

VALLEY COLLEGE
MARTINSBURG CAMPUS
Main Campus
CATALOG SUPPLEMENT
 July 31, 2019

STAFF

Name	Title
Marianela Alberto	Campus Director
Shelly Smith	Director, Online Division
Wesley Mackall	Campus Coordinator
Gail Kennedy	Senior Admissions Representative
Andrea McDonald	Admissions Representative
Tina Raia	Admissions Representative
Beth Cole	Call Center Representative
Julie Lahman	Career Services Advisor
Kay Ogilvie	Career Services Advisor – Online (Martinsburg)
Sonya Irwin	Career Services Advisor-Online (Martinsburg)
Jamie Holliday	Career Services Advisor-Online (Beckley/Princeton)
Amy May	Financial Aid Advisor
Open	Enrollment Coordinator
Chantel Legette	Bursar
Ashley Martin	Director of First Impressions
Judy Bauserman	Director of Academics Affairs –Campus Programs
Shelly Smith	Director of Academic Affairs – Online Programs
Rick Smith	Online Administrator - Online Programs
Nick Palmieri	Help Desk Specialist
Demetre Boone	Help Desk Specialist
Jessica Snyder	Orientation Specialist
Brittany Sherman	Student Success Coach
Adrienne Brubaker	Student Success Coach
Shannon Smith	Student Success Coach
Beth Cole	Student Success Coach
Scott Lowe	Maintenance Tech

Academics

<u>Name/Title/Program</u>	<u>Credential</u>
Shelly Smith Director of Academic Affairs -Online Programs (acting)	Juris Doctorate - Appalachian School of Law B.S. Business Administration - Mountain State University
Judy Bauserman, CBCS (NHA) Director of Academic Affairs –On Campus Programs Program Head - MCA Full-Time	O.A.S. Health Services Administration - Valley College A.A.S. Executive Secretary - Lord Fairfax Community College A.A.S. Administrative Assistant - Lord Fairfax Community College
Richard (Rick) Smith Program Head – Online Business Administration Online Instructor Business Administration	M.B.A. – Frostburg State B.A. Education – Frostburg State
Open Program Head – Online Cybersecurity	
Lisa Hall Program Head – Online Healthcare Programs Online Adjunct Instructor Healthcare Programs	M.A. Education – Trident University B.S. Health Science – Trident University

Faculty

Name/Title/Program

Credential

Joy Hurst, MATL, NCMA
MCA-Instructor
Part-Time

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

Tina Casey, RMA
MCA-Instructor
Part-Time

Certificate Medical Assisting – Loudoun Orchard Training Center

Tiffany Snyder
MCA-Instructor
Extern Coordinator
Full-Time

Certificate Phlebotomy - Kaplan University

Laurie Taylor
MCA-Instructor
Part-Time

A.A.S. Medical Assisting - Mandi School of Nursing

Open
Nursing Assistant-Instructor
Full-Time

Online Adjunct Faculty Members

Michelle Benson
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Ed.D. Educational Leadership– Northcentral University
M.S. Organizational Management – Ashford University
B.S. Health Care Science – Ashford University

Jennifer Butler-Williams
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

M.A. Communication Studies – Edinboro University of Pennsylvania
B.A. English Writing – Edinboro University of Pennsylvania

Carenda Carr-Shade
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Ed.D Counseling Education and Supervision -Argosy University
M.S. Counseling and Psychology –Troy State University

William M. Craig
Online Adjunct Instructor Business Administration

M.B.A.-University of Phoenix.
Master of Industrial Education-Clemons University
B.S. Print Production & Imaging Tech-Chowman University

Andrew Davis
Adjunct Instructor Business Administration

MAT Middle School Education Social Studies Concentration
University of North Carolina at Pembroke
B.A. History – University of North Carolina at Pembroke

Daniel Dronsick
Online Adjunct Instructor Cybersecurity

M.S. Telecommunications & Network Management – Syracuse University
B.A. Computer Science/Business - Mary Baldwin College

Magdaline Exantus
Online Adjunct Instructor Healthcare Programs

B.S. Health Services - Florida Atlantic University

Austin Faulkner
Adjunct Instructor Business Administration

M.S. Management – Walden University
B.A. Business Administration – Randolph-Macon College

Traci Flewellen
Online Adjunct Instructor Cybersecurity

M.B.A., Information Systems - Troy University

Stephanie Gaiser
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Anna Geffrard
Online Adjunct Instructor Healthcare Programs

Scott Hager
Online Adjunct Instructor Cybersecurity

Latasha Lee
Online Adjunct Instructor Business Administration

Tracey Lee
Online Adjunct Instructor Healthcare Programs

Kathleen Leiske
Online Adjunct Instructor Healthcare Programs

Merrick Martin
Online Adjunct Instructor Cybersecurity

Jennifer McGinnis
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Stephanie Mungle
Online Adjunct Instructor Healthcare Programs

Alice Musser
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs
Online Adjunct Instructor Cybersecurity

Amanda Musser
Online Adjunct Instructor Business Administration

Amanda Pennington
Online Adjunct Instructor Healthcare Programs

Ayana Singhateh
Online Adjunct Instructor Business Administration

Michael W. Smith
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs
Online Adjunct Instructor Cybersecurity

Richard (Rick) Smith
Program Head – Online Business Administration
Online Instructor Business Administration

M.S. Adult & Technical Education - Marshall University
B.S. Business Administration - Mountain State University
A.A. Medical Secretarial Science - Mountain State University

MBA Business Administration- University of Phoenix
B.S. Health Administration- University of Phoenix

M.S. Information Technology - American Public University System

M.B.A. Business Administration – Troy University
B.B.A. Management – Columbus State University

G.C Gerontology-Wayne State University
M.S. General Administration - Central Michigan University
B.S Health Care Adm and Planning-Tennessee State University

B.S. Nursing - Walla Walla University

M.S. Information Systems – Tarleton State University
B.S. Applied Science – University of the Incarnate Word

M.A. Teaching - Marshall University
B.A. Business Administration - Concord University

B.S. Education – Southeast Missouri State University

M.B.A. Business Administration - Eastern University
B.S. Mathematics Education - Shippensburg University

B.S. Sports Administration – Indiana University of Pennsylvania

B.S. Psychology - Virginia Commonwealth University
CHIT Health Information Technology -J. Sargent Reynolds Community College

B.A. Journalism - Howard University
M.B.A. – University of Maryland University College

M.A. History - Clemson University
B.A. Psychology - Clemson University

M.B.A. – Frostburg State
B.A. Education – Frostburg State

Phil Thacker
 Online Adjunct Instructor Cybersecurity

M.B.A. Technology Management - University of Phoenix
 B.S. Electrical Engineering Technology - University of Alabama

Stephanie Woodson
 Online Adjunct Instructor Business Administration
 Online Adjunct Instructor Healthcare Programs

B.S. Education, Business Education - Concord University

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 you need a paper copy of any of the information found on our Consumer Information web page, <http://valley.edu/consumer-information>, contact the Campus Director.

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)

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, 2018)

Nursing Assistant (CNA) Class Schedule

Please contact the College for the next class session start and end dates.

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

Diploma Programs

On Campus Diploma Program Medical Clinical Assistant Start Schedule

Start Date	Projected Completion Date
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).

Programs Delivered Online – Schedules

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.

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.

Online Diploma Program **Medical Front Office, Billing and Coding &** **Medical Administrative Assistant** (Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
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

Associate Degree Programs

Health Services Administration and Business Administration

Associate Degree Programs (Associate of Applied Business – Occupational)
(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
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

Cybersecurity

Associate Degree Program (Occupational Associate of Science)

(Schedule subject to change based on enrollment)

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

Bachelor Degree Programs

Health Services Administration and Business Administration

Bachelor of Science Degree (Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
January 7, 2019	May 13, 2021
January 28, 2019	June 3, 2021
February 18, 2019	June 24, 2021
March 11, 2019	July 22, 2021
April 1, 2019	August 12, 2021
April 22, 2019	September 2, 2021
May 13, 2019	September 23, 2021
June 3, 2019	October 14, 2021
July 1, 2019	November 4, 2021
July 22, 2019	November 24, 2021
August 12, 2019	December 16, 2021
September 3, 2019	January 20, 2022
September 23, 2019	February 10, 2022
October 14, 2019	March 3, 2022
November 4, 2019	March 24, 2022
December 2, 2019	April 21, 2022

Cybersecurity

Bachelor of Science Degree Program (Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
January 7, 2019	April 22, 2021
January 28, 2019	May 13, 2021
February 18, 2019	June 3, 2021
March 11, 2019	June 24, 2021
April 1, 2019	July 22, 2021
April 22, 2019	August 12, 2021
May 13, 2019	September 2, 2021
June 3, 2019	September 23, 2021
July 1, 2019	October 14, 2021
July 22, 2019	November 4, 2021
August 12, 2019	November 24, 2021
September 3, 2019	December 16, 2021
September 23, 2019	January 20, 2022
October 14, 2019	February 10, 2022
November 4, 2019	March 3, 2022
December 2, 2019	March 24, 2022