

**VALLEY COLLEGE**  
**CONSUMER INFORMATION NOTICE**  
**Prospective Students (Enrollment Period)**  
**Current Students Annual Notice (December 1, 2021)**

Valley College wants each student to be aware of certain consumer information that will assist them in maintaining a good educational experience. The Valley College Student Catalog and Supplements and Consumer Information documents are available on the Valley College Website ([www.valley.edu](http://www.valley.edu)) Click on Catalog <https://www.valley.edu/catalog/> Click Consumer Information <https://valley.edu/consumer%20information/>

The catalog, catalog supplements, catalog addendum, and other consumer information documents are subject to change without notice. Links to our web pages may also change or be broken. If a link is broken, please contact your Campus Director. **If you would like to have a paper copy of any of the documents below, please contact the Campus Director.**

**Individuals and offices responsible for disseminating consumer information:**

**Financial Information:** The Financial Aid Advisor will assist a prospective or current student in obtaining financial aid information that is required to be disclosed under the Higher Education Act. Please call the Campus or stop by the institution during normal business hours.

**General Information or Academic Information:** The Director of Academic Affairs or Campus Director will assist a prospective or current student in obtaining information that is required to be disclosed under the Higher Education Act. Please call the Campus or stop by the institution during normal business hours.

**Main Point of Contacts:**

| <b>Beckley Campus</b>                                                                                                                                                                    | <b>Martinsburg Campus</b>                                                                                                                                            | <b>Cleveland Branch Campus</b>                                                                                                                                                  | <b>Fairlawn Satellite Location</b>                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Jamie Holliday</b><br><b>Campus Director</b><br><b>Curtis Cunningham</b><br><b>Financial Aid Advisor</b><br>120 New River Town Center, Suite C<br>Beckley, WV 25801<br>(304) 252-9547 | <b>Marianela Alberto</b><br><b>Campus Director</b><br><b>Amy May</b><br><b>Financial Aid Advisor</b><br>287 Aikens Center<br>Martinsburg, WV 25404<br>(304) 263-0979 | <b>Margie Cools-Lartigue</b><br><b>Campus Director</b><br><b>Melina Aguilo</b><br><b>Financial Aid Advisor</b><br>8700 Brookpark Road, Cleveland,<br>OH 44129<br>(216) 453-8201 | <b>Connie Gardner</b><br><b>Assistant Campus Director</b><br><b>Stephen Poncar</b><br><b>Financial Aid Advisor</b><br>2955 West Market Street, Suite R<br>Fairlawn, Ohio 44333<br>(330) 997 -8900 |

Normal Business Hours: Valley College – Beckley, Valley College – Martinsburg campuses, Fairlawn Satellite location (Cleveland campus), and the Administrative Office operational hours are Monday through Thursday from 8:00 A.M. to 5:30 P.M. and Friday from 8:00 A.M. to 3:00 P.M. as a minimum.

Valley College – Cleveland operational hours are Monday through Thursday from 6:30 A.M. to 7 P.M and Friday from 8:00 A.M. to 3:00 P.M. as a minimum.

**Accreditation, Approvals and Licensure**

Valley College-Beckley, Valley College-Martinsburg, and Valley College – Cleveland are nationally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC contact information: 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201. Valley College – Beckley and Valley College – Martinsburg were both recognized as School of Distinction for 2017-2018. Valley College – Fairlawn is approved by ACCSC as a satellite location.

Valley College-Beckley and Valley College-Martinsburg are licensed by the West Virginia Council for Community and Technical College Education (“WVCCTCE”). WVCCTCE may be contacted at 1018 Kanawha Blvd., East, Suite 700, Charleston, WV 25301. Valley College-Beckley offers certificate and diploma programs. Valley College-Martinsburg offers certificate, diploma and degree programs.

Valley College – Martinsburg is also approved by the West Virginia Higher Education Commission to offer Bachelor of Science degrees. Contact information: West Virginia Higher Education Commission 1018 Kanawha Blvd., East, Suite 700, Charleston, WV 25301.

The information on this document was current at the time it was published. For the most current information, contact the campus. Please contact the Campus Director to request additional information not covered in this Notice.

Beckley 304-252-9547 Martinsburg 304-263-0979 Cleveland 216 453-8201 Fairlawn 33) 997 -8900  
 AD-C1 Consumer Information 11/21/2021

The Nursing Assistant (CNA) program is approved by the West Virginia Department of Health and Human Resources (“DHHR”). West Virginia DHHR Long-Term Care Nursing Assistant Program can be contacted at 408 Leon Sullivan Way, Charleston, WV 25301.

Valley College – Martinsburg is a member of the National Council for State Authorization Reciprocity Association (SARA). Valley College is authorized to deliver distance education to students who reside in states that are also members of NC-SARA. For the most current list of states that are members of NC-SARA, visit the NC-SARA website.

Valley College – Cleveland and Valley College- Fairlawn are approved by the Ohio Board of Career Colleges and Schools. Valley College- Cleveland’s Certificate of Registration Number is #2142. The Ohio State Board of Career Colleges and Schools may be contacted at: 30 East Broad Street, Suite 2481, Columbus, OH 43215.

Valley College – Cleveland is approved by the Ohio Board of Nursing to offer Practical Nursing.

Valley College – Cleveland has the following license: Ohio Department of Public Safety CDL A Training School License.

Valley College - Cleveland is accredited from the CVTEA (Committee on Veterinary Technician Education and Activities) for its Veterinary Technician degree program.

Valley College – Cleveland is approved by the Ohio Department of Higher education to offer the Veterinary Technician AAS program.

In addition, the College is approved by the Ohio Department of Higher Education to offer the Cybersecurity Associate and Bachelor programs, Business Administration Associate and Bachelor programs, and Health Services Administration programs. These programs are delivered online through the main campus Valley College – Martinsburg.

Valley College following programs are approved for students to use veterans’ benefits. Check with the Financial Aid Department for the most up-to-date approval status of a program.

Delivered 100% online – Medical Administrative Assistant (Diploma), Medical Front Office, Billing and Coding (Diploma), Business Administration (AAB and BS), Cybersecurity (AAS and BS) and Health Services Administration (AAB and BS)

Blended programs – Medical Clinical Assistant (all campuses), Veterinary Assistant (Cleveland Campus), and Practical Nursing (Cleveland Campus)

Certificate programs – Nursing Assistant (Beckley and Martinsburg campuses) and Commercial Driver License – (CDL) – Class A (Cleveland campus)

**For additional information or updated information, please see <https://valley.edu/consumer%20information/> and click on the Accreditation, Approvals and Licensure tab.**

### **Academic programs offered at Valley College**

For detailed Program and Course Description are found in the Valley College Student Catalog. <http://www.valley.edu/catalog/> The Program Outlines and Course Descriptions include program outlines, credits, and hour per course/program, expected student learning outcomes and course descriptions. The Medical Clinical Assistant and the Veterinary Technician program both have an externship component. Information on the externships is found in the Program Outline section of the Student Catalog.

### **Diploma and Degree Academic programs**

Valley College offers blended/hybrid programs. Hybrid program is essentially a program that blends elements of online learning and traditional learning (face-to-face). Instead of taking every class in a classroom setting on campus, students will take some of their courses through online classes. Some classes may have an online and campus component.

### **Diploma and Degree Academic programs**

Valley College offers blended/hybrid programs. Hybrid program is essentially a program that blends elements of online learning and traditional learning (face-to-face). Instead of taking every class in a classroom setting on campus, students will take some of their courses through online classes. Some classes may have an online and campus component.

The information on this document was current at the time it was published. For the most current information, contact the campus.

Please contact the Campus Director to request additional information not covered in this Notice.

Beckley 304-252-9547 Martinsburg 304-263-0979 Cleveland 216 453-8201 Fairlawn 33) 997 -8900  
AD-C1 Consumer Information 11/21/2021

The Medical Clinical Assistant (MCA) **diploma program** is designed to equip graduates with a broad range of skills necessary to enter the health care profession. This program is approved as both a hybrid and a residential program. (Residential means that the program is taught on campus.) This on campus program is offered at our Cleveland Campus, Martinsburg Campus, and Beckley Campus. In January 2022, the MCA program students will be able to enroll in the hybrid program or residential program.

Visit <https://valley.edu/programs/medical-clinical-assistant-diploma/> for more information.

The Practical Nursing **diploma program** has been designed to provide graduates with the core competencies and knowledge necessary to pass the National Council Licensure Examination for Practical Nursing (NCLEX-PN) and successfully enter the field of nursing. This program is our offered at our Cleveland Campus. For more information visit: <https://valley.edu/programs/practical-nursing/>

The Veterinary Assistant **diploma program** has been designed to provide graduates with the skills, knowledge, and core competencies necessary to effectively work as an entry-level Veterinary Assistant in a wide range of veterinary- animal based medical facilities. This program is our offered at our Cleveland Campus. This program is accredited by For more information visit: <https://valley.edu/programs/veterinary-assistant-diploma/>

The Veterinary Technician **Associate Applied of Science (AAS) program** has been designed to provide graduates with the skills, knowledge, and core competencies that are essential to work as a Registered Veterinary Technician in a variety of animal based medical facilities. This program is our offered at our Cleveland Campus. This program is accredited by the CVTEA (Committee on Veterinary Technician Education and Activities) For more information visit <https://valley.edu/programs/veterinary-technician/>

**Academic programs offered via 100% distance education** – Valley College – Martinsburg offers the following programs 100% online. Valley College – Martinsburg is a member of NC-SARA.

The **Business Administration Associate degree** program is designed to equip graduates with the skills associated with operating a business or managing a department for a business. The emphasis of the program focuses on small business management or management of a department in an organization. Visit <https://valley.edu/programs/business-administration-training/> for more information.

**Business Administration, Bachelor of Science degree program**, is designed to prepare graduates with the ability to enter an industry or advance in their current position within various professional industries, while demonstrating the knowledge, professional behavior, critical thinking, and problem-solving skills that are essential for effective outcomes in today's evolving business world. This program is intended for individuals that are seeking a multi-layered business-based education that ultimately, will allow the student to move into a variety of industries and professions at an entry-level, mid-level, management, and/or leadership role. Visit <https://valley.edu/programs/business-administration-training/> for more information.

**Cybersecurity Occupational Associate of Science program** is designed to equip graduates with the skills to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. The program also includes instruction in computer concepts, information systems, networking operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service. Visit <https://valley.edu/programs/cybersecurity-training/> for more information.

**Cybersecurity Bachelor of Science program** is designed to provide graduates with the ability to analyze, evaluate, and create solutions for the security, networking, and administration needs of organizations in various forms of industry. Graduates will gain the skills to create and recommend pro-active safeguards for computer and network systems and manage the design, coordination of efforts, implementation, and ongoing service of security devices, systems, networks, and procedures. The program also includes instruction in digital forensics, help desk practices, database management, security countermeasures, cyber-crime and law, emerging technologies, scripting, biometric systems, communication, and strategic thinking and decision- making. Visit <https://valley.edu/programs/cybersecurity-training/> for more information.

The **Health Services Administration Associate degree program** that is designed to equip graduates with the skills associated with an administrative professional position in the healthcare field. The Health Service Administration program is designed to provide students with a broad foundation of general medical administrative skills and prepares students to develop, plan and manage health care operations within health care facilities and across health care systems. For more information, visit: <https://valley.edu/programs/health-services-administration-training/>

The **Health Services Administration Bachelor of Science degree program** is designed to prepare graduates with the ability to enter the health industry or advance to new levels based on their current position in the health industry. This program provides students with a balanced combination of skills and knowledge that are predicated on a variety of topics that provide the framework for a Health Services professional along with a complimentary focus on the critical thinking and problem-solving skills that are essential to

The information on this document was current at the time it was published. For the most current information, contact the campus.

Please contact the Campus Director to request additional information not covered in this Notice.

Beckley 304-252-9547 Martinsburg 304-263-0979 Cleveland 216 453-8201 Fairlawn 33) 997 -8900  
AD-C1 Consumer Information 11/21/2021

achieve the goals, objectives, and requirements of the organization that the Health Services professional will support. For more information, visit: <https://valley.edu/programs/health-services-administration-training/>

The **Medical Administrative Assistant program** is designed to provide students the skills necessary to obtain an entry-level position where they may perform administrative duties and provide customer service for visitor reception, patient intake and/or discharge services. The program includes instruction in medical office procedures, medical terminology, interpersonal skills, record-keeping, customer service, telephone skills, data entry, interpersonal communications skills, and applicable policies and regulation. Visit <https://valley.edu/programs/medical-administrative-assistant-diploma/> for more information.

The **Medical Front Office, Billing and Coding program** is designed to provide students with the skills necessary to obtain and maintain entry-level positions in the Medical Administrative Assistant career field. The Medical Front Office, Billing and Coding program is designed to prepare students to perform medical administrative procedures for the front office with a focus on the expanded functions of insurance, patient billing, and coding for health care claims. Visit <https://valley.edu/programs/medical-front-office-billing-and-coding-diploma/> for more information.

### **Short-Term (non-credit) programs**

**Valley College's certificates programs are taught on campus.**

Valley College is approved to offer a **Nursing Assistant (CNA) certificate program** that is designed to train students in all of the vital medical skills needed to deliver quality care. Course content includes (but is not limited to) basic nursing skills, standards of care, infection control, nutrition, and restorative care. This program is offered at our Martinsburg Campus, and Beckley Campus and it taught on camps. Visit <https://valley.edu/programs/certified-nursing-assistant-certificate/> for more information.

The Cleveland campus is approved to offer a **Commercial Driver's License (CDL) Class A certificate program** has been designed to prepare students to become a licensed CDL Class A driver in the state of Ohio. Visit <https://valley.edu/programs/truck-driving-cdl/> for more information.

### **Information on Faculty member and Academic Staff is found at:**

These documents are updated often, please use the general link for the catalog web page is <https://valley.edu/catalog/> and click on the campus name. If you would like a paper copy of the document, please contact the school.

### **Disability-related Services and Facilities:**

Valley College abides by this policy in the administration of its student admissions, financial aid and scholarships, career placement programs, as well as in all other student-related services and educational programs and opportunities. Valley College facilities are equipped with ramp access from the parking lot. The classroom/student areas have extra wide hallways and doors, A.D.A. required door handles, and restrooms to facilitate students who use wheelchair.

Read more about Valley College's Students with Disabilities Policy at <https://valley.edu/wp-content/uploads/2014/06/Students-with-Disabilities-Policy.pdf>

### **Copyright infringement policies**

The purpose of the Valley College (VC) Copyright Compliance Policy is to provide a summary of U.S. copyright law as it relates to Valley College. This policy attempts to provide practical advice and procedures on copyright-related matters. It is not a substitute for legal advice, and proper legal advice should be obtained when necessary. The Campus Director will serve as the Valley College Copyright Officer and will assist staff, faculty and students in these matters. For more information please see <https://valley.edu/wp-content/uploads/2020/09/Copyright-Infringement-Policy1.pdf>

### **Transfer of credit policies**

Students interested in obtaining advanced standing or receiving credit transfers for courses taken at another college or postsecondary institution, in service schools and/or in Military Occupational Specialties (MOS) should contact the Admissions Representative prior to the first day of class. For more information, please see <https://valley.edu/wp-content/uploads/2020/10/Transfer-of-Credit-Statement.pdf>

(Study abroad credit policies: Valley College does not participate in Study Abroad. Written arrangements with other institutions: Valley College has limited articulation agreements with Strayer University. An Articulation Agreement is not of indefinite duration and may terminate at any time.)

The information on this document was current at the time it was published. For the most current information, contact the campus.

Please contact the Campus Director to request additional information not covered in this Notice.

Beckley 304-252-9547 Martinsburg 304-263-0979 Cleveland 216 453-8201 Fairlawn 33) 997 -8900  
AD-C1 Consumer Information 11/21/2021

## **Student Outcomes**

Valley College is required to participate in the Integrated Postsecondary Education Data System (IPEDS) which is a system of interrelated surveys conducted annually by the National Center for Education Statistics (NCES), a part of the Institute for Education Sciences within the United States Department of Education. Please visit the College Navigator Website at: <http://nces.ed.gov/collegenavigator> for more statistical information about the institution.

For the Search Use the following school names:

Valley College – Beckley

Valley College – Martinsburg

Valley College – Cleveland

## **Institution’s retention rate as reported to IPEDS**

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall. These rates only measure first-time students never having attended college before. Therefore, these rates do not reflect an accurate retention rate of the entire student body. Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.

Beckley: <https://nces.ed.gov/collegenavigator/?q=Valley+College+-+Beckley&s=WV&id=377652#retgrad>

Martinsburg: <https://nces.ed.gov/collegenavigator/?q=valley+college+-+martinsburg&s=all&id=377661#retgrad>

Cleveland: <https://nces.ed.gov/collegenavigator/?q=Valley+College+-+Cleveland&s=OH&id=494250#retgrad>

## **Institution’s completion or graduation rate, and if applicable, its transfer-out rate for certificate- or degree-seeking, first-time, full-time undergraduates (reported to IPEDS)**

IPEDS Completion or Graduation Rates and Transfer Rates are based on statistics of students who entered Valley College as first-time, full-time students during a specified period of time. The completion or graduation rates do not include part-time students or transfer students. Therefore, these rates do not reflect an accurate retention rate of the entire student body.

Beckley: <https://nces.ed.gov/collegenavigator/?q=Valley+College+-+Beckley&s=WV&id=377652#retgrad>

Martinsburg: <https://nces.ed.gov/collegenavigator/?q=valley+college+-+martinsburg&s=all&id=377661#retgrad>

Cleveland: This institution was not in operation in 2017—2018, therefore retention rate information was not reported.

## **Graduation and Employment Information as reported to ACCSC**

Valley College is required to submit its Graduation and Employment information (data) to its accreditor, ACCSC as part of its Annual Report. The Graduation and Employment Charts are submitted by program. The data reflects all students enrolled in a program for a specific cohort. The chart at the website provided shows the benchmark set by ACCSC and the Graduation and Employment rates achieved by Valley College. Visit <https://valley.edu/wp-content/uploads/2021/11/Student-Outcomes-Graduation-Employment-Rates-ACCSC-2021-for-Web-.pdf>

## **Types of graduate and professional programs in which graduates of the institution’s four-year degree programs enroll (if applicable)**

Valley College does not offer graduate or professional programs.

## **Institution’s annual security and fire safety reports**

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” requires institutions of higher education to collect and annually report campus security statistics. Valley College does not have residential student housing. The following reports are included in the Annual Security and Fire Safety Report:

- 1) Title IX Compliance – The Valley College’s Title IX and the Violence Against Women Act Policy, Procedure and Notice of Petitioner’s Rights
- 2) The Drug and Alcohol Abuse Prevention Policy is also part of this report.
- 3) Campus Emergency Preparedness Plan.

The information on this document was current at the time it was published. For the most current information, contact the campus.

Please contact the Campus Director to request additional information not covered in this Notice.

Beckley 304-252-9547 Martinsburg 304-263-0979 Cleveland 216 453-8201 Fairlawn 33) 997 -8900  
AD-C1 Consumer Information 11/21/2021

The most current report is available at <https://valley.edu/wp-content/uploads/2021/09/Jeanne-Clery-Disclosure-of-Campus-Security-Policy-and-Crime-Statistics-Annual-Report-for-2021-For-Web.pdf>

For individual campuses please use the links on College Navigator. This data may run a year behind the report that is created by the school.

Beckley: <https://nces.ed.gov/collegenavigator/?q=Valley+College+-+Beckley&s=WV&id=377652#crime>

Martinsburg: <https://nces.ed.gov/collegenavigator/?q=valley+college+-+martinsburg&s=all&id=377661#crime>

Cleveland: <https://nces.ed.gov/collegenavigator/?q=Valley+College+-+Cleveland&s=OH&id=494250>

### **Institution's report on athletic participation rates and financial support data**

Valley College does not have an athletic program.

### **Family Education and Privacy Act (FERPA) Student's Rights**

Protecting your privacy is important to us. We collect information from you because you are a Valley College student or are considering becoming a Valley College student. Information security is a high priority at Valley College. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your non-public personal information we collect. Confidentiality is observed by our employees. This information is found on the Valley College's Consumer Information web site <https://valley.edu/wp-content/uploads/2020/09/Privacy-of-Student-Records-FERPA.pdf>

### **Financial Aid**

Financial Information is available on our web site and in the Valley College Student Catalog. The Financial Aid Office is open 8:00 AM to 5:00 PM, Monday through Thursday and 8:00 AM to 3 PM on Fridays. Evening times may be available by appointment only.

**Financial Assistance Information:** <https://www.valley.edu/financial-aid/>

**Student Financial Assistance Programs and Eligibility** <https://www.valley.edu/financial-aid/>

**Cost of Attendance** <https://valley.edu/wp-content/uploads/2021/11/COA-for-Web-Page-July-2021.pdf>

Tuition and Fees Information: <https://valley.edu/wp-content/uploads/2021/05/Book-List-by-Course.pdf>

**Refund Policy and Student Withdrawal Procedures and Return of Title IV Funds Requirements:** Please see the Student Catalog. <https://www.valley.edu/catalog/>

**Entrance Counseling:** <https://www.valley.edu/federal-student-aid-links/> Click Entrance Counseling or <https://www.valley.edu/federal-student-aid-links/>

**Exit Counseling:** <https://www.valley.edu/federal-student-aid-links/> Click Exit Counseling or <https://studentaid.gov/>

**Loan Repayment Information:** <https://www.valley.edu/federal-student-aid-links/>

**Veterans and Military Personnel:** <https://www.valley.edu/veterans-benefits/veterans-benefits-aid/>

Valley College provides the **College Financing Plan** to Military Service Personnel and Veterans. The College Financing Plan is designed to provide information to prospective students about costs and financial aid. The College Financing Plan is available to other students/prospective students upon request. For more information regarding Financial Aid Consumer Information please go to this web site: <https://www.valley.edu/veterans-benefits/consumer-information-for-veterans/>

Federal Work Study program. The Federal Work Study Program provides jobs for eligible student to earn funds to pay a portion of their educational expenses. For more information, please see <https://valley.edu/financial-aid/>.

The information on this document was current at the time it was published. For the most current information, contact the campus. Please contact the Campus Director to request additional information not covered in this Notice.

Beckley 304-252-9547 Martinsburg 304-263-0979 Cleveland 216 453-8201 Fairlawn 33) 997 -8900  
AD-C1 Consumer Information 11/21/2021