**Quality Instruction**
Strong, diversified faculty, with over 90 percent holding master’s degrees in their instructional discipline.

**Graduates Satisfaction**
Recent grads surveyed reveal a high degree of satisfaction with both job and transfer preparation.

**Service to Community**
Residents, 98 percent of them, rated the college’s service to the community as good, very good or excellent in the most recent survey.

**Facts at a Glance**

- **Main Campus**
  Cumberland, MD

- **Branch Campuses**
  Bedford County Campus
  Bedford County Technical Center
  Somerset County Campus
  School of Hospitality Management and Culinary Arts

- **Enrollment**
  Bedford County Campus: 12,000 students served since 1990
  Fall 2014: 411 credit students

- **Total College Faculty**: 109 full-time, 122 part-time

- **Bedford County Campus**
  Student to Faculty Ratio: 9 to 1

- **Bedford County Campus**
  Student Activities:
  Student Council
  Phi Theta Kappa

**Contact Us**
Phone: 814-652-9528
Email: infocenter@allegany.edu

**Offering That Personal Touch**
Our former students pay us the highest compliment when they tell us that Allegany College of Maryland is a very personal and caring college. We are committed to individualized learning and to meeting the educational and career needs of every student.

The College has always placed emphasis on new educational ideas which speak to the positive aspects of learning. For instance, its instructional practices recognize individual differences among students.

Allegany College of Maryland offers a diversity of coursework ranging from remedial assistance to an exciting and demanding Honors Program.

Students are admitted who have graduated from a high school accredited either by its own state department of education or by a regional accrediting association recognized by the United States Office of Education, or who have received a high school equivalency certificate or high school equivalency diploma issued by the state.

Allegany College of Maryland students reflect the diversity of backgrounds and lifestyles of its regional population. The College welcomes the increasing number of veterans, homemakers, and employed adults seeking to upgrade job skills or contemplating career change.

**Mission and Philosophy**
The mission of Allegany College of Maryland in Pennsylvania is to provide geographical, academic, and financial access to higher education for the citizens of Bedford and Somerset Counties and the surrounding regions.

The boards of county commissioners, the college foundation boards, the college advisory boards, and the communities believe the future of our counties is in many ways directly dependent upon the education and training of our citizens.

Our philosophy is to provide opportunities to anyone who can benefit from post-secondary education and to promote the success of these individuals by providing a quality and relevant education at a reasonable cost and convenient location.

**Convenience**
**Bedford County Campus**: The Bedford County Campus is located in Everett, PA, in a 20,000 square-foot facility housing classrooms, computer labs, an electronic/digital library, a student lounge, a bookstore and administrative areas.

The Bedford County Campus features two state-of-the-art computer labs and the latest technology interactive distance-learning labs and telecommunications system, both of which link all three Allegany College of Maryland campuses.

**Somerset County Campus**:
Founders Hall houses the shared College and County Library, classrooms, computer labs, three state-of-the-art distance learning labs, student lounge, faculty offices, and administrative areas. Completed in 2006, Partners Hall houses classrooms, science labs, computer labs, nursing laboratory, and faculty and staff offices.

**Cumberland Campus**:
Allegany College of Maryland’s main campus is in Cumberland, Maryland, located approximately 40 miles southeast of the Bedford County Campus at a crossroads of major highways in Western Maryland. Situated just east of the city and a short distance from Interstate 68, the campus is centrally located and easily accessible to tristate residents.

**Accreditation/Certification**
Allegany College of Maryland is accredited by the Commission on Higher Education, Middle States Association of Colleges and Schools. (Address: 3624 Market Street, Philadelphia, PA 19104-2680. Phone: 215-662-5606.) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The College is also accredited and approved for operation by the Maryland Higher Education Commission. (Address: 839 Bestgate Road, Suite 400, Annapolis, MD 21401. Phone: 410-260-4500.) The Pennsylvania Department of...
Education has granted certification to Allegany College of Maryland campuses in Bedford and Somerset counties and to the academic programs they offer.

**MEMBERSHIP**

The College is a member of the American Council on Education, the American Association of Community and Junior Colleges, the Maryland Association of Community and Junior Colleges, the Junior College Council of the Middle Atlantic States, the Maryland JUCO Athletic Conference, and the National Junior College Athletic Association.

**ADMISSION AND ENROLLMENT**

We make the admission process as painless as possible.

Your interest in getting an education to advance yourself is what impresses us most. ACM believes all who feel they can benefit from a college education deserve the opportunity to earn it.

However, certain programs, especially in allied health care, have selective admissions criteria. Students interested in these areas should consult with an Admissions Office advisor.

Persons beyond normal high school age who are not high school graduates but who present evidence through testing or other means of ability to benefit from the instruction that the College offers are also admitted to college level courses and programs.

Some programs have specific admissions requirements.

**EARLY COLLEGE**

A high school student (age 16 or older) may be permitted to enroll at Allegany College of Maryland either as a full-time or part-time early college student, under the following conditions:

a. A part-time student must have (1) the written approval of the high school principal, if the college class of choice is a daytime class, and (2) completed all normal college admission requirements, including the Placement Assessment.

b. A full-time student must have met the above conditions, and have completed all high school graduation requirements, except fourth-year English.

A student, while classified as “early college”, cannot be eligible for graduation in any degree or certificate curriculum nor can the student be eligible for Financial Aid.

**SPECIAL GIFTED AND TALENTED**

In special circumstances, Allegany College of Maryland can accept, with approval from a school official and the student's parent or guardian, a student who has completed seventh grade and has attained a score of 1200 or more on the Scholastic Aptitude Test (SAT) or a score of 22 or more on the American College Test (ACT).

**FINANCIAL AID**

Our Financial Aid Office is prepared to assist each individual or family in finding every possible resource to assist with the costs of college. Most students at Allegany College of Maryland qualify to receive some type of financial aid. It may take the form of scholarships, grants, loans or work opportunities. Upon your request, the Financial Aid Office will send you your own information packet outlining all the resources available to you with the costs of the college. Further information may be obtained from the Financial Aid Office, located on the Cumberland Campus, at any time, by calling 301-784-5213. In-person appointments can be made with a student financial aid counselor. A student financial aid counselor visits the Bedford County Campus frequently to assist students attending this campus.

**ADMISSION PROCEDURES**

Our application for admission is simple and straightforward. Conveniently, it’s located within this book. Easier still, you can file an application electronically. Find it on our website: www.allegany.edu/admissionsapplication. There is no application fee.

Any person sixteen years or older will be accepted for admission to Allegany College of Maryland. Students are admitted who have graduated from a high school accredited either by its own state department of education or by a regional accrediting association recognized by the United States Office of Education, or who have received a high school equivalency certificate or high school equivalency diploma issued by the State Department of Education.

**WHERE AND WHEN TO PURCHASE TEXTBOOKS AND SUPPLIES**

Books and supplies can be purchased in the Bookstore. Books can be purchased at least two weeks prior to the start of classes through the second week of classes. Some books may be available on a rental basis. Please ask front office personnel if you have a need and the bookstore is closed. Extended bookstore hours are available one week prior to and during the first week of classes. Cash, checks, debit cards, VISA, and Master Card are accepted.

**DON’T KNOW WHAT TO DO WITH YOUR OLD TEXTBOOKS?**

Bring your used textbook(s) to the Campus Bookstore. Book buyback will always be held the last week of each semester. Your textbook(s) may be resold if it meets the following conditions:

- Subject is offered in the next semester and the instructor has turned in their book adoption prior to the book buyback dates.
- Same edition is being used in the next semester
- All workbooks and study guides must accompany the textbook
- Book must be in a “good” used condition.

*Books not eligible for resale are textbooks with access codes and three hole punch “Al la Carte” books.

**GETTING STARTED**

- 1. Complete and sign the application for Admission.
- 2. Request official copies of high school and any college/university transcripts.
- 3. Apply for financial aid.
- 4. Submit ACM Scholarship Application.
- 5. Schedule to take the Placement Assessment. If you have taken the Scholastic Aptitude Test (SAT) or American College Test (ACT) you may be exempt from this test. To schedule a placement assessment please contact the Student Services Office at 814-652-9528, ext. 6224.
- 6. Make an appointment with your advisor to discuss your interests and schedule classes.
Pennsylvania resident students are eligible for State Grant consideration if they are enrolled full-time or part-time (at least 6 credit hours) in a two-year transfer program or in an associate degree program with majority (51%) of their credits in in-classroom based courses. Students enrolled for more credits in web courses than for credits in in-classroom based courses will not be eligible to receive any PA State Grant funds. This rule is effective on a semester basis; students will be evaluated each semester. Students who are enrolled in one-year certificate programs of study are not eligible for State Grant funds. PA Students attending the Cumberland Campus are eligible for State Grant funds in accordance with the Agency regulations. Students may visit PHEAA’s website for more information at: www.pheaa.org.

Scholarships
A comprehensive scholarship program has been developed by the Allegany College of Maryland Foundation and the Bedford County Regional Education Foundation for Allegany College of Maryland to assist all segments of the College’s student body. Not all scholarships are academic or merit-based awards. The scholarship program includes merit-based awards, merit-based awards with financial consideration, scholarships for specific curriculum areas, and scholarships for students from specific geographical areas. Each student is eligible to receive up to three (3) ACM scholarship awards or $2,500 per academic year. More information on how to apply for scholarships can be found on page 15 of this booklet or by visiting our website at www.allegany.edu/scholarships.

Bedford County Regional Education Foundation
The Bedford County Regional Education Foundation for Allegany College of Maryland was established as a non-profit foundation organized and incorporated under Pennsylvania law.

The purpose of the Foundation is to receive private gifts, bequests, and donations and to account for, manage and help appreciate monies or property submitted to the Foundation or College. Such donations are tax-deductible.

The Foundation provides scholarships, tuition assistance awards, Early College tuition assistance awards, and emergency book funding to deserving students who attend the Bedford County Campus.

Student Tuition Subsidy
Tuition subsidies are currently being provided by the State of Pennsylvania. Subsidies are applied to the Pennsylvania student’s account to reduce tuition charges for courses taken at the Pennsylvania Campuses. Tuition subsidies are not guaranteed each year, but Allegany College of Maryland will continue to seek these funds.

Condensed Terms
ACM offers condensed delivery formats in addition to the normal full-term semester. During the fall and spring semesters, a Delayed Start term is offered. The Delayed Start term gives students the option of starting courses three weeks into the regular 15 week semester. In summer session, ACM offers A-and B-Term courses in addition to the regular 10 week, full-term session. A-and B-Term courses taught in summer session are scheduled for 5 weeks.

Semester Tuition, Fees, and Other Charges
All tuition, fees, and other applicable charges are due in full to Allegany College of Maryland at the time of registration. Payment can be made by cash, check, money order or credit card. Credit card payments can be made online through our website (www.allegany.edu) by clicking on WebAdvisor and following the instructions. The College accepts VISA and Master Card payments. A payment plan is available with NelNet Business Solutions (NBS). There is a $25 fee per semester to sign up for the payment plan. More information on NBS can be found on our website at www.allegany.edu/paymentplan.

Based upon the availability of carriers, the College will offer accident insurance to all students at prevailing rates. Students may elect to participate in this group insurance opportunity. Interested students should contact the Business Office.

Course Load Status
Full-time: Students taking 12 or more credit hours (or non-credit equivalency) per semester are full-time students.

Part-time: Students taking 11 or fewer credit hours (or non-credit equivalency) in a semester are part-time.

Freshman: A student admitted to a degree program having fewer than 28 semester credits is a freshman.

Sophomore: A student admitted to a degree program having 28 or more semester credits is a sophomore.

Student Services
As part of the admissions process, all incoming freshman planning to pursue a degree and any student wishing to take an English, mathematics or science course are required to take the Allegany College of Maryland Placement Assessment. Students should contact the Bedford County Campus’ Student Services Office to schedule an appointment. Promoting student success, the College uses the assessment to place students in courses appropriate for them.

Through special arrangements with the instructor, students may take a classroom test in the Student Services Office. This service is intended for students with special testing needs and for students who were absent during a test due to unusual circumstances.

Tutoring
The Student Services Office provides tutoring for individuals and small groups when needed. Tutoring is available without a fee to all students enrolled at the Campus. The goal is to help students become independent, confident learners. Students interested in serving as tutors are requested to complete an application which includes a recommendation from an instructor.

Special Needs/Counseling
Students with disabilities are encouraged to contact the Student Services Office to discuss special needs. Students should make appointments at least six weeks prior to the semester to give the College time to respond to the requests. Documentation of disability must be
provided by the student prior to registration. The College is committed to providing all otherwise qualified individuals access to higher education and inclusion in all areas of college life. The Student Services Office works under the direction of the Disability Services and Learning Support Office in providing reasonable accommodations and accessibility.

At risk students who are experiencing concerns with grades, family issues, work and school conflicts, time management, or stress related issues may seek assistance through Counseling Services. Students who feel that they need assistance may contact the Student Services Office for information.

CLEP TESTING
The College Level Examination Program (CLEP) helps you receive college credit for what you already know, for a fraction of the cost of a college course. The Bedford and Somerset County Campuses Testing Labs are approved CLEP testing sites. Please log onto www.clep.collegeboard.org for additional information.

JOB PLACEMENT
College Central Network is the primary job posting service to Allegany College of Maryland students and alumni. College Central Network is the nation’s largest online network of job-seekers at small, midsize and community colleges. This service is a valuable resource to put all ACM students and alumni in touch with employers and the jobs available. Students and alumni can post their resumes on the network. Employers are able to review resumes of eligible prospective employees for their unfilled positions. Its services help students and alumni find jobs and get the scoop on career related programs and events.

CAREER ADVISING
One of the most important connections you, as a college student, can make is to use the essential services offered by our Student Services Office. Our Career Development Program is designed to aid students to become aware of their interests, skills, and personality traits in order to direct their educational path by choosing the majors/careers that best fit them.

LIBRARY RESOURCES
The Library provides ready access to information, materials, services, and equipment that contribute to the learning process. A well-trained staff is prepared to assist students, faculty, and staff in locating and using the varied resources available.

The Bedford County Campus Library contains book, magazine, newspaper, and non-print collections to support the courses offered at the campus. Computer stations are provided for students to do research and use various software systems to work on assignments. A printer and photocopier are available for student use.

Additional information is available to the ACM community through multiple electronic resources accessible from the College’s library webpage. In addition to its online catalog of collections, the library webpage offers access to selected databases, eBooks, and other online resources, providing thousands of periodical articles, reference books, and other forms of information on a wide variety of topics including: nursing, psychology, science, humanities, and other disciplines. These resources are accessible to ACM students from on and off campus. Training and assistance in using these varied resources are available from the campus librarians.

Resources at the Cumberland Campus library include 58,000 volume book collections, a periodicals collection, a selective U.S. Government Documents Depository, an extensive local history and genealogy collection, and other special collections. Resources from other campus libraries of ACM are available to Bedford County Campus students. A free courier service allows convenient transfer of materials.

BEDFORD COUNTY TECHNICAL CENTER
The partnership between Allegany College of Maryland and the Bedford County Technical Center provides a variety of training opportunities to both businesses and residents of Bedford County. The technical center is operated by the Bedford Area School District and Everett Area School District to offer a variety of vocational training options to secondary students in the following areas:

- Building Trades
- Cosmetology
- Welding
- Health Care
- Information Technology
- Automotive Technology
- Culinary Arts
- Electrical Motor Controls
- Basic CNC Machining
- Ag-Science
- Biotechnology

The partnership allows the ACM/BCTC Workforce Training Center the opportunity to provide adult training sessions in the areas listed above. The partnership also allows the college to offer the associate degree registered nurse (RN) program and many other credit science courses at the BCTC science lab. Additional post-secondary options include advanced computer training options, soft skills training, management skills, and a variety of customized training to meet the needs of the local businesses. For more information on continuing education programs or to set up customized training please contact Wayne M. Blue, Executive Director of Workforce Development and Training for Pennsylvania Centers at wblue@allegany.edu, or by calling 814-624-4814.
IF YOU PLAN TO TRANSFER

Allegany College of Maryland is proud of its collaboration with colleges and universities, which result in articulation agreements and partnerships that create additional opportunities for transfer students. The use of the word “articulation” represents that the College has formalized an agreement with another higher education institution supporting the transfer of credit between institutions.

Current articulation agreements are in place with the following colleges/universities for programs offered at the Bedford County Campus:

<table>
<thead>
<tr>
<th>TRANSFER INSTITUTION</th>
<th>ACM PROGRAMS</th>
<th>TRANSFER INSTITUTION PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>California University of Pennsylvania</td>
<td>Business Administration, Business Management</td>
<td>Bachelor of Science in Business Administration</td>
</tr>
<tr>
<td></td>
<td>Criminal Justice, Criminology</td>
<td>Bachelor of Science and Technology - Legal Studies Concentration</td>
</tr>
<tr>
<td>Frostburg State University</td>
<td>Nursing</td>
<td>Bachelor of Science in Nursing</td>
</tr>
<tr>
<td>Mount Aloysius</td>
<td>Nursing</td>
<td>Bachelor of Science in Nursing</td>
</tr>
<tr>
<td>Potomac State College of West Virginia</td>
<td>Business Management</td>
<td>Bachelor of Applied Science - with an emphasis in Business Management</td>
</tr>
<tr>
<td></td>
<td>Criminal Justice</td>
<td>Bachelor of Applied Science - with an emphasis in Criminal Justice</td>
</tr>
<tr>
<td>Saint Francis University*</td>
<td>Business Administration</td>
<td>Organizational Leadership</td>
</tr>
<tr>
<td>Shippensburg University of Pennsylvania</td>
<td>All ACM Programs</td>
<td>Guarantees transferability of all general education courses</td>
</tr>
</tbody>
</table>

*Articulation with Saint Francis University allows ACM business administration and computer science graduates (from any campus) to transfer 90 credits into a bachelor of science in organizational leadership or computer systems management. Students must complete their final 30 credits at Saint Francis University.

The college has established a number of partnerships with other colleges, universities, and high schools which represent a spirit of collaboration but do not necessarily guarantee transfer of credit like an articulation agreement. Students who plan to continue their education at a four-year college or university after graduating from Allegany College of Maryland should seek assistance from a transfer advisor in the Student Services Office. With proper planning, ACM credits are easily transferable.
PROGRAMES OF STUDY

BEDFORD COUNTY CAMPUS at EVERETT

ASSOCIATE DEGREE PROGRAMS
• Applied Technical Studies
• Business Administration
• Business Management
• Criminal Justice
• Criminology
• General Studies
• Hospitality Management
• Hotel and Restaurant Management
• Nursing
• Psychology

CERTIFICATE PROGRAMS*
• Business Accounting
• Business Entrepreneurship
• Business Marketing and Sales
• Business Supervision
• Criminal Justice

LETTERS OF RECOGNITION
• Business Management
• Accounting I
• Entrepreneurship Training
• First-Line Supervision
• Marketing and Sales Training
• Criminal Justice/Corrections

*For more reported information about these programs, visit our website at: http://www.allegany.edu/gainfulemploymentdisclosure/

BEDFORD COUNTY TECHNICAL CENTER

• Nursing (program clinicals)
• Articulated Programs
  - Automotive Technology
  - Culinary Arts
  - Hotel and Restaurant Management
  - Selected Allied Health Programs

OTHER PROGRAMS: Although not all program options offered through Allegany College of Maryland are available at the Bedford County Campus, courses can be taken towards many programs/degrees at this campus then completed at the Cumberland Campus or at another four-year college or university. To view a full list of ACM’s academic programs, visit www.allegany.edu/academicprograms.

Additionally, other career and transfer programs may be offered in the future to satisfy the growing needs of Bedford County.

IMPORTANT INFORMATION FOR STUDENTS ATTENDING THE BEDFORD COUNTY CAMPUS

Bedford County Campus students should note that certain academic programs are made possible through a combination of course-delivery methods which include the use of distance-learning technology as well as the traditional classroom setting. To complete these programs, students should anticipate taking online courses offered via Internet, distance-learning courses that connect the instructor and two or more classrooms through teleconferencing, and/or courses by directed study. Certain programs may require a small number of courses be taken at the Cumberland campus. Please speak with an academic advisor for specific course scheduling.

Pennsylvania resident students who qualify for Pennsylvania State Grant funds under the Pennsylvania Higher Education Assistance Agency, or PHEAA, must be enrolled in a program of study where at least 50 percent of credits needed for completion are earned through classroom instruction. This means that students who earn the majority of their credits through online courses will not be eligible to receive Pennsylvania State Grant funds. Please refer to the student aid organization’s website, www.pheaa.org, for more information about eligibility. Note that some academic programs offered through ACM campuses in Bedford and Somerset counties may not meet these requirements.

APPLIED TECHNICAL STUDIES
Two-Year Career Program

What: An associate degree program to meet specific or unique career goals.

For whom: For students who do not plan to transfer.

Here: Leads to an associate of applied science degree in applied technical studies.

(Note: Students enrolled in a training program approved for college credit by the American Council for Education may apply these credits to the elective portion of the graduation requirements to a maximum of 30 credits.)

(A further note: As this is career program, designed to enable students to seek employment, students who elect to transfer should contact their advisor or the Student Services Office regarding transfer issues.)

Contact: Admissions/Registration Office.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Major Course Requirements

| Restricted Electives    | 9 |
| Electives               | 30 |

Total: 60

NOTE: Complete program available through a combination of course delivery methods; see current page for more information.

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
BUSINESS ADMINISTRATION
**Transfer Curriculum**

**What:** The first two years of a typical four-year program in business administration.

**For whom:** Students who plan to earn a bachelor’s degree in business administration.

**Where:** At a college or university as yet undetermined.

**Here:** Leads to an associate of science degree in business administration.

(Note: Although this curriculum is the normal preparation for a bachelor’s degree in business administration at a four-year school, some colleges and universities may require somewhat different course work. Students are encouraged to decide on a transfer school as early as possible and coordinate plans with the Student Services Office.)

Contact: Robin Imgrund, professor of business administration.

**General Education Courses**

**Credit**
- Computer Literacy ........................................3
- Freshman English I .........................................3
- College Algebra ..............................................3
- English Elective ...............................................3
- Humanities Elective ........................................3
- Calculus for Applications or Elective ..................3
- Laboratory Science Electives ............................8
- Physical Activity .............................................1
- Social and Behavioral Science Elective ...............3
- Elements of Statistics .....................................3
- Speech Communication I ..................................3

**Major Course Requirements**

**Introduction to Business** ................................3
- Financial Accounting .......................................3
- Managerial Accounting ..................................3
- Principles of Management ................................3
- Principles of Macroeconomics ..........................3
- Business Law ................................................3
- Principles of Marketing ..................................3
- Principles of Microeconomics ..........................3

**Total:** 60

*BEDFORD COUNTY CAMPUS*

**BUSINESS MANAGEMENT**

**Two-Year Career Program**

**What:** A generalized two-year career program in business management that emphasizes leadership skills and technology applications.

**For whom:** Students who seek prompt entry-level positions in retail establishments, service businesses and similar operations.

**Here:** Leads to an associate of applied science degree in business management.

(Note: Since this is a career program, students who elect to transfer should consult with the Student Services Office regarding specific program and course transfer issues.)

Contact: Robin Imgrund, professor of business administration.

**General Education Courses**

**Credit**
- Computer Literacy ........................................3
- Freshman English I .........................................3
- Mathematics Elective ......................................3
- Office Applications I .......................................3
- Physical Activity .............................................1
- Science Elective .............................................1
- Business and Technical Communications ..........3
- Interdisciplinary Leadership I or Speech Communication I ....3
- Social and Behavioral Science Elective ...............3

**Major Course Requirements**

**Introduction to Business** ................................3
- Financial Accounting .......................................3
- Sales and Customer Service ................................3
- Business Professionalism and Ethics ..................2
- Managerial Accounting ..................................3
- Entrepreneurship ..........................................3
- Income Tax Accounting or Personal Finance ..........3
- Economics Elective .........................................3
- Business Law ................................................3
- Principles of Management or Human Resources and Supervision ....3
- Principles of Marketing or Principles of Advertising ..........3
- Field Placement ............................................3

**Total:** 60

*Note: Complete program available through a combination of course delivery methods; see page 6 for more information.*

*See your advisor for recommended semester course sequences.*

*Full-time students can complete requirements in two years. Part-time students will take longer.*

*Additional courses may be required if developmental coursework is necessary.*

*For more information about the tuition and fees related to this program, visit our website at http://www.allegany.edu/gainfulemploymentdisclosure/
### BUSINESS ENTREPRENEURSHIP Certificate

**What:** A concentrated one-year career program in the fundamentals of small business ownership and entrepreneurship.

**For whom:** For persons with no prior business experience or those who currently own businesses and wish to enhance their knowledge and skills.

**Here:** Leads to a certificate in business entrepreneurship.

(Note: Although this is a career program, designed for prompt application in the workplace, all credits earned can be applied toward an associate degree in business management. Students planning to transfer should contact their advisor or the Student Services Office.)

Contact: Robin Imgrum, professor of business administration.

**General Education Courses**  
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<tr>
<td>Personal Finance</td>
<td>3</td>
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<tr>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Sales and Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 30**

NOTE: Complete program available through a combination of course delivery methods; see page 6 for more information.

*Full-time students can complete requirements in one year. Part-time students will take longer.*

*Additional courses may be required if developmental coursework is necessary.*

*For more information about the tuition and fees related to this program, the median debt of students who completed the program, job placement rates, and other important information on this program, please visit our website at [http://www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/)

### BUSINESS MARKETING AND SALES Certificate

**What:** A concentrated one-year career program in marketing and sales.

**For whom:** For persons who seek fundamental knowledge of business with a focus on skills in development in sales, advertising, web pages, and other areas.

**Here:** Leads to a certificate in business marketing and sales.

(Note: Although this is a career program, designed to enable students to promptly seek employment, credits earned are transferable to an associate degree. It is not intended for students planning transfer to a four-year institution. Students intending to do so should contact their advisor or the Student Services Office.)

Contact: Robin Imgrum, professor of business administration.

**General Education Courses**  
<table>
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<tbody>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Freshman English II</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major Course Requirements**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>Sales and Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Web Page Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Graphics**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Page Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 30**

NOTE: Complete program available through a combination of course delivery methods; see page 6 for more information.

*Full-time students can complete requirements in one year. Part-time students will take longer.*

*Additional courses may be required if developmental coursework is necessary.*

*For more information about the tuition and fees related to this program, the median debt of students who completed the program, job placement rates, and other important information on this program, please visit our website at [http://www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/)

### BUSINESS SUPERVISION Certificate

**What:** A one-year program that teaches fundamental business and basic leadership/supervision.

**For whom:** Students seeking to enter or advance careers in the business workplace.

**Here:** Leads to a certificate in business supervision.

(Note: This is a career program not intended for transfer. Students who wish to transfer should consult with their advisor or the Student Services Office.)

(A further note: All credits in this program can be applied toward an associate degree should a graduate wish to pursue further studies.)

Contact: Robin Imgrum, professor of business administration.

**General Education Courses**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Freshman English II</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>1</td>
</tr>
<tr>
<td>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Interdisciplinary Leadership I or</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major Course Requirements**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>Financial Accounting or</td>
<td>3</td>
</tr>
<tr>
<td>Practical Accounting/Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>Business Professionalism and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>Human Resources and Supervision or</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 30**

NOTE: Complete program available through a combination of course delivery methods; see page 6 for more information.

*See your advisor for recommended semester course sequences.*

*Full-time students can complete requirements in one year. Part-time students will take longer.*

*Additional courses may be required if developmental coursework is necessary.*

*For more information about the tuition and fees related to this program, the median debt of students who completed the program, job placement rates, and other important information on this program, please visit our website at [http://www.allegany.edu/gainfulemploymentdisclosure/](http://www.allegany.edu/gainfulemploymentdisclosure/)
BUSINESS MANAGEMENT
ACCOUNTING I
Letter of Recognition

What: A three-course sequence in accounting skills for expanded career opportunities in bookkeeping and accounting.

For whom: For persons wanting to develop basic skills in financial accounting and personal finance management and acquire an overview of general business fundamental, including management, marketing and organization.

Here: Leads to a letter of recognition in Accounting I.

(Note: All credits in this letter-of-recognition program apply toward a one-year certificate in accounting and a two-year associate in applied science degree in business management.)

Contact: Robin Imgrund, professor of business administration.

Major Course Requirements Credit
Introduction to Business ........................................3
Personal Finance or Income Tax Accounting ................3
Financial Accounting ............................................3
Total: 9

NOTE: Complete program available through a combination of course delivery methods; see page 6 for more information.

*Additional courses may be required if developmental coursework is necessary.

BUSINESS MANAGEMENT
ENTREPRENEURSHIP TRAINING
Letter of Recognition

What: A three-course sequence in basic business knowledge applicable to small-business management.

For whom: For persons wanting an introduction to such business aspects as management, marketing, accounting and finance with knowledge of the skills and traits of successful entrepreneurs, business and the importance of selling and customer service skills.

Here: Leads to a letter of recognition in entrepreneurship training.

(Note: All credits in this letter-of-recognition program apply toward a one-year certificate in entrepreneurship and a two-year associate in applied science degree in business management.)

Contact: Robin Imgrund, professor of business administration.

Major Course Requirements Credit
Introduction to Business ........................................3
Sales and Customer Service ................................3
Entrepreneurship ................................................3
Total: 9

NOTE: Complete program available through a combination of course delivery methods; see page 6 for more information.

*Additional courses may be required if developmental coursework is necessary.

BUSINESS MANAGEMENT
FIRST-LINE SUPERVISION
Letter of Recognition

What: A four-course sequence in basic supervisory skills for expanded career advancement opportunities.

For whom: For persons seeking a basic understanding of business, including management, marketing, accounting and finance with particular emphasis on professional and ethical behavior.

Here: Leads to a letter of recognition in first-line supervision.

(Note: All credits in this letter-of-recognition program apply toward a one-year certificate in business supervision and a two-year associate in applied science degree in business management.)

Contact: Robin Imgrund, professor of business administration.

Major Course Requirements Credit
Introduction to Business ........................................3
Business Professionalism and Ethics .......................2
Human Resources and Supervision or Principles of Management ........................................3
Elective ................................................................3
Total: 11

NOTE: Complete program available through a combination of course delivery methods; see page 6 for more information.

*Additional courses may be required if developmental coursework is necessary.
BUSINESS MANAGEMENT
MARKETING AND SALES TRAINING

Letter of Recognition

What: A three-course sequence in marketing and sales.

For whom: For persons who seek fundamental knowledge of business with a focus on skills-development in sales, advertising, web pages and other areas.

Here: Leads to a letter of recognition in marketing and sales.

(Note: All credits in this letter-of-recognition program apply toward a one-year certificate in business marketing and sales and/or business entrepreneurship as well as a two-year associate in applied science degree in business management.)

Contact: Robin Imgrund, professor of business administration.

Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Sales and Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

NOTE: Complete program available through a combination of course delivery methods; see page 6 for more information.

*Additional courses may be required if developmental coursework is necessary.

CRIMINAL JUSTICE

Two-Year Career Program

What: A two-year career program that takes a comprehensive approach to criminal justice education in preparation for a variety of careers.

For whom: Students who plan to begin a criminal justice career, such as in law enforcement or corrections, promptly after graduation.

Here: Leads to an associate of applied science degree in criminal justice.

(Note: The curriculum has a three-fold thrust: prepare the future peace officer to be a productive, efficient entry-level employee; provide broad technical training and experience leading the officer to positions of increased responsibility; and offer course work broad enough to provide a foundation for further study within the criminal justice field.) (Another note: Students who plan to transfer after completing this career program should consult with their advisor or the Student Services Office regarding course work and transfer issues.)

Contact: Brandon Hoover, assistant professor of criminal justice.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Literature,</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Evidence and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

NOTE: General education courses offered in a variety of methods. Major course requirements for criminal justice program are only available online or via distance-learning technology; see page 6 for more information.

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in one year. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

CRIMINAL JUSTICE

Certificate

What: A one-year career program that provides a fundamental understanding of the criminal justice system.

For whom: Students who seek to begin or further a career in criminal justice.

Here: Leads to a certificate in criminal justice.

(Note: This curriculum allows for study in a field of occupational interest and permits students to set an occupational goal and continue toward an associate or bachelor’s of science degree in criminal justice, if they so choose.)

Contact: Brandon Hoover, assistant professor of criminal justice.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Freshman English II, Introduction to Literature,</td>
<td>3</td>
</tr>
<tr>
<td>Business and Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

Major Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Evidence and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>Ethics and Leadership in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

NOTE: General education courses offered in a variety of methods. Major course requirements for criminal justice program are only available online or via distance-learning technology; see page 6 for more information.

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in one year. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

For more information about the tuition and fees related to this program, job placement rates, and other important information on this program, please visit our website at http://www.allegany.edu/gainfulemploymentdisclosure/
CRIMINAL JUSTICE CORRECTIONS

**Letter of Recognition**

**What:** A three-course sequence that offers students the opportunity to enhance the development of their career portfolios, provides a competitive edge in employment opportunities, builds self-esteem and character, and provides documentation of corrections proficiency.

**For whom:** Students who seek to begin or further a career in corrections.

**Here:** Leads to a letter of recognition in corrections.

(Note: All credits in this letter of recognition program apply toward a two-year associate of applied science degree in criminal justice.)

Contact: Brandon Hoover, assistant professor of criminal justice.

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Administration of Criminal Justice</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics and Leadership in Criminal Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 9

*Additional courses may be required if developmental coursework is necessary.

CRIMINOLOGY

**Transfer Curriculum**

**What:** The first two years of a typical four-year program in criminology.

**For whom:** Students seeking a bachelor’s degree in criminology.

**Where:** At a four-year school or university as yet undetermined.

**Here:** Leads to an associate of science degree in arts and sciences with a criminology transfer pattern.

(Note: Courses in this program closely parallel the first two years of a criminology program at many four-year institutions. Students who have selected a transfer school should contact the Student Success Center.)

Contact: Brandon Hoover, assistant professor of criminal justice.

**General Education Courses**

**Credit**

<table>
<thead>
<tr>
<th>Senior English I</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Science Electives</td>
<td>9</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
</tr>
<tr>
<td>Laboratory Science Electives</td>
<td>8</td>
</tr>
<tr>
<td>Elements of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Computer Technology Elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Elective or Physical Activity</td>
<td>1</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Major Course Requirements**

<table>
<thead>
<tr>
<th>Introduction to Criminal Justice</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 60

NOTE: General education courses offered in a variety of methods. Major course requirements for criminal justice program are only available online or via distance-learning technology; see page 6 for more information.

GENERAL STUDIES

**Transfer Curriculum**

**What:** A curriculum that allows for general education and for possible continuation toward a bachelor’s degree elsewhere.

**For whom:** Students seeking a general education or an opportunity to explore other academic possibilities prior to transferring to a four-year school.

**Here:** Leads to an associate of science degree in general studies.

(Note: Students must work closely with their advisor to select appropriate elective courses. Through wise selection of electives, the program can be adapted to meet specific requirements of a given four-year college or university.)

Contact: Deb Hoover, director of the Somerset County Campus and student services.

**General Education Courses**

**Credit**

<table>
<thead>
<tr>
<th>Freshman English I</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Science Electives</td>
<td>9</td>
</tr>
<tr>
<td>Physical Education Electives</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>27</td>
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</tbody>
</table>

**Total:** 60

NOTE: Complete program available through a combination of course delivery methods; see page 6 for more information.

*See your advisor for recommended semester course sequences.

*Full-time students can complete requirements in two years. Part-time students will take longer.

*Additional courses may be required if developmental coursework is necessary.
HOSPITALITY MANAGEMENT
HOTEL AND RESTAURANT
MANAGEMENT OPTION

Two-Year Career Program

What: A two-year career program that teaches skills for the management of restaurants and hotels and other food service and lodging operations.

For whom: Students seeking management careers in the hospitality industry.

Here: Leads to an associate of applied science degree in hospitality management with a hotel and restaurant management option.

Contact: Debra Frank, assistant professor of hotel and restaurant management.

General Education Courses   Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Business Professionalism and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>Humanities or Social and Behavioral Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Major Course Requirements

Introduction to Hospitality                  3
Food Service Sanitation                      1
Dining Room Management                       3
Quantity Food Production                     3
Internship I and II                          10
Menu Planning and Food Merchandising         3
Front Office Management                      3
Hospitality Supervision                      3
Beverage Management                          2
Hospitality Purchasing, Inventory, and Cost Control | 3  |
Food and Beverage Cost Control               3
Hospitality Marketing                        3

Total: 60

NURSING
Two-Year Career Program

What: A two-year program that prepares graduates for entry-level positions in patient care and for licensure as registered nurses.

For whom: Students seeking careers as nurses in hospitals and other health-care settings and situations.

Here: Leads to an associate of science degree in nursing.

(Note: This selective admissions program is approved by the Maryland and Pennsylvania state boards of examiners of nurses and is accredited by the Accreditation Commission for Education in Nursing. Completion enables a graduate to take the National Council Licensure Examination for licensure as a registered nurse. Although this is a career program, not designed for transfer, selected four-year institutions may accept it with little or no loss of credit. Enrolled students with plans to transfer should contact the Student Services Office.)

Contact: Deborah Costello, professor of nursing.

General Education Courses   Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology of the Human I and II</td>
<td>8</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Major Course Requirements

Nursing I                         9
Nursing II                        9
Nursing III                       6
Nursing IV                        3
Nursing V                         9
Nursing in Society                1

Total: 70

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Contact: Rick States, associate professor of psychology.

General Education Courses   Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>English Elective</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>History Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>1</td>
</tr>
<tr>
<td>Social and Behavioral Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Sociology Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Major Course Requirements

General Psychology                3
Psychology Electives              9

Total: 60

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

*See your advisor for recommended semester course sequences.
*Full-time students can complete requirements in two years. Part-time students will take longer.
*Additional courses may be required if developmental coursework is necessary.

Contact: Course must be taken on the Cumberland Campus; course substitution is possible with program director approval.
Applying for scholarships...Easy as 1...2...3

FOundatiOn FOR 2016-2017
the BedFORd COUnty RegiOnal edUCatiOn
CaMPUs sChOlaRshiPs awaRded By
allegany COllege OF MaRyland BedFORd COUnty

Requirements:

1. go to www.allegany.edu/scholarships and
   click on the “Online Scholarship Application” link.
2. Log on by providing your Allegany College of
   Maryland Username and Password. To obtain an
   ACM Username and Password, you must apply for
   general admission to the College.
   (www.allegany.edu/admissionsapplication).
3. Complete your simple online general scholarship
   application.

In addition to the Bedford County Campus scholarships
listed in this brochure, ACM offers numerous scholarships
for all three campuses. For a full listing of scholarships, log
onto www.allegany.edu/scholarships or call the
Allegany College of Maryland Foundation Office at
301-784-5200.

Bedford County Regional Education Foundation
Early College Scholarship
Amount varies per semester and is dependent upon
Early College tuition rates
Requirements:
• Be accepted by Allegany College of Maryland as
  an Early College student
• Attend one of the Bedford County High Schools
  including Bedford, Chestnut Ridge, Everett, Northern
  Bedford, Tussey Mountain, Hope for Hyndman or
  other PDE recognized educational program
• Have a GPA of 3.0 or higher (Guidance counselors
  must verify this GPA by signing the application)
• Attend Allegany College of Maryland Early College
  classes in your high school or at the Bedford
  County Campus of ACM
• Complete and sign the scholarship application and
  attach an essay which describes the reasons you
  wish to take an Early College class, your future
  goals, your family’s financial situation, and your
  need for this scholarship/financial assistance
• Applications for the Fall semester are due to the
  Bedford County Campus on or before July 1st.
  Applications for the Spring semester are due to the
  Bedford County Campus on or before October 31st
• Applications are available at the Bedford County
  Campus or through high school guidance counselors

Bedford County Regional Education Foundation
Tuition Assistance
The Bedford County Regional Education Foundation, Inc.
continually solicits private funds to provide for the
tuition assistance program. These funds are designed for
use only toward tuition costs while attending the
Bedford County Campus. No money is available for
funding students who receive financial aid that is equal
to or greater than the cost of tuition. BCREF funding is
only available for tuition expenses. Expenses such as
books, fees and supplies cannot be covered by tuition
assistance. Emphasis will be placed on financial need
which is not met by other sources.

In order to qualify for BCREF Tuition Assistance, the
student must comply with the following criteria and
procedures:
• Be a resident of one of the following school
districts: Bedford Area, Chestnut Ridge, Claysburg
  Kimmel, Everett Area, Northern Bedford, or Tussey
  Mountain; and must have resided within this
  area for at least one year.
• Complete and submit the Free Application for
  Federal Student Aid (FAFSA). The Student Aid
  Report (SAR) will be used to determine eligibility
  for Bedford County Regional Education
  Foundation Tuition Assistance.
  Please note: It takes 6-8 weeks for the FAFSA to be
  processed. Please allow sufficient time for tuition
  assistance application. Attach your Student Aid Report
  (SAR) with your Tuition Assistance application.
• Complete the application and registration process
  of Allegany College of Maryland.
• Complete and sign the Tuition Assistance
  Application. Applications must be returned by
  September 15 for fall semester and by January 31
  for spring semester. You must apply EACH
  SEMESTER to receive tuition assistance.
• Return the white copy of the Tuition Assistance
  Application along with the essay and SAR report to
  Bedford County Regional Education Foundation,
  18 North River Lane, Everett, PA 15537.
  Detach the yellow copy of the Tuition Assistance
  Application for your records.

Please include with your application a copy of your
registration for the upcoming semester and a copy of
your Student Aid Report by September 15 and/or
January 31, depending on the semester of application.

Questions regarding BCREF Tuition Assistance may be
directed to the Bedford County Campus of Allegany
College of Maryland, 18 North River Lane, Everett, PA
15537, or by calling 814-652-9528, extension 6223.

Please accept the Bedford County Regional Education
Foundation’s best wishes for a successful college
experience in Bedford County!

Bedford Rural Electric Cooperative, Inc. Early
College Assistance Program
The Bedford Rural Electric Cooperative, Inc. Early College
Assistance Program provides $50.00 per credit tuition
assistance for the first three (3) Early College credits
taken during the fall and spring semesters.
Requirements:
• Be a dependent (pursuant to IRS guidelines) of a
  parent or guardian, whose primary residence is
  served by the Bedford Rural Electric Cooperative
• Be enrolled as an Early College student through
  Allegany College of Maryland
• To apply, please complete the Bedford Rural
  Electric Cooperative, Inc. Early College Tuition
  Assistance Program application (available through
  your high school guidance counselor, Bedford
  County Regional Education Foundation, or ACM
  Early College staff) and submit a copy of the most
  current electric bill (confirming the address)
• Mail applications to Bedford County Regional
  Education Foundation, 18 North River Lane,
  Everett, PA 15537
• Applications for Fall semester are due by
  September 15th of each year and applications for
  the Spring Semester are due by January 31st of
  each year
• Students must receive a C or better in the course
to receive the tuition assistance award
**Bouch – Michael Bouch Memorial Scholarship**
$250 (fall semester only)

Requirements:
- Full- or part-time student
- Resident of Bedford County, PA
- Have at least a 3.0 GPA
- Must be enrolled in the Early College program through the Bedford County Campus of Allegany College of Maryland
- First preference given to a student from Bedford or Everett Area High Schools enrolled in the Senior Challenge program and taking Early College coursework through ACM
- State financial need in essay on scholarship application
- Scholarship application deadline is September 1st
- Applications are available through the high school guidance counselors, Bedford County Campus Student Services or Foundation offices, or by visiting the Senior Challenge link on Everett Area or Bedford High School websites

**Chaney – Clair Chaney Emergency Scholarship**

Scholarship award varies based on financial need

Requirements:
- Full- or part-time student
- Must attend the Bedford County Campus of Allegany College of Maryland
- Resident of Bedford or Fulton County, PA
- Have a least a 2.5 GPA
- Applicant must contact the Bedford County Regional Education Foundation office for a scholarship application
- Applicant must complete scholarship application and an essay discussing his/her need for the emergency scholarship
- Applications accepted on an as needed basis
- Student interview may be requested

**Deadlines for the Following Scholarships is APRIL 30, 2016.**

**Bedford County Human Services Council Scholarship**

$500 (fall semester only)

Requirements:
- Full- or part-time student
- Resident of Bedford County, PA
- Have at least a 2.5 GPA
- Be enrolled in the Human Services or Pre-Human Services curriculum
- State financial need in essay on scholarship application
- In scholarship essay, please explain your desire to stay, work, and live in Bedford County

**Bedford Rotary Club Scholarship**

$1,000 per year ($500 per semester)

Requirements:
- Full-or-part-time student (must take a minimum of 9 credits per semester)
- Resident of Bedford County, PA
- Have at least a 3.0 GPA
- State financial need in essay on scholarship application

**Everett Area Alumni Scholarship**

$1,000 per year ($500 per semester)

Requirements:
- Full- or part-time student (at least 6 credit hours)
- No residency requirement
- Have at least a 3.0 GPA
- State financial need in essay on scholarship application
- Must be a graduate of Everett Area High School
- Must attend the Bedford County Campus or Cumberland Campus of Allegany College of Maryland

**Everett Cash Mutual Insurance Group Scholarship**

$500 per year ($250 per semester)

Requirements:
- Full- or part-time student
- No residency requirement
- Have at least a 3.0 GPA
- Be enrolled in Business Administration, Business Management, or Computer Science Programs
- Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
- Must attend the Bedford County Campus of Allegany College of Maryland

**Gates – Peggy Detwiler Gates Memorial Scholarship**

$500 per year ($250 per semester)

Requirements:
- Full- or part-time student
- Resident of Bedford County, PA
- Have at least a 2.5 GPA
- Be enrolled in any degree program
- Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
- Must attend the Bedford County Campus of Allegany College of Maryland

**Gateway Travel Plaza Scholarship**

(Please contact the Bedford County Campus Office for updated criteria)

$500 per year ($250 per semester)

Requirements:
- Full- or part-time student
- No residency requirement
- Have at least a 3.0 GPA
- Must be enrolled in the Hospitality Management or Culinary Arts curriculum
- Preference will be given to an employee of Gateway Travel Plaza for at least one year or immediate family member of an employee (please state this in your essay)
- Must be enrolled in a class directly relating to the travel/hospitality industry
- Must have completed one previous semester with at least a 3.0 GPA
- Money to be used for tuition only - no cash disbursements
- Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria

...continued on next page
Hendricks-Bryan R. Hendricks Memorial Scholarship
$700 per year ($350 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford, Fulton, Blair, or Somerset Counties in PA; Allegany and Garrett Counties in MD
• Have at least a 2.0 GPA
• Commitment to a career in agriculture or related fields: Forestry, Agriculture production or research, Ag. Business or Ag. Education, Horticulture/ Landscape Architecture, Soil or Water Conservation/Mine Reclamation, or Earth Science
• State financial need in essay on scholarship application
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
• In scholarship essay, please explain commitment to education and a career in marketing, business, advertising or aviation, objectives, and need for assistance
• Preference given to students attending the Bedford County Campus; however all Allegany College of Maryland students who meet above criteria may apply

Hess-Representative Dick L. Hess Memorial Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford or Fulton County, PA
• Have at least a 2.5 GPA
• Must attend the Bedford County Campus unless program is only offered at the Cumberland Campus
• First preference given to students enrolled in Forestry, Biology, Political Science, or Agricultural Field
• State financial need in essay on scholarship application
• Three (3) letters of recommendation are required with the scholarship application; one recommendation letter must be from a former teacher.
• Continuation of scholarship into the second year is possible upon reapplication and proof of having met the criteria.
• Special consideration given to students attending the Bedford County Campus of Allegany College of Maryland

Jordan-John H. Jordan Memorial Scholarship
$1,000 per year ($500 per semester)
Requirements:
• Full- or part-time student
• Residency is not a requirement, but special consideration will be given to Bedford County residents
• Have at least a 3.0 GPA
• Be enrolled in any degree or certificate program
• State financial need in essay on scholarship application
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
• Special consideration given to students attending the Bedford County Campus of Allegany College of Maryland

Memorial Hospital of Bedford County Foundation Scholarship
$500 per year ($250 per semester)
Requirements:
• Full-time student
• Resident of Bedford County, PA
• Have at least a 3.0 GPA
• Be enrolled in an Allied Health program
• State financial need in essay on scholarship application
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria

Myers-Kelly and Larry Myers Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford or Blair County, PA
• Have at least a 3.0 GPA
• Be enrolled in any degree or certificate program
• Scholarship will be awarded to a non-traditional student who demonstrates good moral and Christian character
• Applicant should include the following in their scholarship essay
  ➢ their goals and objectives in terms of going back to school
  ➢ the challenges involved in being an adult learner and parent
  ➢ their financial need for this scholarship
  ➢ their involvement with church and religious upbringing
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
New Hope Foundation Scholarship in Memory of Terry Jo Caro and Others
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• No residency requirement
• Have at least a 2.5 GPA
• State financial need in essay on scholarship application
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria
• Must attend the Bedford County Campus of Allegany College of Maryland
• Applicants will discuss in their essays how they currently contribute to the community and how they plan to continue contributing to the community in the future

Pepple-Fred W. and Gladys M. Pepple Memorial Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford County, PA
• Have at least a 3.0 GPA
• Be enrolled in Business Administration or Business Management
• State financial need in essay on scholarship application
• Must attend the Bedford County Campus of Allegany College of Maryland
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria

Pay It Forward Scholarship
(Fall application due date is September 15th and Spring application due date is January 31st)
$150 per semester
Requirements:
• Full- or part-time student
• No residency requirement
• Have at least a 3.0 GPA
• State financial need in essay on scholarship application
• Must attend the Bedford County Campus of Allegany College of Maryland
• Must reapply for scholarship both Fall and Spring semesters

Pennsylvania Student Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Pennsylvania
• Have at least a 2.5 GPA
• State financial need in essay on scholarship application
• Must attend the Bedford County Campus of Allegany College of Maryland
• Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria

Rice-Dick M. Rice Memorial Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford County, PA
• Have at least a 2.0 GPA
• Must be enrolled in Agriculture or Conservation including Forestry, Biotechnology, or other related field
• Student may attend any campus of Allegany College of Maryland
• No essay is required for scholarship application but three letters of recommendation are required. Letters of recommendation should include one from previous or current school instructor or administrator, one from a church representative, and one from a community leader
• Continuation of scholarship into second year is possible upon re-application and proof of having met criteria

Shope-Dr. Earl Shope Memorial Scholarship
$500 per year ($250 per semester)
Requirements:
• Full- or part-time student
• Resident of Bedford County, PA
• Have at least a 3.0 GPA
• Be enrolled in any degree or certificate program
• State financial need in essay on scholarship application
• Continuation of scholarship into second year is possible upon re-application and proof of having met criteria
• Must attend the Bedford County Campus of Allegany College of Maryland

Snider-Dr. Jim Snider Bedford County Campus Scholarship
$500 per year ($250 per semester)
Requirements:
• Full-time student
• Resident of Bedford County, PA
• Have at least a 3.0 GPA
• Be enrolled in any degree program and have the intention of transferring to a four-year institution to obtain a Bachelor’s Degree
• State financial need in essay on scholarship application
• Must attend the Bedford County Campus of Allegany College of Maryland
• Continuation of scholarship into second year is possible upon re-application and proof of having met criteria

Terpening-Edward H. and Irene Terpening Memorial Scholarship
$250 per year ($125 per semester)
Requirements:
• Full or part-time student
• No residency requirement; however, special consideration will be given to Bedford County, Pennsylvania residents
• Have at least a 3.0 GPA
• Be enrolled in any degree or certificate program
• State financial need in essay on scholarship application
• Special consideration given to students attending the Bedford County Campus of Allegany College of Maryland
Non-Discrimination Policy: Allegany College of Maryland does not discriminate against any individual for reasons of race, ethnicity, color, sex, religion or creed, sexual orientation, gender identity or expression, national origin, age, genetic information, familial status, disability or veteran status in the admission and treatment of students, educational programs and activities, scholarship and loan programs, or to terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Allegany College of Maryland complies with applicable state and federal laws and regulations prohibiting discrimination and Maryland prohibits retaliation in any form against any person who reports discrimination or who participates in an investigation.

Title IX: Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM’s Title IX Coordinator, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu, or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see www.allegany.edu/titleix.

Important: This Allegany College of Maryland viewbook is not to be regarded as an irrevocable contract between the student and Allegany College of Maryland. Rather, it is a descriptive booklet designed to provide prospective students with general information about the college and its programs. More detailed information (including statements regarding drug law and tobacco use policies, and campus crime reporting) can be found in the college catalog or on the college website, www.allegany.edu. The College reserves the right to change any provision or requirements at any time within the student’s term of enrollment.
### FALL 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21</td>
<td>Friday</td>
<td>Full-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>August 24</td>
<td>Monday</td>
<td>Full-Term Classes Begin</td>
</tr>
<tr>
<td>August 28</td>
<td>Friday</td>
<td>Full-Term Last Day to Enroll in Classes (Instructor Approval Required)</td>
</tr>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>Labor Day; College Closed</td>
</tr>
<tr>
<td>September 14</td>
<td>Monday</td>
<td>Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>September 18</td>
<td>Friday</td>
<td>Delayed Start Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>September 21</td>
<td>Monday</td>
<td>Delayed Start Classes Begin</td>
</tr>
<tr>
<td>October 2</td>
<td>Friday</td>
<td>Full-Term Last Day to Apply for Full Graduation</td>
</tr>
<tr>
<td>October 5</td>
<td>Monday</td>
<td>Delayed Start Classes Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>October 5</td>
<td>Monday</td>
<td>Last Day to Change &quot;I&quot; grades from Spring and Summer</td>
</tr>
<tr>
<td>October 12-16</td>
<td>Monday-Friday</td>
<td>Mid-Semester Evaluations</td>
</tr>
<tr>
<td>October 19</td>
<td>Monday</td>
<td>Full-Term Mid-Term Grades Due (10:00 a.m.)</td>
</tr>
<tr>
<td>October 19 &amp; 20</td>
<td>Monday-Tuesday</td>
<td>Fall Break; No Classes</td>
</tr>
<tr>
<td>October 21</td>
<td>Wednesday</td>
<td>Fellow Monday Class Schedule</td>
</tr>
<tr>
<td>November 5</td>
<td>Tuesday</td>
<td>Last Day to Drop Full-Term Classes</td>
</tr>
<tr>
<td>November 7</td>
<td>Saturday</td>
<td>Bedford County Campus Open House (10:00 a.m.-12 noon)</td>
</tr>
<tr>
<td>November 9</td>
<td>Monday</td>
<td>Advising and Registration Begins for Spring Semester 2016</td>
</tr>
<tr>
<td>November 16</td>
<td>Monday</td>
<td>Last Day to Drop Delayed Start Classes</td>
</tr>
<tr>
<td>November 26 &amp; 27</td>
<td>Thursday-Friday</td>
<td>College Closed</td>
</tr>
<tr>
<td>November 30</td>
<td>Monday</td>
<td>Classes Resume; First Day to Apply for Spring Graduation</td>
</tr>
<tr>
<td>December 11</td>
<td>Friday</td>
<td>Full-Term and Delayed Start Classes End</td>
</tr>
<tr>
<td>December 15</td>
<td>Tuesday</td>
<td>All Final Grades Due (2:00 p.m.)</td>
</tr>
<tr>
<td>December 18</td>
<td>Friday</td>
<td>Commencement Cumberland Campus (7:00 p.m.)</td>
</tr>
<tr>
<td>December 19</td>
<td>Saturday</td>
<td>College Closed (December 19 – January 3)</td>
</tr>
</tbody>
</table>

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Some programs/courses may begin and end at times that differ from the calendar above. Please check the course catalog for dates and times.

### SPRING 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>Monday</td>
<td>College Open – Late Registration Resumes for Spring Semester</td>
</tr>
<tr>
<td>January 19</td>
<td>Tuesday</td>
<td>Full-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>January 20</td>
<td>Wednesday</td>
<td>Full-Term Classes Begin</td>
</tr>
<tr>
<td>January 26</td>
<td>Tuesday</td>
<td>Full-Term Last Day to Enroll in Classes (Instructor Approval Required)</td>
</tr>
<tr>
<td>February 9</td>
<td>Tuesday</td>
<td>Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>February 12</td>
<td>Friday</td>
<td>Last Day to Apply for Summer Graduation</td>
</tr>
<tr>
<td>February 12</td>
<td>Friday</td>
<td>Delayed Start Classes Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>February 15</td>
<td>Monday</td>
<td>Delayed Start Classes Begin</td>
</tr>
<tr>
<td>February 16</td>
<td>Tuesday</td>
<td>Last Day to Change &quot;I&quot; grades from Fall</td>
</tr>
<tr>
<td>February 22</td>
<td>Monday</td>
<td>Delayed Start Classes Last Day to Enroll in Classes (Instructor Approval Required)</td>
</tr>
<tr>
<td>February 29</td>
<td>Monday</td>
<td>Mid-Semester Evaluations</td>
</tr>
<tr>
<td>February 29-March 4</td>
<td>Monday-Friday</td>
<td>Fall Break; No Classes</td>
</tr>
<tr>
<td>March 7</td>
<td>Tuesday</td>
<td>Full-Term Mid-Term Grades Due (10:00 a.m.)</td>
</tr>
<tr>
<td>March 22</td>
<td>Tuesday</td>
<td>Last Day to Drop Full-Term Classes</td>
</tr>
<tr>
<td>March 21-25</td>
<td>Monday-Friday</td>
<td>Spring Break; No Classes</td>
</tr>
<tr>
<td>March 24 &amp; 25</td>
<td>Thursday-Friday</td>
<td>College Closed</td>
</tr>
<tr>
<td>April 4</td>
<td>Monday</td>
<td>Advising and Early Registration Begins for Summer and Fall 2016 Semesters</td>
</tr>
<tr>
<td>April 18</td>
<td>Monday</td>
<td>Last Day to Drop Delayed Start Classes</td>
</tr>
<tr>
<td>May 9</td>
<td>Monday</td>
<td>Delayed Start Classes End</td>
</tr>
<tr>
<td>May 10</td>
<td>Tuesday</td>
<td>Full-Term Classes End</td>
</tr>
<tr>
<td>May 9</td>
<td>Monday</td>
<td>Delayed Start Classes End</td>
</tr>
<tr>
<td>May 10</td>
<td>Tuesday</td>
<td>Full-Term Classes End</td>
</tr>
<tr>
<td>May 15</td>
<td>Sunday</td>
<td>Final Course Grades Due (11:59 p.m.)</td>
</tr>
<tr>
<td>May 21</td>
<td>Saturday</td>
<td>Commencement Cumberland Campus (11:00 a.m. &amp; 2:00 p.m.)</td>
</tr>
<tr>
<td>May 23</td>
<td>Monday</td>
<td>Commencement Bedford County Campus (7:00 p.m.)</td>
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<tr>
<td>May 24</td>
<td>Tuesday</td>
<td>Commencement Somerset County Campus (7:00 p.m.)</td>
</tr>
<tr>
<td>July 5</td>
<td>Tuesday</td>
<td>B-Term Classes Begin</td>
</tr>
<tr>
<td>July 6</td>
<td>Wednesday</td>
<td>B-Term Final Grades Due (10:00 a.m.)</td>
</tr>
<tr>
<td>July 5</td>
<td>Tuesday</td>
<td>B-Term Last Day to Enroll in Classes (Instructor Approval Required)</td>
</tr>
<tr>
<td>July 11</td>
<td>Monday</td>
<td>Full-Term Last Day to Drop Classes</td>
</tr>
<tr>
<td>July 11</td>
<td>Monday</td>
<td>B-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>July 18</td>
<td>Monday</td>
<td>Practical Nursing Diplomas Available</td>
</tr>
<tr>
<td>August 5</td>
<td>Friday</td>
<td>Full-Term and B-Term Classes End</td>
</tr>
<tr>
<td>August 8</td>
<td>Monday</td>
<td>All Final Course Grades Due (10:00 a.m.)</td>
</tr>
<tr>
<td>August 8</td>
<td>Monday</td>
<td>Late Registration Begins for Fall Semester 2016</td>
</tr>
<tr>
<td>August 12</td>
<td>Friday</td>
<td>Summer Graduation</td>
</tr>
</tbody>
</table>

### SUMMER 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 27</td>
<td>Friday</td>
<td>Full-Term and A-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>May 30</td>
<td>Monday</td>
<td>Memorial Day; College Closed</td>
</tr>
<tr>
<td>May 31</td>
<td>Tuesday</td>
<td>Full-Term and A-Term Classes Begin</td>
</tr>
<tr>
<td>June 1</td>
<td>Wednesday</td>
<td>A-Term Last Day to Enroll in Classes (Instructor Approval Required)</td>
</tr>
<tr>
<td>June 2</td>
<td>Thursday</td>
<td>Full-Term Last Day to Enroll in Classes (Instructor Approval Required)</td>
</tr>
<tr>
<td>June 6</td>
<td>Monday</td>
<td>A-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>June 10</td>
<td>Friday</td>
<td>Last Day to Apply for Summer Graduation</td>
</tr>
<tr>
<td>June 13</td>
<td>Monday</td>
<td>Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>June 15</td>
<td>Monday</td>
<td>A-Term Last Day to Drop Classes</td>
</tr>
<tr>
<td>July 1</td>
<td>Friday</td>
<td>A-Term Classes End</td>
</tr>
<tr>
<td>July 4</td>
<td>Monday</td>
<td>Independence Day Holiday; College Closed</td>
</tr>
<tr>
<td>July 5</td>
<td>Tuesday</td>
<td>A-Term Final Grades Due (10:00 a.m.)</td>
</tr>
<tr>
<td>July 6</td>
<td>Wednesday</td>
<td>B-Term Last Day to Enroll in Classes (Instructor Approval Required)</td>
</tr>
<tr>
<td>July 11</td>
<td>Monday</td>
<td>Full-Term Last Day to Drop Classes</td>
</tr>
<tr>
<td>July 11</td>
<td>Monday</td>
<td>B-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)</td>
</tr>
<tr>
<td>July 18</td>
<td>Monday</td>
<td>B-Term Last Day to Drop Classes</td>
</tr>
<tr>
<td>August 8</td>
<td>Monday</td>
<td>Late Registration Begins for Fall Semester 2016</td>
</tr>
<tr>
<td>August 12</td>
<td>Friday</td>
<td>Summer Graduation</td>
</tr>
</tbody>
</table>

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Some programs/courses may begin and end at times that differ from the calendar above. Please check the course catalog for dates and times.