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## STUDENT AFFAIRS AND SERVICES

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### ACADEMIC ACCESS & DISABILITY RESOURCES

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Students who had an IEP or 504 plan in high school or have been diagnosed with a learning disability, ADHD, or a chronic medical or mental health disorder may qualify for academic accommodations. Those students who provide appropriate documentation of their condition to the Academic Access and Disability Resources Office (AADR) will have a set of academic accommodations established that uphold equal access to educational opportunities at ACM, such as extended time on tests, a reader for tests, or testing in a quiet environment. To assure timely acquisition of services, students should contact AADR at least four weeks prior to the start of the semester. Maryland residents who are retired from the workforce by reason of total and permanent disability as defined by the Social Security or Railroad Retirement Act may be eligible for a disability-based tuition waiver and should contact the AADR on the Cumberland Campus, located in the Humanities Building, Suite H-1 through H-3, by calling 301-784-5234 or emailing ADR@allegany.edu. Individuals who need assistive calling may place a call through Maryland Relay by dialing 711.

American with Disabilities Act of 1990, Title II prohibits discrimination on the basis of disability; this legislation established comprehensive standards that were expanded per 2008 Amendments. Rehabilitation Act of 1972, Section 504 prohibits discrimination against any person on the basis of a "handicap" by entities receiving federal funds.

- Allegany College of Maryland will provide access to its programs and activities to disabled persons. Discrimination against an actual or perceived disability is prohibited.
- The person must be otherwise qualified for the program or activities, accommodations must be reasonable; and accommodations may not fundamentally alter the program of service.
- Students who have a documented disability that affects learning for which reasonable accommodations are needed should contact Academic Access and Disability Resources. (See above)
- Employees who have a documented disability for which reasonable accommodations are needed during employment should contact Human Resources.
- Any person with a documented disability for which reasonable accommodations are needed for other programs or activities should contact the ADA/504 Coordinator.
- Any person who experiences discrimination on the basis of a disability may file a complaint under the College's grievance process; retaliation for filing a complaint is prohibited.

For instructional accommodations, contact <https://allegany.edu/academic-access-and-disability-resources/index.html>. For non-instructional accommodations or if you need to make a complaint, contact ACM's ADA/504 Coordinator, Dr. Renee Conner in CC-12, by email at [rconner@allegany.edu](mailto:rconner@allegany.edu) or by phone 301-784-5206. For detailed information about policy, procedures, and prevention education, see <https://allegany.edu/student-and-legal-affairs/>.

### ACM LEARNING COMMONS - LIBRARY / TESTING / TUTORING

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The ACM Learning Commons is a center created in response to the need of our students. The Learning Commons combines the services of the library, testing, and tutoring in one central location. Learning on each branch of the Learning Commons, our staff in library, testing, and tutoring work together to strengthen services and support students with an efficient, service driven, and collaborative approach.

#### DONALD L. ALEXANDER LEARNING COMMONS/LIBRARY

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A well-trained staff is prepared to assist students and College personnel with their learning and information needs. The Donald L. Alexander Learning Commons / Library is considered as much a place for learning as the classroom, with librarians providing instruction in research and information gathering skills.

The Cumberland campus Learning Commons / Library, named for the College's third president, is a comfortable place for students to study and relax, both individually and in groups. The space allows seating and study areas, and a lounge where students may take refreshments and have wireless Internet connectivity.

The Learning Commons / Library includes the Appalachian Collection, the popular repository of genealogy and regional history materials. The Allegany County Genealogical Society's offices and its collection are also housed in this area. There is a collection of materials related to celebrated American author Willa Cather and other revered American and British authors. These impressive items, gathered by Dr. Gary Cook in name and memory of his late wife, Janet, an ACM English professor, are housed in the Janet Zastrow Cook Willa Cather and Rare Book Collections.

Cumberland Campus library resources include printed books and periodicals and a large selection of non-print materials such as DVDs, eBooks, and CDs. Materials are selected for their relevance to the instructional programs and for their potential to serve the cultural and recreational interests of the College community. Materials from other libraries may be obtained, free of charge, through interlibrary loan. Adult residents of Allegany County and the surrounding area are encouraged to use the library and may borrow materials.

Mac and PC computers with internet access and Microsoft products allow students to work effectively in the library. Students may use the online library catalog either on campus or at home to locate materials in the library collection. To aid students and faculty in research, the library subscribes to online databases of journal articles and other electronic resources. The library's databases may be accessed from off campus by all faculty, staff, and students. In support of the College's information literacy program, general and course specific classes are offered to teach students the efficient and appropriate use of different resources and materials.

Library resources are also available at the Bedford County Campus. The Bedford County Campus library offers computer stations that give access to the library online catalog and databases, and electronic resources, which are accessible through the college library webpage. These databases, online books, and select websites have thousands of periodical articles, books, and other forms of information on a wide variety of topics from nursing, psychology, science, and other disciplines.

## ALUMNI ACTIVITIES

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Allegany College of Maryland invites all graduates and former students to continue their connection to the college by joining our Alumni Association. Membership in the Alumni Association is open to all graduates, as well as students who have completed one credit or non-credit class. Under the leadership of our association officers, we are able to offer certain benefits and organized activities for alumni. The annual business meeting of the Alumni Association is open to all members. For more information on alumni activities, please visit the College's website at [www.allegany.edu/alumni](http://www.allegany.edu/alumni).

## ATHLETICS

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Allegany College of Maryland offers an athletic program of intercollegiate and intramural sports activities. Allegany College of Maryland is a member of the Maryland JUCO Conference, which is composed of member institutions of junior and community colleges throughout the State and Region XX, which comprises Maryland, West Virginia, and western Pennsylvania junior colleges. Allegany College of Maryland plays a full schedule of intercollegiate competition in basketball (men's and women's), volleyball, baseball, softball, soccer, and cross country. The Physical Education Building provides excellent facilities in support of athletics and physical education instruction. Bob Kirk Arena is the home court for basketball and volleyball teams. The large swimming pool is the site of aquatics activities. The Fitness Center holds a full complement of cardio equipment, such as treadmills, stair climbers and elliptical trainers, as well as free weights and a complete circuit of Nautilus machines. Outdoor on the Cumberland campus are tennis courts, running/walking tracks, and playing fields for intramural sports. The College provides a variety of competitive athletic activities and encourages student participation in its sports programs. More information on Allegany College of Maryland's athletic programs can be found on the College's website at [www.allegany.edu/athletics](http://www.allegany.edu/athletics).

For information regarding the graduation rate of student athletes, see the "Admissions" section of this catalog. Additional information about the Athletics program is available by contacting the Athletics Office at 301-784-5265, or consulting the "Student Handbook", which can be found online at [www.allegany.edu/student-and-legal-affairs](http://www.allegany.edu/student-and-legal-affairs) (Student Handbook tab).

## BOOKSTORE

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Allegany College of Maryland Bookstore provides students, faculty, and staff convenient and affordable access to course materials, academic supplies, and campus life merchandise. Online ordering and textbook look up is available at [www.bookstore.allegany.edu/college](http://www.bookstore.allegany.edu/college). You have the option of picking up your order at the Cumberland or Bedford County Campus or having the order shipped directly to you (subject to shipping charges).

A Virtual Sell-back for students to sell used books is available online at [bookstore.allegany.edu](http://bookstore.allegany.edu). Contact the Bookstore at 301-784-5348 for information regarding services.

## CAMPUS COMPUTER LABS

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The Information Technology Department supports computer laboratories spread across the college campuses. The Cumberland Campus labs are located in the following campus buildings: Technology, Science, Allied Health, Humanities, Automotive Technology, and Continuing Education. An additional campus lab is located at the Gateway Center in downtown Cumberland; the Bedford County Campus labs are located in Room 19 and 21. Although priority is given to scheduling labs in accordance with the courses taught in the respective buildings, any lab can be scheduled for use by any department. Internet access is available in all computer labs and in the Library at the Bedford County Campus. In addition to the computer laboratories noted above, the Learning Commons, and various academic departments have personal computers available for use.

Additional information on lab locations and availability can be found at [www.allegany.edu/computer-labs](http://www.allegany.edu/computer-labs).

### Wireless Network Access

Students may access wireless network services at the Bedford County Campus, Cumberland Campus, Willowbrook Woods, and Gateway Center. Students connect via the "ACM" wireless SSID and must login using their student email address and password. Additional information on accessing the wireless network can be found at [www.allegany.edu/wifi](http://www.allegany.edu/wifi).

### Student Email

Per the Student Communication Policy, all students are required to monitor their college-issued student email frequently and regularly; it is the students' responsibility to read all communications and to respond as necessary.

Students can access their student email accounts by visiting [www.allegany.edu/students](http://www.allegany.edu/students). Lost or forgotten email addresses and passwords can be retrieved by contacting the Student IT Help Desk at 301-784-4357.

### Student Helpdesk

Students from both campuses and the Gateway Center can call the Student IT Help Desk using the ACM Technology Help Line.

The Technology Help Line can be reached in the following ways:

- By dialing extension 5444 from any on-campus phone
- By dialing 301-784-5444 from cell phones or
  - Bedford County Campus 814-652-9528, ext. 5444

For on-campus assistance, students can contact the Technology Help Line or send an email to [ithelpdesk@allegany.edu](mailto:ithelpdesk@allegany.edu).

## CLUBS/ORGANIZATIONS

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The Student Government Association funds a wide variety of student organizations/clubs. Clubs listed below are either nonacademic, which means that they are open to all students, regardless of the student's program of study or academic, which means that membership is based on the student being enrolled in that specific program of study. Groups that been funded in the past include Alpha Sigma Lambda, C2J, Choir, Christian Fellowship

Club, Culture Club, Dance Team, Forestry Club, Honors Program, Human Service Club, Massage Club, Medical Assistant Club, Medical Laboratory Technology/Biotechnology Club, Neo-Beats, Nurse's Christian Fellowship Club, Paralegal Student Association, Peace Studies Club, Phi Beta Lambda, Phi Theta Kappa, Physical Therapy Assistant Club, P.R.I.D.E., Respiratory Therapy Club, SADHA (Student American Dental Hygienists' Association), Science Club, Student Occupational Therapy Assistant Club, Tutoring Club, Veteran Support Club, and the Volunteer Club. New groups are welcomed, too!

For more information regarding Student Life, log onto [www.allegany.edu/student-life](http://www.allegany.edu/student-life), or contact Erin Yokum, Director of Student Life at [eyokum@allegany.edu](mailto:eyokum@allegany.edu).

## COUNSELING SERVICES

1. **Personal Counseling** – Allegany College of Maryland contracts with UPMC Western Maryland (Cumberland) to provide counseling to individual students. Individual counseling is the primary service. (Couples and family counseling are also available) All services provided by UPMC are completely confidential and provided by qualified, licensed mental health professionals. We offer 2 locations for students to see a professional counselor; on campus and at UPMC outpatient services.

On-site: UPMC Counselor is on campus when classes are in session during the Fall and Spring semesters at the Nurse Managed Wellness Clinic (Allied Health #115) weekdays. Students are urged to make an appointment by calling UPMC-WM Behavioral Health at 240-964-8585. "Walk-ins" are accepted if UPMC Counselor is available.

Off-site: Multiple counselors are available by appointment in the following situations: (1) students prefer to go off-campus to see or (2) students need counseling on days/times outside the on-site schedule above. Any eligible student is entitled to receive up to seven\* (7) hours of counseling per semester for any mental health issues with which s/he needs assistance.

\*14 sessions per year are paid by ACM.

(7 during the period July 1 – December 31; 7 during the period January 1 – June 30)

To schedule an appointment with a counselor at UPMC Western Maryland call 240-964-8585.

Crisis Counselors are also available to speak to students over the phone and can be reached at 240-964-1399.

The Pennsylvania campus contracts separately with Bedford-Somerset Developmental and Behavioral Health Services 814-623-5166; for more information, contact the Student Services offices at the Bedford County Campus at 301-784-6200.

2. **Additional On-Site Support** - Students who are in need of emotional support and guidance are encouraged to contact Renee Gibson, Student Support Coordinator. In addition to students having a confidential and comforting space to express their challenges or struggles, students will also have access to information regarding Mental Health, community resources, referrals to mental health services (both on and off campus) and additional campus services that may be beneficial. Connect with Renee by calling 301-784-5206, emailing [rgibson@allegany.edu](mailto:rgibson@allegany.edu) or stopping by CC12.

3. **Holistic Mental Health Network**- Life can be challenging. Academic, work, and personal issues can interfere with our success. Allegany College of Maryland is committed to supporting students, faculty, and staff by offering comprehensive mental health services. This holistic network focuses on the wellbeing and resilience of each individual person, and is built upon a foundation of self-care. Picture it as a staircase; the first step begins with self-care (bottom) and builds toward crisis care (top), with steps of more help from others in-between. We urge you to see where you are on the continuum of care. Click on each "step" to see all the suggestions and resources available to you

For Bedford County Campus Information:

- visit the [BCC Holistic Mental Health Network](#) page
- [Printable PDF](#)

For Cumberland Campus Information:

- visit the [ACM Holistic Mental Health](#) page.
- [Printable PDF](#)

4. **Online Therapy for Veterans** - Active duty military members and veterans experience a high rate of PTSD with as many as 34% suffering from this debilitating condition as well as other mental health issues, including addiction, anxiety, and depression. Given the troubling statistic that veterans are two times more likely than civilians to commit suicide, it's clear that not enough is being done to support our veterans and to ensure they receive the care that they deserve.

To learn more about online therapy services for veterans visit <https://www.onlinetherapy.com/therapy-for-veterans/>.

(Costs associated with Online Therapy are borne by the user.)

5. **Family Crisis Resource Center** – Allegany College of Maryland has partnered with the Family Crisis Resource Center (Cumberland) to provide easily accessible domestic violence and sexual assault support services to students. FCRC is a non-profit, nongovernmental sexual assault and domestic violence victim services organization. FCRC is available by appointment and in emergencies to help any student [or employee]. All FCRC services are free.

FCRC can be reached by calling (301) 759-9244. To learn more about Family Crisis Resource Center, visit <http://www.familycrisisresourcecenter.org/>

6. **Screening for Mental Health** – ACM recognizes that brief online screenings are the quickest way to determine if you, or someone you care about, should connect with a licensed professional. Think of these as a checkup from your neck up. Screenings include, depression, anxiety, alcohol & substance use, post-traumatic stress, eating habits and more. Immediately following the brief questionnaire, your results, recommendations, and key resources will be provided to better understand what you are feeling or experiencing.

Curious about your mental health? Take a free, anonymous and confidential [Mental Health screening](#) today.

7. **Emergencies** – Anyone who witnesses a medical or mental health emergency requiring immediate intervention should CALL 911 AND THEN CALL CAMPUS SECURITY @ X.5555. Health and safety are too important to hesitate, and you do not need permission to call 911. (NOTE: ACM does not provide transportation and/or hospitalization costs.)

National Suicide Prevention: 1-800-273-TALK (8255) 24/7 free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

Crisis Text Line: Text “HOME” to 741741 (Free/confidential) A global not-for-profit organization providing free mental health texting service through confidential crisis intervention via SMS message. Available 24/7

Maryland Crisis Connect: 1-800-422-0009 / 1-866-411-6803 (or Dial 211 select option 1, for crisis help or resources.) Offers crisis intervention & linkage with local community resources, information and referral and telephone support for anyone experiencing a crisis. Assistance is available by phone, text, and chat.

Veteran’s Crisis Line: 1-800-273-8255 or 1-877-VET2VET If you’re a Veteran in crisis or concerned about one, caring & qualified VA responders are standing by to help 24/7. The Veterans Crisis Line is a free, anonymous, and confidential resource that’s available to anyone, even if you’re not registered with VA or enrolled in VA health care.

The Trevor Project: 1-866-488-7386 or text “START” to 678-678 A national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning (LGBTQ) young people under 25.

National Domestic Violence Hotline: 1-800-799-7233 Available 24/7 to talk confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.

RAINN (Rape, Abuse, and Incest Natl. Network): 1-800-656-4673 The nation's largest anti-sexual violence organization. Available 24/7. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

Doctors on Demand: 24/7 access to doctors, psychiatrists, psychologists, therapists and other medical experts. Select and see your favorite providers right from your smartphone, tablet or computer. (While it’s free to sign up and check your coverage when you register, students are responsible for any costs associated with virtual care.)

8. **Mental Health Resources** - Resources at your fingertips! These resources will help you better understand mental health, suicide, substance use and more.

Feeling anxious, stressed, or down? Check out the Mental Health & Stress Management apps that can help to reduce stress, anxiety, and improve your mood through positive affirmations, motivational and inspirational quotes, breathing techniques, and more!

9. **Private Referrals - local providers** – A list of local mental health providers (Cumberland Campus) is available by contacting the Office of Student & Legal Affairs or the Nurse Managed Wellness Clinic. Selecting a private provider is the student’s choice; payment is the student’s responsibility.

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## FOOD SERVICES

The Café, located in the College Center on our Cumberland Campus, offers convenient and delicious food. In addition to offering reasonably priced food, we offer additional savings for students through our pre-payment plan. Pre-payment plans are available for purchase in the cafeteria.

Although meal offerings change daily, some favorite staples include: egg sandwiches, French toast, muffins, pasta dishes, deli sandwiches, soups, pizza, salads, and Chef’s Specials.

Café hours are 8:00 a.m. to 2:30 p.m. Monday through Friday. The College reserves the right to change these hours when it is deemed necessary.

In addition, numerous vending machines are located in the following buildings on the Cumberland Campus: College Center, Learning Commons, Automotive Technology, Humanities, Science, Technology, Continuing Education, Physical Education, and Allied Health. Vending machines are also available in the student lounge area at the Bedford County Campus. Fresh supplies of snacks, hot and cold beverages, candy, and many other items are available daily.

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## JAMES ZAMAGIAS LEARNING COMMONS - TESTING / TUTORING

The James Zamagias Learning Commons is dedicated to providing academic support services for students enrolled in credit courses who are attending the Cumberland Campus. The Center works closely with staff of the Bedford County Campus Student Services office to provide similar support to all Allegany College of Maryland credit students. The offices share the common mission to assist students in achieving their educational goals by providing support services in a nurturing and respectful environment, thereby helping them to become successful, life-long learners in a diverse world.

Learning Commons-Testing/Tutoring (Cumberland Campus)  
301-784-5551 (LC Testing)  
301-784-5669 (LC Tutoring)

Bedford County Campus Student Services      814-652-9528, ext. 1-6200

### Assessment/Testing

As part of the registration process, students planning to pursue a degree or take courses requiring a prerequisite may need to complete a college placement assessment. The assessment consists of three sections; writing, mathematics, and reading. Students for whom English is their second language will be requested to take the ESL Writing and Reading sections. Results of the placement evaluation are used to determine a student’s

readiness for college-level coursework and to increase the student's opportunity for academic success. Students should contact the Advising Office to determine which section(s) of the placement test are required.

#### Placement Exemptions

Provide documentation for one of the approved multiple measures to determine course placement or take the College Placement Assessment. Students who transferred in a college-level English composition course or College Algebra course at an accredited college/university are exempt from taking the respective portion of the assessment. Students transferring in more than 6 credits of general education courses are exempt from taking the reading portion.

#### Classroom Testing

The Learning Commons Testing Center is defined as a center for proctoring national, correspondence, online, and academic make-up exams, and for providing special accommodations testing. Students should work closely with their instructors to arrange for testing in the lab. Students who require special accommodations while taking a test are required to notify the Testing Lab at least three days in advance.

#### Tutoring

A variety of tutorial services is offered to assist students who are experiencing academic difficulties. Individual peer tutors are available at both campuses for most credit classes, not covered by walk-in study labs. Students are encouraged to apply early in the semester for this service. In addition, walk-in tutoring labs are available in a variety of subjects such as English, reading, mathematics, and science. Online tutoring is available in basic math, introductory sciences, writing, economics, accounting, and software design.

Tutoring services are intended to provide a review of subject matter and to assist the students' improvement of study skills and self-confidence resulting in a more independent learner. Students interested in serving as tutors are requested to file an application with Learning Commons / Tutoring or the Student Services office at the Bedford County Campus. Tutors must demonstrate excellent academic and communication skills. The Tutoring Program is accredited by the College Reading and Learning Association.

## NON-TRADITIONAL STUDENTS

Additional support and advising is available for non-traditional student learners as they begin their journey into college. Non-traditional learners are students who have been out of school for 5 or more years, are 25 years of age or older, are parents, military veterans, dislocated workers, or GED recipients. Support is provided through the Academic Access and Disability Resources Coordinator. The coordinator recognizes that non-traditional students have different needs than students coming straight from high school and that taking college courses after being away from school for a time can be intimidating. Services provided include general support and advising, community referrals, and advocacy. The Academic Access and Disability Resources Coordinator is located in the Humanities Building, room H-1, on the Cumberland campus.

For more information or to schedule an appointment, please call Dione Clark-Trub at 301-784- 5234 or email [ADR@allegany.edu](mailto:ADR@allegany.edu).

## NURSE MANAGED WELLNESS CLINIC

The Nurse Managed Wellness Clinic offers health and wellness services to students, and the local ACM and surrounding community. Services offered include Allied Health program and sports physicals, influenza vaccinations, Tuberculosis (PPD) screenings, immunity titers, cholesterol and blood sugar screenings as well as health education clinics on a variety of topics. The NMWC serves as a clinical site for nursing and allied health students, providing opportunities for hands on learning during supervised clinics. The NMWC is located on the first floor of the Allied Health Building (room 115). A full list of services with dates and times is available at NMWC 301-784-5670 and on the College website at [allegany.edu/health-clinics/nmwc](http://allegany.edu/health-clinics/nmwc).

## ORIENTATION

All incoming first semester students are expected to participate in an orientation program. The purpose of these orientations is to inform students about academic, social, and general College policies affecting their growth and success at the College. Orientation is hands-on, interactive, and conducive to making new connections. Interested students may register online; additionally, orientation programs are available to students attending the Bedford County campus.

For more information regarding Orientation, log onto [www.allegany.edu/orientation/index.html](http://www.allegany.edu/orientation/index.html).

## PATHWAYS FOR SUCCESS PROGRAM (TRIO/STUDENT SUPPORT SERVICES)

The Pathways For Success Program at Allegany College of Maryland (ACM) is a TRiO Student Support Services (SSS) project funded through a grant from the U.S. Department of Education. Pathways For Success provides a supportive environment on campus for first-generation, income-eligible students and students with disabilities. To assist Pathways For Success students in achieving their academic goals, the program offers services such as academic and transfer advising, tutoring, career advising, and financial aid advising/literacy, among other services. Pathways For Success serves 140 eligible, enrolled students annually at ACM.

To be eligible for Pathways For Success (TRiO SSS), a student must:

1. Be a citizen or national of the United States OR meet residency requirements for federal student financial aid;
2. Possess a GED or high school diploma;
3. Be currently enrolled at Allegany College of Maryland, OR be accepted for enrollment in the next academic term;
4. Have a need for academic support in order to successfully pursue a post-secondary educational program;
5. Be income-eligible OR a first-generation college student, OR a student with a documented disability; and
6. If applicable, successfully completed English 92.

Please check with the Pathways For Success office for additional eligibility and participation criteria.

The Pathways For Success program office is located in the Humanities Building, room H-57, on the Cumberland Campus. For more information, please contact the Pathways For Success office at 301-784-5630, or go to [www.allegany.edu/pathways-for-success](http://www.allegany.edu/pathways-for-success).

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## **RESIDENCE LIFE**

Allegany College of Maryland offers on-campus student housing for full-time students. Willowbrook Woods is a garden-style apartment complex comprised of five apartment buildings of three floors as well as a Clubhouse. Each apartment includes a kitchen, living room, balcony, four private bedrooms, and two bathrooms. The Clubhouse has a lounge area with TV, vending machines, and laundry facilities for residents. Residence Life staff offer a multitude of services for on-campus residents such as educational and social programs, academic support, campus and community referrals, and more. Residents and eligible guests are permitted to enter Willowbrook Woods via the Gatehouse, which is staffed 24 hours a day by Campus Security staff when the complex is open. Tobacco, alcohol, and other drugs are prohibited at Willowbrook Woods. Detailed information about Residence Life and living in Willowbrook Woods is located in the Housing Guide found online.

Applications are available by visiting [allegany.edu/student-housing](http://allegany.edu/student-housing) or visiting our offices in the College Center.

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## **STUDENT AND LEGAL AFFAIRS**

The Mission of the Office of Student & Legal Affairs is to provide direct, non-instructional support services to students, to cultivate a safe learning environment, and to support institutional compliance with laws and regulations. This mission is accomplished in numerous ways every day. Direct services to students include managing the Student Counseling Program, off-campus housing list, residency petitions, background checks (employment and college transfer), student discipline, student services appeals, support/outreach in times of crisis, intervention plans, and information/referral. The Office also assists faculty/staff with student issues and works closely with Campus Safety and Special Police; the Dean of S&LA receives all Security reports, directs any appropriate follow-up, and manages both the Willowbrook Woods No Trespassing List and the Campus Ban List. In addition to managing legal issues related to students, the Office is responsible for multiple state/federal compliance matters including drug/alcohol, diversity, non-discrimination, and the Clery Act. The Dean of S&LA serves as ACM's Title IX Coordinator, ADA/504 Coordinator, and FOIA Officer; additionally, the Dean is responsible for implementing the College's First Amendment policy. Various publications and brochures are produced by the Office including the Student Handbook and Student Services Booklet. Lastly, the Dean of S&LA supervises Residence Life, Student Life, and Student Support.

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## **STUDENT GOVERNMENT ASSOCIATION**

At Allegany College of Maryland, the Student Government Association (SGA) functions as the governing organization of the student body. It serves as a means of participation in College governance with the faculty and administration, and it acts on behalf of the students. Additionally, SGA allocates student activity funds, supervises elections, coordinates campus social activities, and approves new campus student organizations.

Any student of Allegany College of Maryland who plans to seek office or serve on the Student Government Association must maintain a cumulative grade point average of 2.5 or higher. In addition, a minimum of six hours of credit instruction must be attempted and successfully completed each semester in order to serve.

Students elected to serve must not be on academic or disciplinary probation.

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## **STUDENT GRIEVANCE PROCEDURE**

Any student who has a grievance against the College must be able to communicate the complaint with confidence that it will be heard and acted upon appropriately – without risk of retaliation. Information on the College's grievance policies and procedures for students and which office(s) a student may contact to file a complaint can be found in the "Student Handbook". A copy is available through the Office of the Dean of Student and Legal Affairs, Bedford County Campus Student Services Office, and on the College's website under "Student and Legal Affairs".

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## **STUDENT HEALTH CARE**

While Allegany College of Maryland offers a variety of resources related to student health/wellness, the College does not offer a clinic or other on-campus health care. Students are encouraged to use the many off-campus medical facilities – including UPMC Western Maryland located across the street from the Cumberland Campus. Allegany County Health Department (located next to the Cumberland Campus) maintains a list of local emergency and urgent medical care providers. Nurse Managed Wellness Clinic and the Campus Safety/Special Police stock multiple first aid kits on campus; additionally, the College has multiple Automated External Defibrillators (AED) on campus, and many College employees have been trained in their use. For mental health needs, see Counseling Services in this section.

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## **STUDENT LIFE**

Student Life incorporates a broad range of social, cultural, and educational programs in an attempt to meet the needs of the diverse student population at Allegany College of Maryland. The Director of Student Life serves as a liaison between the Student Government Association and other areas of the College community including the administration, faculty, and staff members. Each year the Office of Student Life distributes funds to support the following areas: recognized clubs/organizations on campus, athletics, intramurals, scholarship programs, tutorial services, and numerous student activities sponsored throughout the school year. Additionally, the Office of Student Life coordinates: New Student Orientation programs, Red Cross Blood Drives, Drug, Alcohol and AIDS Awareness programs, and more. All student activities sponsored by the Student Government Association and the Office of Student Life are offered for free or at a reduced cost with a valid ACM student ID.

## **STUDENT PHOTO IDENTIFICATION (ID) CARDS**

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Students at all physical campus locations/instructional sites are required to obtain an official Allegany College of Maryland Photo ID by the end of the second week of classes of their first semester of attendance and must display or be able to immediately produce their College-issued photo ID card upon request by an authorized College official. This policy does not apply to the following ACM students: those taking exclusively online, remote or virtual classes, or early college students taking courses exclusively in local high schools.

To obtain your ACM Student ID, simply bring a current photo ID (such as a driver's license) and a current class schedule to the Office of Student Life (Cumberland Campus, room CC-12) or Student Services (Bedford County Campus).

The first ID card is free and provides access to many student services, activities, sporting events, etc. Also, students who show their ACM ID receive discounts at some local businesses.

To learn more, email [eyokum@allegany.edu](mailto:eyokum@allegany.edu) (Cumberland Campus) or [Idefibaugh@allegany.edu](mailto:Idefibaugh@allegany.edu) (Bedford County Campus).

## **SUBSTANCE ABUSE TRAINING**

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Allegany College of Maryland is required to provide heroin/opioid training to all new, full-time students, as well as educational information to part-time students. Allegany College of Maryland has created educational training for all students via Brightspace, and all incoming students must complete the training before the end of their first semester of enrollment. The college urges everyone to be informed and offers educational resources (including treatment information) at [www.allegany.edu/drug-and-alcohol-information/index.html](http://www.allegany.edu/drug-and-alcohol-information/index.html).

\*Allegany College of Maryland prohibits the possession and use of drugs and alcohol on all college property and in all college-affiliated activities without the express permission of the College President.

## **THE UNITY CENTER (U-CENTER) FORMERLY DIVERSITY CENTER**

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Located in Room 66 of the Humanities Building, the Unity Center is a dynamic space for multicultural learning opportunities that engage students, faculty and staff in meaningful ways. It offers comfortable seating for conversation, independent study, and small group interactions as well as computers for student use. The Center serves as an educational space for the College's many campus groups and clubs, including Aspiring Young MENtors (AYM) who use it as their headquarters for activities. The Center's schedule is maintained by the Humanities Department's administrative assistant. It is managed by the Institutional and Student Affairs Office in coordination with the Academic Development Department.

AYM, founded in 2018, is a group of African American male mentors and emerging mentors who help guide, encourage and support other African American male students on campus. AYM mentors emphasize connection and a sense of belonging for student-mentees who may be having a hard time adjusting socially to college or struggling to adapt to the demands of college courses. Students receive training on accessing campus resources, time-management, goal setting, and other topics they identify as important to their success.

## **VETERANS SERVICES**

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The Office of Veterans Services serves the needs of individuals eligible for educational benefits through the Department of Veterans Affairs (VA). The Veterans Service's office is here to serve all veterans, military service members, veteran's dependents and others eligible for educational benefits with concerns or questions regarding military educational benefits, enrollment certification or other matters relating to VA educational benefits. The office is located in College Center, in the Advising Center on the Cumberland Campus. The Veterans Services phone number is 301-784- 5209. It is prudent for new, re-entering or returning students, who are or may be eligible for VA benefits, to contact the Office of Veterans Services prior to registration to ensure that all necessary VA paper-work is properly initiated. Please keep in mind, eligibility for military educational benefits is determined solely by the VA. Eligibility for VA educational benefits bears no relationship to an individual's indebtedness to Allegany College of Maryland.

Allegany College of Maryland, which has a long history of helping military veterans transition to rewarding civilian careers, has a Veteran's Center on the main campus that gives these students a place to call their own. The Veterans Center is located in the Humanities Building and features several Internet-linked computer stations, a seating lounge and a small kitchen.

## **VIRTUAL STUDENT LOUNGE**

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The Student Lounge on Brightspace provides students with an opportunity to stay connected with others. When students self-enroll, they have immediate access to mental health support, resources, motivation, encouragement, inspiration, links to de-stress, resources for student clubs, and connectedness. Students are free to visit the Student Lounge to pick as much as or as little as they want and pick and choose the content they want to interact with and find helpful.

To learn more, email [eyokum@allegany.edu](mailto:eyokum@allegany.edu) or [rgibson@allegany.edu](mailto:rgibson@allegany.edu)