If a student needs a paper copy of any of the information they can contact the Admissions or Financial Aid Departments.

Class Hours:

MCA Class Schedule

Monday – Thursday 9am to 2pm
 Friday classes are held to make-up time for a scheduled holiday (May 27, 2016, September 2, 2016, and November 18, 2016)

HVAC Class Schedule

Monday – Thursday 9am to 2pm
 Friday classes are held to make-up time for a scheduled holiday (May 27, 2016, September 2, 2016, and November 18, 2016)

Nursing Assistant (CNA) Class Schedule

Monday – Thursday 9:00am to 3:00pm
 Clinicals 9:00am to 3:00pm⁺
⁺It is possible that one Thursday evening shift (1:00pm to 7:00pm) will be scheduled.
 Friday classes may be held to make-up time for a scheduled holiday

Student Break Days*

Dates of Schedule Breaks may change.
***Students in their externship are excluded from the long scheduled breaks.**
 December 21, 2015 to January 3, 2016
 March 28, 2016 to April 3, 2016
 June, 27 2016 to July 11, 2016
 December 23, 2016 to January 8, 2017

Programs Delivered On Campus - Schedules

Heating, Ventilation, and Air Conditioning

Start Date	Projected Completion Date
January 4, 2016	September 29, 2016
January 25, 2016	October 20, 2016
February 15, 2016	November 10, 2016
March 7, 2016	December 1, 2016
April 4, 2016	December 22, 2016
April 25, 2016	January 26, 2017
May 16, 2016	February 16, 2017
June 6, 2016	March 16, 2017
July 11, 2016	April 6, 2017
August 1, 2016	April 27, 2017
August 22, 2016	May 18, 2017
September 12, 2016	June 8, 2017
October 3, 2016	June 29, 2017
October 24, 2016	July 27, 2017
November 14, 2016	August 17, 2017
December 5, 2016	September 7, 2017

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Medical Clinical Assistant

Start Date	Projected Completion Date
January 4, 2016	October 20, 2016
January 25, 2016	November 10, 2016
February 15, 2016	December 1, 2016
March 7, 2016	December 22, 2016
April 4, 2016	January 26, 2017
April 25, 2016	February 16, 2017
May 16, 2016	March 16, 2017
June 6, 2016	April 6, 2017
July 11, 2016	April 27, 2017
August 1, 2016	May 18, 2017
August 22, 2016	June 8, 2017
September 12, 2016	June 29, 2017
October 3, 2016	July 27, 2017
October 24, 2016	August 17, 2017
November 14, 2016	September 7, 2017
December 5, 2016	September 28, 2017

The program completion date will vary depending on the dates/hours of the externship. Typically, externships run for six weeks (30 hours a week).

Programs Delivered Online - Schedules

While a class is in session, students may access their classes 24/7, unless there is a scheduled or unscheduled maintenance issue with Moodlerooms. Notices for scheduled maintenance will be posted to allow students to adjust their schedules accordingly.

Medical Front Office, Billing and Coding

Medical Administrative Assistant

Medical Records Specialist

(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
May 16, 2016	January 26, 2017
June 6, 2016	February 16, 2017
July 11, 2016	March 16, 2017
August 1, 2016	April 6, 2017
August 22, 2016	April 27, 2015
September 12, 2016	May 18, 2017
October 3, 2016	June 8, 2017
October 24, 2016	June 29, 2017
November 14, 2016	July 27, 2017
December 5, 2016	August 17, 2017

Health Services Administration

Business Administration

(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
January 4, 2016	April 6, 2017
January 25, 2016	April 27, 2015
February 15, 2016	May 18, 2017
March 7, 2016	June 8, 2017
April 4, 2016	June 29, 2017
April 25, 2016	July 27, 2017
May 16, 2016	August 17, 2017
June 6, 2016	September 7, 2017
July 11, 2016	September 28, 2017
August 1, 2016	October 19, 2017
August 22, 2016	November 9, 2017
September 12, 2016	November 30, 2017
October 3, 2016	December 21, 2017
October 24, 2016	January 25, 2018
November 14, 2016	February 15, 2018
December 5, 2016	March 8, 2018

Nursing Assistant (CNA) Start Schedule

Orientation	START DATE	Completion Date	Friday Class	Schedule Evening Clinical
December 31, 2015	January 4, 2016	February 10, 2016		
February 12, 2016	February 15, 2016	March 23, 2016		
April 1, 2016	April 4, 2016	May 11, 2016		May 5, 2016
May 13, 2016	May 16, 2016	June 22, 2016	May 27, 2016	June 16, 2016
July 8, 2016	July 11, 2016	August 17, 2016		August 11, 2016
August 19, 2016	August 22, 2016	September 28, 2016	September 2, 2016	September 22, 2016
September 30, 2016	October 3, 2016	November 9, 2016		November 3, 2016
November 11, 2016	November 14, 2016	December 21, 2016	November 18, 2016	

Evening Hours: 1:00 pm - 7:00 pm with a scheduled 30 minute 'lunch' break at 4:30.

Friday classes are held to make-up time for a scheduled holiday

Make-up Days are prescheduled and are mostly on Fridays. A schedule will be provided to the student.