

VALLEY COLLEGE
 PRINCETON CAMPUS
 CATALOG SUPPLEMENT*
 February 13, 2018

STAFF

Name	Title
W. Scott Holland	Campus Director
Katrina Allen	Campus Coordinator
George Campbell	Senior Admissions Representative
Rachel Taylor	Admissions Representative
Leslie Sexton	Career Services Advisor
Amy Wray	Financial Aid Advisor
Linda Wiley	Director of First Impressions
Katrina Allen	Enrollment Coordinator/Bursar
W. Scott Holland	Director of Academic Affairs – Campus Programs
Open	Extern Coordinator
Open	Program Head - MCA
Bobby Barbour	Maintenance Tech

Academics

<u>Name/Title/Program</u>	<u>Credential</u>
W. Scott Holland Director of Academic Affairs (Acting)	B.S. Biblical Studies - Liberty University
Sarah Jackson, CMA MCA-Instructor Part Time	Diploma Medical Business and Clinical Specialist – National Institute of Technology Career Service Certificate – Health Sciences – Wytheville Community College
Wendy Stewart, CCMA MCA-Instructor (Substitute) Part-Time	Diploma Medical Clinical Assistant – Valley College - Beckley
Aaron Walkup MCA-Instructor (PT)	Certificate – Paramedicine - New River Community and Technical College Nationally Registered Paramedic
Sheila Bashman, RN Nursing Assistant-Lead Instructor Full-Time	A.S. Nursing – Bluefield State 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 or 1-888-53LEARN

Schedules

2017-2018 Holiday Schedule

(The campus is closed on Holidays)

January 1, 2018	New Year's Day	November 22, 2018	Thanksgiving
May 28, 2018	Memorial Day	November 23, 2018	Thanksgiving
July 4, 2018	Independence Day	December 24, 2018	Christmas
September 3, 2018	Labor Day	December 25, 2018	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 Campus Director, 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 (June 1, 2018, August 24, 2018 and November 16, 2018)

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 are held to make-up time for a scheduled holiday (June 1, 2018, August 24, 2018 and November 16, 2018)

Student Break Days*

Dates of Schedule Breaks may change.

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

December 22, 2017 to January 7 2018

March 9, 2018 to March 18, 2018

June 29, 2018 to July 8, 2018

December 21, 2018 to January 6, 2019

Nursing Assistant (CNA) Start Schedule

Orientation	START DATE	Completion Date	Friday Class	Schedule Evening Clinicals
April 06, 2018	April 09, 2018	May 16, 2018		
July 06, 2018	July 09, 2018	August 15, 2018		
September 28, 2018	October 01, 2018	November 07, 2018		

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.

*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 or 1-888-53LEARN

Medical Clinical Assistant Start Schedule

Start Date	Projected Completion Date
January 08, 2018	October 18, 2018
January 29, 2018	November 08, 2018
February 19, 2018	November 29, 2018
March 19, 2018	December 20, 2018
April 09, 2018	January 24, 2019
April 30, 2018	February 15, 2019
May 21, 2018	March 07, 2019
June 11, 2018	March 28, 2019
July 09, 2018	April 18, 2019
July 30, 2018	May 09, 2019
August 20, 2018	May 30, 2019
September 10, 2018	June 20, 2019
October 1, 2018	July 18, 2019
October 22, 2018	August 08, 2019
November 12, 2018	August 29, 2019
December 3, 2018	September 19, 2019

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