

**VALLEY COLLEGE**  
 Cleveland Campus -Branch Campus  
 Martinsburg Campus – Main Campus  
 Online Division – Martinsburg Campus\*  
**CATALOG SUPPLEMENT**  
 May 5, 2019

**STAFF**

<b>Name</b>	<b>Title</b>
Lynn Mizanin	Campus Director
Shelly Smith	Director, Online Division*
Adrienne Schultz	Campus Coordinator
Mary Frances Simoneau	Admissions Representative
Debra Simmons	Admissions Representative
Open	Career Services Advisor
Open	Career Services Advisor-Online
Connie Gardner	Financial Aid Advisor
Open	Enrollment Coordinator
Open	Bursar
Adrienne Schultz	Director of First Impressions
Rick Smith	Academic Coordinator (Online)*
Nick Palmieri	Help Desk Specialist*
Demetre Boone	Help Desk Specialist*
Jessica Snyder	Orientation Specialist*
Adrienne Brubaker	Student Success Coach*
Beth Cole	Student Success Coach*
Brittany Sherman	Student Success Coach*
Shannon Smith	Student Success Coach*
Open	Maintenance Tech

*\*Online programs are currently administered through the main campus, Valley College – Martinsburg.*

**Academics**

<u><b>Name/Title/Program</b></u>	<u><b>Credential</b></u>
Lynn Mizanin Director of Academic Affairs – Branch Ground Campus	M.S. Education – Leadership and Student Success – Walden University B.B.A- Miller-Motte College
Kelly O'Connell Program Head – Medical Clinical Assistant MCA-Instructor Full-Time	A.S. Science – Lorain County Community College
Jeanette Kwiatkowski, RVT Program Head – Veterinary Assistant MCA-Instructor Full-Time	M.A. - Higher Education Administration – University of Akron B.A. - Organizational Psychology – Cleveland State University AAS - Veterinary Technology – Columbus State Community College

**Consumer Information:**

**For information on graduation rates, student debt levels, and other consumer information disclosures, visit: <http://valley.edu/consumer-information>**  
 Requests for information by current and prospective students about the college should be directed to the Campus Director. Other employees, such as Admissions Representatives and Financial Aid Advisor, 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.

\*The catalog supplement is subject to change without notice. For the most current information, contact the Campus. Valley College-Cleveland, 8700 Brookpark Road, Cleveland, OH 44129/Phone: 216-453-8201 Ohio School Registration: #2142 (Main Campus –Valley College – Martinsburg, 287 Aikens Center, Martinsburg, WV 25404 Phone: 304-263-0979 or 1-888-53LEARN)

### 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)

### 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

### 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 June 30, 2019

November 22, 2019 to December 1, 2019

December 20, 2019 to January 5, 2020

### Class Hours:

Monday – Thursday 9am to 2pm

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

### Medical Clinical Assistant Start Schedule

Start Date	Projected Completion Date
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).

### Veterinary Assistant

Start Date	Projected Completion Date
May 13, 2019	February 13, 2020
June 3, 2019	March 5, 2020
July 1, 2019	April 2, 2020
July 22, 2019	April 23, 2020
August 12, 2019	May 14, 2020
September 3, 2019	June 4, 2020
September 23, 2019	June 25, 2020
October 14, 2019	July 23, 2020
November 4, 2019	August 13, 2020
December 2, 2019	September 3, 2020

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## Online Programs

Online programs are currently administered through the main campus, Valley College – Martinsburg. Valley College – Martinsburg is a member of the National Council for State Authorization Reciprocity Association (SARA). Valley College is authorized to deliver distance education to students who reside in states that are also members of NC-SARA.

### Medical Front Office, Billing and Coding

#### Medical Administrative Assistant

##### Diploma Programs

(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
December 3, 2018	August 08, 2019
January 7, 2019	August 29, 2019
January 28, 2019	September 19, 2019
February 18, 2019	October 10, 2019
March 11, 2019	October 31, 2019
April 1, 2019	November 21, 2019
April 22, 2019	December 19, 2019
May 13, 2019	January 23, 2020
June 3, 2019	February 13, 2020
July 1, 2019	March 5, 2020
July 22, 2019	April 2, 2020
August 12, 2019	April 23, 2020
September 3, 2019	May 14, 2020
September 23, 2019	June 4, 2020
October 14, 2019	June 25, 2020
November 4, 2019	July 23, 2020
December 2, 2019	August 13, 2020

### Health Services Administration

#### Business Administration

##### Associate Degree Program (Associate of Applied Business – Occupational)

(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
December 3, 2018	March 5, 2020
January 7, 2019	April 2, 2020
January 28, 2019	April 23, 2020
February 18, 2019	May 14, 2020
March 11, 2019	June 4, 2020
April 1, 2019	June 25, 2020
April 22, 2019	July 23, 2020
May 13, 2019	August 13, 2020
June 3, 2019	September 3, 2020
July 1, 2019	September 24, 2020
July 22, 2019	October 15, 2020
August 12, 2019	November 5, 2020
September 3, 2019	November 25, 2020
September 23, 2019	December 22, 2020
October 14, 2019	January 21, 2021
November 4, 2019	February 11, 2021
December 2, 2019	March 4, 2021

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