

VALLEY COLLEGE

PRINCETON CAMPUS
CATALOG SUPPLEMENT*

March 1, 2016

STAFF**Name**

Carrie Kennedy
Kathie Bailey
George Campbell
Diana Cox Booth
Misty Testerman
Nathan Johnson
Crystal Dillon
Linda Wiley
Heather Arnold
Elizabeth Prajapati
Bobby Barbour

Title

Campus Director
Campus Coordinator
Senior Admissions Representative
Admissions Representative
Placement & Student Affairs Advisor
Placement & Student Affairs Advisor
Financial Aid Advisor
Director of First Impressions
Enrollment Coordinator
Director of Academic Affairs
Maintenance Tech

Academics**Name**

Elizabeth Prajapati

Program

Director of Academic Affairs

Degree

B.S. Diagnostic Medical Sonography
Mountain State University

James Caskey

HVAC
Full Time

Universal EPA license
Carrier Pro Tech Certification- residential
Carrier Pro Tech Certification - commercial

Ansen Williams

HVAC
Full Time

Universal EPA License
Master Electrician Certificate

Herb Shinault

HVAC- Lead Instructor
Full-Time

Universal EPA License
EPA MVAC Section 609 License
Journeyman Electrician License

Francine Kirby, RN

MCA
Part-Time

MSN Nursing
BSN Nursing
Mountain State University

Jan Mathena, RN

MCA, Externship Coordinator
Full-Time

AND Nursing
Wythe County Community

Lori Petry, ARDMS

MCA
Part-Time

B.S. Diagnostic Medical Sonography
Mountain State University

Keith Cole, RMA

MCA
Part-Time

A.S. Medical Assisting
American National University

Sarah Walker

MCA
Part-Time

A.S. Medical Assisting
American National University

Karen LeMoine, RN

CNA
Full-Time

A.S. Nursing
University of Cincinnati
A.A. Early Childhood Education
Gulf Coast Bible College

*The catalog supplement is subject to change without notice. For the most current information, contact the Campus. Valley College 617 Mercer Street, Princeton, WV 24740 Telephone: (304) 425-2323

ADVISORY BOARD MEMBERS

Name	Title	Company Name
Carla Cole	Branch Office Manager	WV Dept of Education: Division of Rehabilitation Service
Brandan Nowlin	Branch Service Manager	Southern Air, Inc.
Janet Horn	Human Resources Recruiter	Princeton Community Hospital
Ace Gearhart	Office Manager	Bluefield Regional Medical Center
Keith Cole	Registered Medical Assistant	East River Medical Group
Justin Williams	Outside Sales Rep	Ferguson Enterprises

Schedules**January 1, 2016 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

*The catalog supplement is subject to change without notice. For the most current information, contact the Campus. Valley College 617 Mercer Street, Princeton, WV 24740 Telephone: (304) 425-2323

Heating, Ventilation, and Air Conditioning Start Schedule

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

Medical Clinical Assistant Start Schedule

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).

Nursing Assistant (CNA) Start Schedule

Orientation	START DATE	Completion Date	Friday Class	Schedule Evening Clinical
February 12, 2016	February 15, 2016	March 23, 2016		
May 13, 2016	May 16, 2016	June 22, 2016	May 27, 2016	June 16, 2016
August 19, 2016	August 22, 2016	September 28, 2016	September 2, 2016	September 22, 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.