

VALLEY COLLEGE
MARTINSBURG CAMPUS
CATALOG SUPPLEMENT
 December 9, 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
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, MATL, NCMA	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
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

<i>Name</i>	<i>Title</i>	<i>Office</i>
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

Schedules

December 1, 2015 to December 31. 2016 Holiday Schedule

(The campus is closed on Holidays)

December 24, 2015	Christmas Eve	September 5, 2016	Labor Day
December 25, 2015	Christmas	November 24, 2016	Thanksgiving
January 1, 2016	New Year's Day	November 25, 2016	Thanksgiving
May 30, 2016	Memorial Day	December 23, 2016	Christmas Eve
July 4, 2016	Independence 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

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 <i>Evening</i> Clinical
December 31, 2015	January 4, 2016	February 10, 2016		
February 12, 2016	February 15, 2016	March 23, 2016		
April 1, 2016	April 4, 2016	May 11, 2016		May 5, 2016
May 13, 2016	May 16, 2016	June 22, 2016	May 27, 2016	June 16, 2016
July 8, 2016	July 11, 2016	August 17, 2016		August 11, 2016
August 19, 2016	August 22, 2016	September 28, 2016	September 2, 2016	September 22, 2016
September 30, 2016	October 3, 2016	November 9, 2016		November 3, 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.