



TRiO Student Support Services

Pathways For Success

“We must throw open the doors of opportunity. But we also must equip our people to walk through these doors.”

Lyndon B. Johnson

Allegany College of Maryland 12401

Willowbrook Road SE

Cumberland, MD 21502

Humanities Building: Room 57

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Allegany College of Maryland

Pathways For Success

Student Handbook

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The Pathways For Success program is a TRIO Student Support Services project funded through a grant from the U.S. Department of Education. **History of Trio:** TRIO began as part of President Lyndon B. Johnson’s War on Poverty. The Economic Opportunity Act of 1964 established an experimental program known as Upward Bound. Then, in 1965, the Higher Education Act created Talent Search. Finally, another program, Special Services for Disadvantaged Students (later known as Student Support Services), was launched in 1968. Together, this “trio” of federally funded programs prepared low-income students to access and succeed in higher education. The original three programs have grown to include Educational Opportunity Centers and Veterans Upward Bound, the Ronald E. McNair Post-Baccalaureate Achievement Program, and Upward Bound Math/Science.



Pathways For Success provides a supportive environment on the Cumberland campus for students who are first-generation college students, low income, or students with documented disabilities. Pathways For Success serves 140 eligible, enrolled students annually. To assist Pathways For Success students in achieving their academic goals, the program offers services such as:

*academic advising

*tutoring

*career advising

*peer mentoring

*workshops on topics like study skills and budgeting

*field trips to four-year institutions

*transfer advising

*financial aid advising

*student groups

*opportunities to socialize and make connections



Join us on Facebook @ ACM Pathways For Success

Eligibility

Pathways serves 140 eligible, enrolled ACM students annually. Eligible students are encouraged to apply early for available student slots in this exciting program. To be eligible for Pathways, a student must:

1. Be a citizen or national of the United States OR meet residency requirements for federal student financial aid;
2. Be enrolled @ Allegany College of Maryland or accepted for enrollment in the next academic term; full-time status preferred.
3. Have a need for academic support as determined by program;
4. Be a first-generation, income-eligible college student, OR a student with a documented disability; and
5. If applicable, successful completion of ENGLISH 92

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

** First generation refers to a student whose parents do not hold a bachelor's degree or higher.

*** To be eligible as a student with a disability, students must be registered with the Academic Access & Disability Resources office. Their phone number is (301) 784-5234.

Description of Services

- **Academic Advising**

Your Pathways For Success advisor serves as either your primary or a supplemental academic advisor, depending on your major. Our goal is to help you schedule classes that will allow you to experience success and complete your degree in a timely manner. Your PFS advisor will also monitor your grades and check in with you about them periodically throughout every semester.

- **Tutoring**

Pathways For Success offers professional tutoring. Tutoring will be in the form of small group and individual sessions as needed. If you think you could benefit from tutoring or if tutoring is outlined in your Student Success Plan, you need to submit a tutoring agreement form.

- **Workshops**

The Pathways for Success Program offers various workshops throughout each semester to foster student success. Topics offered include financial literacy (tracking expenses, budgeting, saving for the future, managing college costs, etc.), college success, career decision making, reading and study skills, overcoming procrastination, stress management, how to write a resume, interviewing skills and choosing a major. Professional development programs such as using social media to your advantage and dining etiquette may also be offered periodically.

- **Peer Mentoring**

Pathways For Success participants can take advantage of peer mentoring. Experienced and knowledgeable Pathways students will serve as mentors. Mentoring will stress academics but will also address the personal, social, and cultural needs of participants. Mentors can help students become familiar with the campus and its offerings, share tips for succeeding in college, and provide academic support.

- **Career Advising**

Career advising is an integral part of your success at Allegany College of Maryland. Pathways For Success has various assessment instruments which will help you determine your skills, values, interests, and abilities. Through career advising, we can assist you with finding occupations which may be right for you; help you learn about college majors; learn about the vocational school, college or university that is right for you; and help you write a resume' or cover letter, conduct an interview, or find job openings.

Pathways For Success also offers other assessment instruments that can help you get to know yourself better. Your Pathways advisor can help you navigate Career Coach through the college website to find your best fit.

- **Financial Aid Advising**

Pathways For Success advisors are available to help participants complete financial aid applications and find additional aid through private, college, state, and federal sources.

- **Scholarship Search—"Cool Tool"**

Pathways For Success Cool Tool Scholarship Database: This spreadsheet alerts students of national scholarship competitions. The file is kept updated on a monthly basis by our Advisement Coordinator. It is sent out to our students via email and through the Team Site. Advisors within the PFS office can assist students with these applications if necessary.





- **Transfer Advising**

Transferring can be stressful and complicated, but Pathways For Success can help make transferring much easier. We can help you find a school that would be a good fit for you, assist you with completing applications, and give you guidance with what classes you should take while you are still here at ACM. If you are interested in transferring, talk with your PFS advisor.

- **Field Trips to four-year institutions**

Students who are considering transferring after completing their degrees at ACM will have the opportunity to visit and take tours at several universities with the Pathways For Success program.

- **Opportunities to socialize and make connections**

Program participants are welcome to spend time in the Pathways For Success office studying, taking a break between classes, and spending time with other Pathways For Success students. Pathways For Success offers opportunities for student development, such as participation in TRIO Day, and community service activities.



TRiO



Allegany College of Maryland
Pathways For Success
Student Services Participation Agreement

Name: _____
(Last) (First) (M.I.)

Course of Study: _____ ACM 2 year degree: _____ Certificate Program: _____

The standards you must meet to remain eligible for Pathways For Success program services are as follows:

Maintain adequate contact with the program in person or by email or phone (adequate contact would be at least twice per semester). Contact the program as soon as possible to address any questions, concerns, or problems you may experience at ACM. Update the Pathways For Success office at the end of each semester of upcoming semester plans.

Participate in all activities as agreed upon in your individualized student success plans (please refer to your plan). Follow and abide by any participation guidelines for program services and activities.

Meet with your Pathways For Success program advisor a minimum of two and possibly three times in the fall semester and in the spring semester (once at the beginning of each semester, and once during the registration period. A 3rd meeting may be required by your advisor at midterm if your midterm grades cause concern).

Other: _____

I understand the program can accept a limited number of students. I also understand that my participation in program services is a privilege, not a guarantee, and that if I do not meet the minimum standards listed above, I may be ineligible to participate in program services. I understand that my performance affects the entire program, and I agree to do my best in meeting these standards. I understand that the Pathways For Success staff will help me in setting goals and finding services and support to accomplish these goals, but I also understand that I am ultimately responsible for using recommended services, maintaining good academic standing at Allegany College of Maryland, and achieving my academic and professional goals. I authorize the Pathways For Success office to obtain academic, financial aid/income documentation, disability, and other information about me as needed. I understand the program will continue to monitor my academic progress by obtaining grades and other academic data and by communicating with faculty and other College officials. I also give consent for the Pathways For Success staff to share information with other offices on campus, the United States Department of Education, and other TRIO programs.

Student Signature: _____ Date: _____

***Parent/Guardian Signature (if under 18) _____ Date: _____

Program Policies and Procedures

- Attend your classes, and give your best effort in class and on assignments and tests. If you do not attend class and put forth your best effort in class, no amount of tutoring or other services and activities will help you in getting to where you want to be.
- Schedule appointments and keep them. Appointments ensure your advisor will be able to give you their full attention and plan for your meeting, which will make a more productive use of your time. Call to reschedule if necessary, but rescheduling shouldn't become a pattern. Schedule appointments through Debby Hardinger, Pathways For Success Office Manager, to ensure you get a timely response. (301-784-5630 or dhardinger@allegany.edu)
- Schedule appointments with your advisor at least 2 times per semester—at the beginning of the semester and at the start of the next semester's registration period. A 3rd meeting at midterm may be required by your advisor if your midterm grades cause concern. We will contact you when it is time to make an appointment through Debby for one of these meetings.
- Let us know how you're doing between appointments. Report successes and challenges as soon as possible, so we can congratulate you on your successes or help you develop a plan to address any challenges.
- If you are having a problem, please schedule time with your advisor As Soon As Possible. Many times it is easier to solve a problem early on. Waiting often makes the problem bigger and harder to solve. Your Pathways For Success advisor can help you find solutions and resources to address problems.
- Ask questions when you don't understand something. Our job is to help you understand, but we need to know when you don't understand something.
- Participate in the services and activities outlined in your Student Success Plan. These activities and services are included for a reason: They will help you achieve your goals. If you do not participate, you will have greater difficulty achieving your goals. Failure to participate may also cause you to be removed from the program, as we have other students who are interested in participating in the program and would be willing to make use of services.
- Please feel free to stop by the office anytime from 9:00am-4:00pm. Tables and computers are available for you to use for studying, taking a break between classes, and spending time with other Pathways For Success students.
- Keep up-to-date on the program. It will be very important that you stay informed. Check your e-mail and join the PFS group on Facebook and monitor Pathways Team Site! We will create a newsletter and will make use of the College's website. Be sure to read the newsletter when it comes out on ACM's website (<https://www.allegany.edu/pathways-for-success/>).

Expectations

Our Mission: Allegany College of Maryland is a lifelong learning community dedicated to **excellence in education** and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals in mind, body, and spirit for lives of **fulfillment, leadership, and service** in a diverse and global society.

Expectation #1: Attend Class. Go to each of your classes each time it meets. Be on time, and stay for the entire class session. If you must miss class because of illness or emergency, check your course syllabus to know the instructor's attendance policy. Make up any missed work promptly. (It is vitally important that you read each course syllabus! It contains what you need to know to be successful in that class; it also tells you the expectations of each instructor.)

Expectation #2: Do the Work. It is true that for every hour you spend in class you should study two hours outside of class. (If you are taking 12 credits, you should be studying/doing homework 24 hours each week.) Read each assignment. Turn in your homework when it is due.

Expectation #3: Ask for Help. If you are having problems with a class or an assignment, help is available. See the instructor. Go to the Student Success Center for a tutor. Form a study group with classmates. Meet with your advisor. But, don't wait until it is too late! Waiting until the final weeks of a semester is unlikely to help.

Expectation #4: Read the Handbook. The Student Handbook is full of useful information to help you negotiate the often-roiling waters of college life. It also details the responsibilities of campus citizenship. (Ignorance of the rules is NOT an excuse for breaking them.) The answer to virtually any question you have about Allegany College of Maryland is in this Handbook. Here is the web link for the Student Handbook - <https://www.allegany.edu/pathways-for-success/documents/2022-2023-PFS-Student-Handbook.pdf>

Expectation #5: Respect Others. One of the College's Core Values is *Respect*. Showing respect means many things, including being courteous in the classroom, hallway, library, cafeteria, courtyard, parking lot – anyplace you encounter other people. Respect also means treating others as you would like to be treated; insulting, humiliating, judging, or ignoring another person hurts feelings. Shouting and cursing are always inappropriate in a learning environment.

Expectation #6: Be Responsible. We trust that you meet all obligations that are part of attending college. As an adult, you must learn to read all notices given to you, mailed to you, or posted for you to read, to show up for work study assignments, to pay your bills on time, and to manage problems/issues yourself without demanding special treatment or immediate gratification.

College is about more than merely attending classes and getting grades. College is about finding and creating opportunities to grow. It is about learning independence, making your own decisions, and becoming a community citizen. We are here to help you learn those things, too.

We promise to treat you with respect, to give you quality education, to act with integrity, to provide you with opportunities to learn and to grow as a person, and to promote wellness in mind, body, and spirit. That's our part. You must do yours.

Respecting Boundaries

Boundary:

Definition: “anything marking a limit”

Synonyms: border, beginning/ending, margin, confines, parameter, fence

Personal Boundaries include deciding how you want to be treated, with whom you want to spend time, and being in control of your personal life.

Violating someone’s personal boundaries includes following, standing too close, frequent texting, expressing unwanted or inappropriate affection, showing up uninvited, pressuring for a particular act, and more.

* * * * *

Student/Faculty

You are a student who is here to learn. Instructors are here to teach you and to help you learn class material. Allegany College of Maryland encourages students to have meaningful *educational* relationships with their instructors; we want you to feel comfortable speaking up in class during discussions, asking questions if you need help, and finding opportunities to master subjects. . .

Student/Staff

You are a student who is here to learn; staff members are here to help you succeed outside the classroom. Allegany College of Maryland prides itself on providing the “personal touch” whenever students have a problem or need a service. . .

. However, *no one* can do their jobs effectively if students engage in inappropriate behavior and/or try to develop personal relationships with faculty/staff. If the basis for a friendship exists, it will happily wait until you have graduated or transferred.

* * * * *

Student/Student

All students are here to learn – some with more drive and determination than others. Most students value having a social life and are excited to make new friends and to explore romantic interests in college. That’s healthy.

. However, *no one* has the right to force his/her companionship on another student. Everyone experiences personal rejection from time-to-time, and it is important to respond appropriately – namely by leaving the other person totally alone and finding someone else to be your friend or significant other.

****If you are struggling with boundaries, counseling is available – for free!****

<https://www.allegany.edu/counseling-services/>

Financial Aid Information

Federal Financial Aid

- More than \$100 billion is given out each year to eligible students
 - Money is given out in the form of grants, work study, and loans
 - Grants: money that does not need to be repaid
 - Work study: allows you to earn money while attending school (does not need to be repaid)
 - Loans: borrowed money that must be repaid
 - FAFSA (Free Application for Federal Student Aid) is the application for all federal aid
 - Applying and getting help with your application are both FREE
- Fastest way to complete FAFSA on the web

www.studentaid.gov

- **Apply for FAFSA as soon after October 1 as possible, but no later than March 1**

Allegany College of Maryland scholarships

Many scholarships are available through the Allegany College of Maryland Foundation. Each year ACM makes more than \$350,000 available to students through general scholarships as well as scholarships for specific programs/majors. Annually five scholarships worth \$500 each are given to eligible to PFS students.

- Complete an Allegany College of Maryland Foundation Scholarship Application

www.allegany.edu/scholarships

- Submit applications.
- Find scholarships you are qualified for in the scholarship catalog at:
allegany.edu/x139.xml
- Click on the scholarships quick link to access the scholarship catalog and application

Additional Helpful Sites

www.scholarships.com

www.finaid.org

www.collegeboard.com

www.fastweb.com

www.mhec.state.md.us

Pathways For Success Staff



Tara DeVore, Director

Tara manages daily operations and long-term planning for the Pathways For Success program, as well as serves as an academic and transfer advisor to students. tdevore@allegany.edu



Debby Hardinger, Office Manager

Debby manages the day-to-day operations of the PFS office. She schedules appointments, handles purchasing and processes budget items. dhardinger@allegany.edu



Richard "RC" Cofield, Advisement Coordinator

RC provides academic, personal, career and transfer advising for PFS students. RC also coordinates workshops for Pathways For Success and oversees the Peer Mentors. rcofield@allegany.edu



Beth Stallings, Educational Specialist

Beth oversees the PFS tutoring program. She also provides academic and transfer advising to students. bstallings@allegany.edu

Other Campus Programs & Services

- **Learning Commons (Library Services | Testing | Tutoring)**

Learning Commons, Library Services offers a variety of services to assist you including:

- Providing access to thousands of books, eBooks, periodical articles, anatomy models and other research tools
- Presenting library instruction sessions for classes and individuals
- Offering a variety of study spaces including individual group study rooms
- Offering computer usage (desktop PCs, Macs, and laptops), free printing, and mobile device charging stations
- Offering assistance from our helpful staff and full-time reference librarians

The Learning Commons, Testing | Tutoring, serves as a resource for students by providing a wide range of services that assist students in reaching their goals and becoming successful independent learners. The services they offer include:

- Placement testing
- Classroom testing
- Peer tutoring
- Lab tutoring in math, science, reading/writing, and computer science (see below)
- Online tutoring— <https://www.thinkingstorm.com/acm>

- **The Math Study Lab**

Our Math Study Lab, provided by Learning Commons, is available to students at no cost. Students can visit as often as they want and stay as long as they like. In the Math Study Lab, students will receive assistance with all levels of math concepts from Basic Algebra concepts to Calculus concepts. Students can work individually, in a small study group, or meet with a qualified Learning Specialist. Students can also use a lab computer to complete assignment, or simply have a comfortable place to sit and do homework and study. Hours are listed on line at <https://www.allegany.edu/learning-commons/study-lab-schedule.html>. ACM's Math Study Lab is located in the LC-Library, Room 119.

- **The Science Study Lab**

Our Science Study Lab, provided by Learning Commons, is available to students at no cost. The goal of the Science Study Lab is to empower students with the skills needed to master science through tutoring; small group discussions; and supplemental resources. The lab provides students a focused environment to complete assignments, to review course and lab materials, and to prepare for quizzes and tests. Anatomy models are available in the Science Study Lab (as well as the LC-Library). Students can visit as often as they want and stay as long as they like. Hours are listed on line at <https://www.allegany.edu/learning-commons/study-lab-schedule.html>. ACM's Science Study Lab is located in the Science Building, Room S15.

- **Reading and Writing Center (RAWC)**

Our RAWC provides reading/writing support for students in all subject areas at no cost. Students can visit as often as they want and stay as long as they like. In the RAWC, students can work individually, in a small study group or meet with a qualified Learning Specialist. Students can also use a computer to complete an assignment, receive assistance with study strategies, or simply find a comfortable place to sit and study. Hours are listed on line at <https://www.allegany.edu/learning-commons/study-lab-schedule.html>. ACM's RAWC is located in the LC-Library, Room 115.

- **Online Tutoring**

On-demand tutoring is available, at no cost, through ThinkingStorm at <http://www.thinkingstorm.com/acm> for assistance in the following subjects: mathematics through introductory calculus, biology, chemistry, physics, statistics, and writing (24 hour return on any writing assignment). Appointments are required for accounting, anatomy & physiology, economics, design software, and nursing tutoring. Assistance is available seven days a week from 10 am – 4 am (the next day) and some courses have assistance available 24 hours a day seven days a week.

- **The Unity Center**

The Unity Center's mission is to provide a space for multicultural learning opportunities that engage students, faculty and staff in meaningful ways. It serves as an educational space for ACM's many campus groups and clubs, including its Aspiring Young MENTors (AYM) who use the Center as their headquarters for activities.

Brenda Mathews, faculty/administrative assistant in the Humanities Department, handles the scheduling of on-campus groups wishing to use the Unity Center. The Instructional and Student Affairs Office manages the Center with coordination provided by ACM work-study students.

Location: Humanities, Room 66

Advising Center

PFS student participants are instructed to see their PFS advisor. Other ACM students are instructed to use the Advising Center. (See explanation in the catalog or other ACM publications)

Directory of Important Numbers

STUDENT SERVICES		
Admissions	College Center (CC-127)	(301) 784-5199
Advising Center	College Center (CC-141)	(301) 784-5654
Athletics	Gymnasium (G-166)	(301) 784-5265
Bookstore	College Campus Store	(301) 784-5348
Business Office	College Center	(301) 784-5226
Cafeteria	College Center	(301) 784-5335
Computer Labs	T-239, S-63, H-27, H-37, AH264	
Continuing Education Registration	Continuing Education	(301) 784-5341
Counseling Services	NMWC/Allied Health Bldg. #115	(301) 784-5206
Disability Services	Humanities (H-1)	(301) 784-5112
EMERGENCY – ON CAMPUS		(301) 784-5555
Financial Aid	College Center (CC-133)	(301) 784-5213
Fitness Center	Gymnasium (G-134)	(301) 784-4186
Housing	College Center(CC-12)	(301) 784-5368
Information Technology Help Desk (Student)	Technology	(301) 784-5444
Learning Commons Testing	Library (124)	(301) 784-5554
Learning Commons Tutoring	Library (115)	(301) 784-5669
Library	Library	(301) 784-5269
Math Study Lab	Library (L119)	(301) 784-5331
Nurse Managed Wellness Center	Allied Health (AHB-115)	(301) 784-5670
Pathways For Success	Humanities (H-57)	(301) 784-5630
Public Relations	Advancement (AC-2)	(301) 784-5217
Reading and Writing Center (RAWC)	Library (L115)	(301) 784-5057
Registrar's Office	College Center (CC-146)	(301) 784-5198
Residence Life	College Center (CC-12)	(301) 784-5368
Science Study Lab	Science (S15)	(301) 784-5141
Security	College Center (CC-160)	(301) 784-5555
SGA Office		(301) 784-5285
Student Life	College Center (CC-12)	(301) 784-5205
Unity Center	Humanities (H-66)	(301) 784-5289

PATHWAYS FOR SUCCESS—Humanities Building (H-57)			
Director	Mrs. Tara DeVore	tdevore@allegany.edu	(301) 784-5629
Office Manager	Mrs. Debby Hardinger	dhardinger@allegany.edu	(301)784-5630
Advisement Coordinator	Mr. Richard “RC” Cofield	rcofield@allegany.edu	(301)784-5621
Educational Specialist	Mrs. Beth Stallings	bstallings@allegany.edu	(301) 784-5628
To Schedule an appointment	Mrs. Debby Hardinger	dhardinger@allegany.edu	(301) 784-5630

ADMINISTRATION	
Office	Name
President	Dr. Cynthia Bambara
Sr. Vice-President of Instruction and Student Services	Dr. Kurt Hoffman
Vice-President of Finance and Administration	Mrs. Christina Kilduff
Vice-President of Advancement and Community Relations; Executive Director ACM Foundation	Mr. David Jones
Dean of Enrollment and Educational Services	Jennifer Engelbach
Dean of Student and Legal Affairs	Dr. Renee Conner
Dean of CE and Workforce Development	Mrs. Rebecca Ruppert
Dean of Career Education	Dr. Bill Rocks
Dean of Arts and Sciences	Dr. Miha Wood