

VALLEY COLLEGE

PRINCETON CAMPUS

CATALOG SUPPLEMENT*

October 20, 2015

STAFF**Name**

Carrie Kennedy
 George Campbell
 Diana Cox Booth
 Misty Testerman
 Nathan Johnson
 Open
 Kathie Bailey
 Linda Wiley
 Elizabeth Prajapati
 Bobby Barbour

Title

Campus Director
 Senior Admissions Representative
 Admissions Representative
 Placement & Student Affairs Advisor
 Placement & Student Affairs Advisor
 Financial Aid Advisor
 Enrollment Coordinator
 Director of First Impressions
 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- Lead Instructor
 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

Open

HVAC

Francine Kirby, RN

MCA
 Part-Time

MSN Nursing
 BSN Nursing
 Mountain State University

Jan Mathena, RN

MCA
 Part-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

Karen LeMoine, RN

CNA
 Full-Time

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

| <u>ADVISORY BOARD MEMBERS</u> | | |
|--------------------------------------|------------------------------|----------------------------------------------------------|
| Name | Title | Company Name |
| Carla Cole | Branch Office Manager | WV Dept of Education: Division of Rehabilitation Service |
| Will King | Program Specialist | Kanawha Institute for Social Research & Action (KISRA) |
| 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, 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 |

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

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.

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

*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 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).

Nursing Assistant (CNA) Start Schedule

| START DATE | Completion Date | |
|--------------------|-------------------------------|------------------------------------|
| January 2, 2015 | February 12, 2015 | Includes Orientations/Make Up Days |
| March 27, 2015 | May 7, 2015 | Includes Orientations/Make Up Days |
| July 2, 2015 | August 13, 2015 ⁺ | Includes Orientations/Make Up Days |
| September 25, 2015 | November 5, 2015 ⁺ | Includes Orientations/Make Up Days |

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