

**VALLEY COLLEGE**  
BECKLEY CAMPUS  
CATALOG SUPPLEMENT  
April 1, 2019

**Staff**

**Name**

Beth Gardner  
Kelli O'Neal  
Diana Cox Booth  
Nathan Johnson  
Terri Ballard  
Lindsay Reed  
Tarsha Green  
Amy Bolen  
Dianne Cordial-Milam  
Will Alexander

**Title**

Campus Director  
Campus Coordinator/Bursar  
Senior Admissions Representative  
Admissions Representative  
Director of First Impressions  
Enrollment Coordinator  
Financial Aid Advisor  
Financial Aid Advisor  
Senior Career Services Advisor  
Maintenance Tech

**Academics Staff**

**Name/Credentials/Title**

Amanda Worthington, CMA (AAMA)  
A.S. Medical Assisting - Mountain State University  
Director of Academic Affairs Campus  
MCA-Program Head

Melissa Hatcher  
Medical Clinical Assistant Faculty Aide  
Diploma Medical Clinical Assistant - Valley College – Beckley

**Faculty**

Terry Clay  
Army Medical Training -296 hours (Combat Medic)  
MCA – Instructor, Part-Time

Rachel Dove  
Diploma Medical Assisting - Academy of Career & Technology  
Extern Coordinator  
MCA – Instructor, Full-Time

Wendy Stewart  
Diploma – Medical Clinical Assistant – Valley College -Beckley  
MCA – Instructor, Part-Time

Beth Hill  
B.S. - Athletic Training - Wesleyan College  
MCA – Instructor, Substitute

Jennifer Bragg  
B.S. – Organizational Leadership – Mountain State University  
A.S. – Radiologic Technology – Bluefield State College  
A.S.- Diagnostic Medical Sonography –The College of West Virginia  
MCA – Instructor, Substitute

## Schedules

### 2018 -2019 Holiday Schedule

(The campus is closed on Holidays)

January 1, 2019	New Year's Day	November 28, 2019	Thanksgiving
May 27, 2019	Memorial Day	November 29, 2019	Thanksgiving
July 4, 2019	Independence Day	December 24, 2019	Christmas
September 2, 2019	Labor Day	December 25, 2019	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 Campus Director, 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 (November 16, 2018, May 24, 2019, July 12, 2019 and September 6, 2019)

#### Nursing Assistant (CNA) Class Schedule

Monday – Thursday 9:00am to 3:00pm

Clinicals 9:00am to 3:00pm

Friday classes are held to make-up time for a scheduled holiday (May 24, 2019, July 12, 2019 and September 6, 2019)

### Student Break Days\*

Dates of Schedule Breaks may change.

**\*Students in their externship are excluded from the long scheduled breaks.**

December 21, 2018 to January 6, 2019

June 21, 2019 to January 6, 2019 to June 30, 2019

November 22, 2019 to December 1, 2019

December 20, 2019 to January 5, 2020

### On Campus Programs

#### Nursing Assistant (CNA) Start Schedule

Orientation	Start Date	Completion Date	Friday Class
May 10, 2019	May 13, 2019	June 19, 2019	May 24, 2019
August 9, 2019	August 12, 2019	September 18, 2019	September 6, 2019
November 1, 2019	November 4, 2019	December 18, 2019	
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.			

**Medical Clinical Assistant Start Schedule**

Start Date	Projected Completion Date
December 3, 2018	September 19, 2019
January 7, 2019	October 10, 2019
January 28, 2019	October 31, 2019
February 18, 2019	November 21, 2019
March 11, 2019	December 19, 2019
April 1, 2019	January 23, 2020
April 22, 2019	February 13, 2020
May 13, 2019	March 5, 2020
June 3, 2019	April 2, 2020
July 1, 2019	April 23, 2020
July 22, 2019	May 14, 2020
August 12, 2019	June 4, 2020
September 3, 2019	June 25, 2020
September 23, 2019	July 23, 2020
October 14, 2019	August 13, 2020
November 4, 2019	September 3, 2020
December 2, 2019	September 24, 2020

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