

VALLEY COLLEGE
MARTINSBURG CAMPUS
CATALOG SUPPLEMENT
 October 19, 2015

STAFF

Name	Title
Carriss LaBelle	Executive Director
Gail Kennedy	Senior Admissions Representative
Wesley Mackall	Admissions Representative
Tina Raia	Admissions Representative
Mattie Branch	Placement & Student Affairs Advisor
Joshua James	Placement & Student Affairs Advisor
Maria Wines	Financial Aid Advisor
Open	Bursar
Donna Zimmerman	Campus Coordinator
Adetia McKenzie	Enrollment Coordinator
Jessica Synder	Director of First Impressions
Randall Everhart	Mall Kiosk Representative
Ronald VanHorn	Maintenance Tech

ACADEMICS

Name	Program	Degree
Pam Divel, CMA (AAMAE)	Director of Academic Affairs	A.A.S. Medical Secretary Assistant Kaplan University
Sandy Shingleton-Salyers	Nursing Assistant (CNA)	A.A. Nursing University of the State of New York
Marianela Alberto, GN	MCA	A.A.S. Nursing Lord Fairfax Community College
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
Joy Hurst	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
Dakari Williams	MCA (PT)	A.A. Physical Therapy Assistant Carroll Community College

*The catalog supplement is subject to change without notice. For the most current information, contact the Campus. Valley College-Martinsburg, 287 Aikens Center, Martinsburg WV 25404 Phone 304-263-0979

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

ADVISORY BOARD MEMBERS

Name	Title	Office
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

Campus Hours:

Valley College operating hours will be 8am to 5pm Monday – Thursday and 8am to 5pm on 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.

MCA and HVAC Class Schedule

Monday – Thursday 9am to 2pm

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.

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Schedules

January 1, 2015 to December 31, 2015 Holiday Schedule

(The campus is closed on Holidays)

January 1, 2015	New Year's Day	November 26, 2015	Thanksgiving
May 25, 2015	Memorial Day	November 27, 2015	Thanksgiving
July 3, 2015	Independence Day	December 24, 2015	Christmas Eve
September 7, 2015	Labor Day	December 25, 2015	Christmas

Student Break Days*

Dates of Schedule Breaks may change.

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

December 19, 2014 to January 4, 2015

June 22, 2015 to July 5, 2015

December 21, 2015 to January 3, 2016

Heating, Ventilation, and Air Conditioning Start Schedule

Start Date	*Projected Completion Date
January 5, 2015	September 24, 2015
January 26, 2015	October 15, 2015
February 16, 2015	November 5, 2015
March 9, 2015	November 25, 2015
March 30, 2015	December 17, 2015
April 20, 2015	January 21, 2016
May 11, 2015	February 11, 2016
June 1, 2015	March 3, 2016
July 6, 2015	March 24, 2016
July 27, 2015	April 21, 2016
August 17, 2015	May 12, 2016
September 8, 2015	June 2, 2016
September 28, 2015	June 23, 2016
October 19, 2015	July 28, 2016
November 9, 2015	August 18, 2016
November 30, 2015	September 8, 2016

Medical Clinical Assistant Start Schedule

Start Date	Projected Completion Date
January 5, 2015	October 15, 2015
January 26, 2015	November 5, 2015
February 16, 2015	November 25, 2015
March 9, 2015	December 17, 2015
March 30, 2015	January 21, 2016
April 20, 2015	February 11, 2016
May 11, 2015	March 3, 2016
June 1, 2015	March 24, 2016
July 6, 2015	April 21, 2016
July 27, 2015	May 12, 2016
August 17, 2015	June 2, 2016
September 8, 2015	June 23, 2016
September 28, 2015	July 28, 2016
October 19, 2015	August 18, 2016
November 9, 2015	September 8, 2016
November 30, 2015	September 29, 2016

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

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Nursing Assistant (CNA) Start Schedule

START DATE	Completion Date	
January 2, 2015	February 12, 2015	Includes Orientations/Make Up Days
February 13, 2015	March 26, 2015	Includes Orientations/Make Up Days
March 27, 2015	May 7, 2015	Includes Orientations/Make Up Days
May 8, 2015	June 18, 2015	Includes Orientations/Make Up Days
July 2, 2015	August 13, 2015 ⁺	Includes Orientations/Make Up Days
August 14, 2015	September 24, 2015 ⁺	Includes Orientations/Make Up Days
September 25, 2015	November 5, 2015 ⁺	Includes Orientations/Make Up Days
November 6, 2015	December 18, 2015	Includes Orientations/Make Up Days

⁺It is possible that one Thursday evening shift (1:00pm to 7:00pm) will be scheduled.