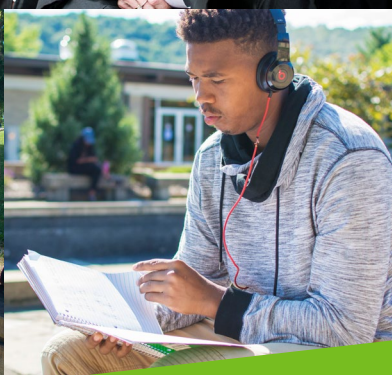


# STUDENT SERVICES

2022-2023



ALLEGANY  
COLLEGE  
— of —  
MARYLAND  
ENGAGE YOUR FUTURE





# *Welcome*

## to Allegany College of Maryland where your success is our goal!

Our Mission: We deliver diverse and relevant education centered around student success in a supportive and engaging community.

In this booklet, you will find summaries of the many services ACM offers to credit students. These services are designed to help you succeed and to enhance your overall collegiate experience. Each service listed provides an email address for the contact person who can answer your questions and get you started; of course, students who prefer to speak to the contact person by phone may call the College Information Specialists at 301-784-5000 and request the particular service/department. Also, every service summarized here is described in detail in the ACM Student Handbook; the Student Handbook also identifies specific people you should contact about services and their phone numbers. The Student Handbook is available online at <https://www.allegany.edu/student-handbook/2022-2023-ACM-Student-Handbook.pdf>.

Explore the pages of this booklet and learn about the many ways we can assist students in achieving their academic, career, and life goals. We hope you will take advantage of the many opportunities and programs offered at Allegany College of Maryland.

## *We look forward to serving you!*

Contents of this booklet are based upon normal operations of the offices/services; operations may be changed due to health/safety concerns of Covid-19.



## Student Affairs

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The Mission of the Office of Student Affairs is to provide direct, non-instructional support services to students, to cultivate a safe learning environment, and to maintain institutional compliance with laws and regulations. Student Affairs is available to help you in many areas – from getting students started their first day, to providing extra-curricular activities, to promoting wellness in mind, body, and spirit, to keeping the campus informed, to providing 224 homes for on-campus living. If you need help outside the classroom, we either offer it or can help you find the people who do. If you have a question about residency, financial aid appeals, holding rallies or distributing leaflets on campus, how to resolve a conflict, and much more, the Student Affairs Office is who to contact. All student discipline under the Code of Student Conduct is coordinated in this Office, too. (Remember that the Code of Student Conduct applies on and off-campus.)

### Reporting Other Concerns:

The College is committed to complying with all federal and state laws/regulations as well as internal policies/procedures fairly and equitably. The Office of Student & Legal Affairs oversees several of these processes and responds to complaints promptly. Any person may report a concern to the Office of Student & Legal Affairs, other offices as appropriate, or anonymously on the College's website at [www.lighthouse-services.com/allegany](http://www.lighthouse-services.com/allegany)

## The Pantry

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The Pantry at ACM provides food and hygiene items to any student in need. Hours vary by semester. Please visit [www.allegany.edu/the-pantry/](http://www.allegany.edu/the-pantry/) or email [thepantry@allegany.edu](mailto:thepantry@allegany.edu) for more information.

## Community Resources

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Allegany College of Maryland is committed to supporting students when life sometimes gets in the way. At times, students may find that additional assistance or support with food, housing, medical treatment, mental health services, etc. is needed. In an effort to see that students needs are met, ACM can guide those in need in the right direction by providing resources that are available within our community that may be beneficial.

**To learn more, contact** [rgibson@allegany.edu](mailto:rgibson@allegany.edu)

## Wellness Ambassadors

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ACM Wellness Ambassadors are a group of volunteers with connections in the community who help create a culture of wellness, provide encouragement and help connect staff and students to information and resources for the mind, body, and spirit. ACM is a proud partner of the Wellness Ambassador Program brought to you by UPMC-Western Maryland.

**To learn more, contact** [dhardinger@allegany.edu](mailto:dhardinger@allegany.edu)

## Voter Registration

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Allegany College of Maryland supports full civic engagement by its students. Whatever your position on matters of public interest, VOTE! Staff members in the Admissions/Registration Office, Business Office, and the Continuing Education Registration Office can supply the voter registration form. Help is available if you need it (to register or to change your information). Maryland residents can also register to vote online at [www.elections.state.md.us/voter\\_registration/students.html](http://www.elections.state.md.us/voter_registration/students.html) ; if you live in another state, you can register to vote online via [www.rockthevote.com/voter-registration/online-application-system/online/](http://www.rockthevote.com/voter-registration/online-application-system/online/) .

**It is easy and free!**

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

## Calendar of Events

A calendar of events is publicized on the ACM website. Students are also notified of upcoming events sponsored by the Office of Student Life and the Student Government Association via their student email.

**To learn more about Student Life, email [eyokum@allegany.edu](mailto:eyokum@allegany.edu).**

## Lockers

ACM provides lockers to students for storing books, notebooks, course materials, and personal property. Located in the College Center, Humanities, and Science Buildings, lockers are free and may be reserved in the Office of Student Life. Lockers are also available at the Bedford County Campus.

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



## ▶ ATHLETICS

Allegany College of Maryland plays a full schedule of intercollegiate athletic competition in men's and women's basketball, men's and women's soccer, women's softball, women's volleyball, men's baseball, and men's and women's cross country. The College is a member of the National Junior College Athletic Association and competes in the Maryland JUCO, which includes junior and community colleges throughout the State and Region XX. Admission to all home games and matches is free to students with a current student identification card.

### Reporting Concerns:

Students who have concerns about athletic programs and activities are encouraged to report them, so the college can respond properly and timely. Students should contact the Director of Athletics promptly. Anonymous reports can also be made via the college's website at [www.lighthouse-services.com/allegany](http://www.lighthouse-services.com/allegany)

## Intramurals

**To learn more about the intramural program that the College offers, email [ahigson@allegany.edu](mailto:ahigson@allegany.edu).**

## Recreation

Recreational use of the Physical Education facilities provides a variety of opportunities for individual and group recreation to credit students. Outdoor facilities include four basketball, and seven tennis courts; one quarter-mile macadam track and a one-mile walking/jogging track; baseball, softball, soccer, and football fields; and various practice fields. Indoor facilities include a fully-equipped fitness center, and gymnasium.

**To learn more about Athletics & Physical Education, email [ahigson@allegany.edu](mailto:ahigson@allegany.edu).**



## Residence Life

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### On-Campus Housing:

Allegany College of Maryland offers on-campus student housing for full-time students. Willowbrook Woods is a garden-style apartment complex comprised of five apartment buildings of three floors as well as a Clubhouse. *Each apartment includes a kitchen, living room, balcony, four private bedrooms, and two bathrooms. The Clubhouse has a lounge area with TV, vending machines, and laundry facilities for*

*residents.* Residence Life Staff offer a multitude of services for on-campus residents such as educational and social programs, academic support, campus and community referrals, and more. Residents and eligible guests are permitted to enter Willowbrook Woods via the Gatehouse, which is staffed 24 hours a day by Campus Security Staff when the complex is open. Tobacco, alcohol, and other drugs are prohibited at Willowbrook Woods. *Detailed information about Residence Life and living in Willowbrook Woods is located in the Housing Guide found online.*

Applications are available by visiting <https://allegany.edu/student-housing/index.html> or visiting our offices in the College Center.

**To learn more, email [willowbrookwoods@allegany.edu](mailto:willowbrookwoods@allegany.edu) .**

### Off-Campus Housing:

As a courtesy to students who cannot live on-campus, the Office of Student Affairs maintains a list of local landlords in the Cumberland area who rent off-campus rooms, apartments, or houses. The list is available to interested students by mail, email, or fax.

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

## Student Life

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Student Life incorporates a broad range of social, cultural, and educational programs in an attempt to meet the needs of the diverse student population at Allegany College of Maryland. Each year the Office of Student Life distributes funds to support the following areas: recognized clubs/organizations on campus, athletics, intramurals, scholarship programs, tutorial services, and numerous student activities sponsored throughout the school year. Additionally, the Office of Student Life coordinates: New Student Orientation programs, Red Cross Blood Drives, Drug, Alcohol and AIDS Awareness programs, and more. All student activities sponsored by the Student Government Association, and the Office of Student Life are offered to students for free or at a reduced cost with a valid ACM student ID. A full listing of student clubs & organizations is available on the College website at [www.allegany.edu/student-clubs/index.html](http://www.allegany.edu/student-clubs/index.html) .

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

## Virtual Student Lounge

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

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

## Student Photo ID Cards

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

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

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

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

## Orientation

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Orientation programs are held at the Bedford County and Cumberland campuses. These Orientation programs inform incoming students about academic, social, and general College Policy, as well as provide opportunities to engage with College staff, faculty, and other students. All incoming, first-semester students are expected to participate in an Orientation program. First time students are notified of upcoming orientation sessions and provided with a link to the registration page ([www.allegany.edu/orientation](http://www.allegany.edu/orientation)) where they can register for an available orientation at their respective campus. There is also a mandatory Orientation for all students residing in Willowbrook Woods. Students must attend sessions and/or complete requirements as directed. Some academic programs also have orientation programs. Students must attend session(s) as directed.

*For more information, email [eyokum@allegany.edu](mailto:eyokum@allegany.edu) (Cumberland Campus), [ldefibaugh@allegany.edu](mailto:ldefibaugh@allegany.edu) (Bedford County Campus).*

## Unity Center

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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 groups and clubs, including its Aspiring Young MENTors (AYM) who uses the center as their headquarters for activities.

Groups on campus are welcome to use the center for educational purposes and can schedule use (based on availability) through Brenda Mathews at 301.784.5289 or [bmathews@allegany.edu](mailto:bmathews@allegany.edu). The Unity Center is located in Humanities Building, H-66.

*To learn more, email [adively@allegany.edu](mailto:adively@allegany.edu).*



## ► ACADEMIC SUPPORT



### *Learning Commons – Library*

Imagine a library that welcomes you. At Allegany College of Maryland, our librarians and staff encourage your questions and help guide you in the right direction - whether it's a book from our traditional stacks and special collections at the Donald L. Alexander Library in Cumberland, including our renowned Appalachian Collection, or information from an online reference database. We can also help you order books from other college libraries in Maryland through the interlibrary loan system, and show you how to access online databases off-campus so you can conduct research at home. The Donald L. Alexander Library on the Cumberland Campus features comfortable seating for impromptu conversations with a classmate, tables and desks for working on projects, and study rooms where you can find the quiet you desire to complete your work. We also feature a library at the Bedford County Campus. The Senator Robert Jubelirer Digital Library and Learning Center provides access to all collections and databases using the inter library loan system.

*To learn more, email [libraryhelp@allegany.edu](mailto:libraryhelp@allegany.edu) (Cumberland Campus),  
[ldefibaugh@allegany.edu](mailto:ldefibaugh@allegany.edu) (Bedford County Campus).*

### *Learning Commons – Testing*

The Testing Lab offers placement assessment (a computerized assessment of academic skills that is given to incoming freshman students), classroom testing (i.e., testing in a more relaxed atmosphere, make-up testing, and accommodations for students with disabilities), College Level Examination Program (CLEP) to earn college credit through testing from a nationally recognized program, PRAXIS testing for education majors, and correspondence testing for students who are enrolled in courses at another college (Correspondence tests are free for ACM students; non-students are assessed a \$25 fee per test.)

In addition to presenting a valid photo ID, students must know the specific test name/number and instructor. **Appointments are currently not required for classroom testing** at the Cumberland Campus, but students are asked to schedule the placement assessment, CLEP and corresponding testing at least three days in advance.

*To learn more, email [testing@allegany.edu](mailto:testing@allegany.edu) (Cumberland Campus),  
[ldefibaugh@allegany.edu](mailto:ldefibaugh@allegany.edu) (Bedford County Campus).*



## Learning Commons – Tutoring

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A variety of tutoring services are available to assist students enrolled in credit courses. Along with a review of course materials, tutors help students to improve their study skills and to develop confidence in their academic abilities. On the Cumberland Campus, the **Learning Commons – Tutoring** offers study labs (<https://www.allegany.edu/study-labs/index.html>), which are available on a walk-in basis with no appointment needed and are based on small study group sessions. Students may come as often as they need to receive assistance with academics. In the study labs, students can meet with a professional Learning Specialist, or student tutor, use a computer to work on assignments, or simply find a comfortable place to sit and do their homework. Study labs are offered for mathematics, science, and, reading and writing.

The Bedford County Campus also offers comprehensive tutoring; see their contact information below. Individual tutoring is available for many courses that are not supported by walk-in study labs. Students are encouraged to apply for an individual tutor early in the semester and to meet with the tutor on a regular basis. Tutors are assigned based on qualifications and availability. If a qualified tutor is not available, students will be placed on a waiting list. **Please note that due to the limited availability of qualified tutors, ACM cannot guarantee that a tutor will be assigned.** To apply for an individual tutor, go to <https://www.allegany.edu/student-success-center/request-tutor-form.html>, complete and submit the application. Once a student has submitted the form, every effort will be made to locate a qualified tutor. Students will receive a tutor assignment notification at their ACM college email address when a qualified tutor has been located.

*To learn more, email [swilson@allegany.edu](mailto:swilson@allegany.edu) (Cumberland Campus),  
[times@allegany.edu](mailto:times@allegany.edu) (Bedford County Campus).*

**Online tutoring** is also available (up to 20 hours/semester for free) for numerous courses from 10 am – 4 am the following day by visiting <https://www.thinkingstorm.com/acm>.

Access to **Thinking Storm** begins on the first day of each semester. If students register late, they will have access the next Friday after the registration date. To log into the service, students enter their username which is their legal first name (no nicknames) and last name followed by birthdate (MMDDYY) for example: JohnDoe010599. The password is always [acmonlinetutor](mailto:acmonlinetutor@thinkingstorm.com). For technical support, contact the Thinking Storm Help Desk at (877) 889-5996 or [care@thinkingstorm.com](mailto:care@thinkingstorm.com). Do not contact the ACM Help Desk.

**Online Virtual Tutoring** is also available through Brightspace. ACM online tutoring is also available for all tutoring study labs.

## Campus Store

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The Campus Store provides convenient and affordable access to course materials, academic supplies, and campus life merchandise. Payments accepted include financial aid, cash, check, or credit card. Online ordering and textbook look-up are available 24/7 at <https://bookstore.allegany.edu/>. You have the option of picking up your order at the Cumberland or Bedford campus or having the order shipped directly to you (subject to shipping charges).

*To learn more, call the Campus Store at 301-784-5348 or visit <https://bookstore.allegany.edu/>.*

# INSTITUTIONAL TECHNOLOGY

## Student Email Services

Each student has an @student.allegany.edu email address for college related communications. Per the College’s Student Communication Policy, all students are required to monitor their College electronic communication tools (including email) regularly and frequently; it is the student’s responsibility to read all communications and to respond as necessary. If you have trouble using your student email account, contact the HelpDesk.

Visit <https://www.allegany.edu/it-helpdesk/student-it-help.html> for more information about your student email address.

## Wireless Internet Access

Wireless Internet access is available at each ACM campus location-in all indoor and most outdoor areas. Please speak with instructors before using laptops or other wireless devices in classes. Information on how to access wireless internet can be obtained at <http://student.allegany.edu> or <https://www.allegany.edu/wifi/> and choosing your operating system from the list. Your wireless device must be configured to meet our security protocols before access will be granted. If you need further help, please contact the HelpDesk.

## Student HelpDesk and Help Line

The **IT HelpDesk** has been established to provide immediate assistance for students seeking help with Brightspace, Student Email services, Self-Service, and wireless internet access. The HelpDesk is located in the Technologies building on the Cumberland Campus. IT HelpDesk hours (while classes are in session) are:

Monday	8:00 am – 6:00 pm	
Tuesday	8:00 am – 6:00 pm	
Wednesday	8:00 am – 6:00 pm	
Thursday	8:00 am – 6:00 pm	
Friday	8:00 am – 6:00 pm	<i>*Hours are subject to change due to staffing.</i>

Students can call the IT HelpDesk at 301-784-5444. If IT HelpDesk does not answer (we are probably busy assisting other students), please leave a detailed message with your name, phone number, student ID number, and the issue you are experiencing. IT HelpDesk will return your call.

You may also contact the IT HelpDesk via email by writing to [ithelpdesk@allegany.edu](mailto:ithelpdesk@allegany.edu).

## What is Self-Service?

Self-Service allows the student to register for classes, print schedules, pay college bills, and view grades and transcripts. A link to Self-Service can be found by visiting <https://www.allegany.edu/students/index.html>. Students should use their Self-Service credentials (not email credentials) to login to Self-Service. If you are unsure of your credentials, please contact the IT HelpDesk at 301-784-5444.

*NOTE: ACM will not give usernames and passwords to anyone except the student. Students are given their username and password via email when they are accepted to the college. Students can also obtain their username and password from the IT Help Desk either in-person or by phone at 301-784-5444.*







## *Pathways for Success/TRIO Program/SSS*

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

Please check with the Pathways for Success office for additional eligibility and participation criteria. The Pathways for Success program office is located in the Humanities Building, room H-57, on the Cumberland campus, or you may call 301-784-5630 or go to [www.allegany.edu/pathways-for-success](http://www.allegany.edu/pathways-for-success).

*To learn more, email [tdevore@allegany.edu](mailto:tdevore@allegany.edu).*

## Academic Access & Disability Resources

Did you have an IEP or 504 plan in high school? Do you have a physical or learning disability? Do you have ADHD? Have you been diagnosed with a chronic medical or psychological/psychiatric disorder? If you have, then you may qualify for academic accommodations, such as extended time on tests, recorded textbooks, testing in a quiet environment, or note-taking services. The Academic Access & Disability Resources Office can help.

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

If you have a disability, we urge you to contact the appropriate office/person to request reasonable accommodations. You will need to complete some paperwork, provide documentation, and meet with the designated College Official who will help you with the process to determine the appropriate accommodations.

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

*To learn more, email [ADR@allegany.edu](mailto:ADR@allegany.edu) or call 301-784-5234. See the Student Services Office at the Bedford County Campus.*

## Advising Center

This one-stop advising hub located in the College Center offers a wide range of student-centered services, including academic advising, career exploration, transfer planning, Veteran’s services, and educational coaching. By integrating services across multiple academic and professional units throughout the College, our advisors are able to make a detailed and accurate assessment of each student’s strengths and abilities, thereby enhancing opportunities for ACM’s students to successfully attain their educational and career goals.

*To learn more, call the Advising Center at 301-784-5654 or visit the Student Services Office at the Bedford County Campus.*

## Career Advising

A career advisor assists students in the selection of a major field of study through self-assessment of interests, values, aptitudes, and personality type surveys. The student and career advisor discuss potential careers / college majors.

*To learn more, email*

*[bnightengale@allegany.edu](mailto:bnightengale@allegany.edu) (Cumberland Campus),  
[ldefibaugh@allegany.edu](mailto:ldefibaugh@allegany.edu) (Bedford County Campus).*

## Transfer Advising

ACM’s Advising Center helps students to select a transfer college or university, determine the appropriate courses to take while at ACM, and complete the application process. For quick access to transfer information, select STUDENTS on the ACM webpage and scroll down to TRANSFER ADVISING.

*To learn more, email*

*[swright@allegany.edu](mailto:swright@allegany.edu) (Cumberland Campus),  
[times@allegany.edu](mailto:times@allegany.edu) (Bedford County Campus).*

## College to Community Partnership Center (CCPC)

CCPC is a diverse collaboration of college students, faculty, staff, and community partners working to address the unmet needs of our local, state, national, and global communities. We provide trainings, skill building opportunities, partnership collaboration, service learning, and deliberative dialogues focused on addressing unmet human needs.

*To learn more, email [dmcMahon@allegany.edu](mailto:dmcMahon@allegany.edu)*

*or visit <https://www.allegany.edu/college-to-community-partnership-center/index.html>*

## ▶ HEALTH AND SAFETY

### *Student Support & Counseling*

Allegany College of Maryland contracts with **UPMC WESTERN MARYLAND** (Cumberland) to provide counseling to eligible students in two convenient locations: on campus in the NMWC, AH-115 and at UPMC Outpatient Therapy Services. While individual counseling is the primary service, couples and family counseling are also available. All services provided by UPMC are completely confidential and provided by qualified, licensed mental health professionals.

#### **On-Site in the Nurse Managed Wellness Clinic**

**(Allied Health #115):** UPMC Counselor, LaDawn Yoder, is on campus, weekdays, when classes are in session during the Fall & Spring semesters. *\*Walk-ins are accepted if LaDawn is available. Teleservices are also available for students who prefer sessions from a distance.*

#### **Off-site at UPMC-WM Outpatient Therapy Services:**

Multiple counselors are available by appointment in the following situations: (1) students prefer to see a counselor off-campus, or (2) students need counseling on days/times outside of the on-site schedule.

Any eligible student is entitled to utilize the counseling services. For more information, please visit

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

*To schedule an appointment at either location, call (240) 964-8585.*

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

**Pennsylvania Students:** Students attending the Bedford County campus are eligible to receive counseling services provided by Bedford-Somerset Developmental and Behavioral Health Services. Contact the Student Services office at 814-652-9528, ext. 6200 for additional information.

**Additional On-site Support:** Students who are in need of **emotional support** and **guidance** are encouraged to connect with Renee Gibson, Student Support Coordinator. In addition to students having a confidential and comforting space to share the challenges and struggles they are experiencing, students will also have access to information regarding Mental Health, community resources, referrals to mental health services (both on and off-campus) and additional campus services that may be beneficial. Reach out to Renee by calling 301-784-5206, emailing [rgibson@allegany.edu](mailto:rgibson@allegany.edu), or stopping by CC-12.

#### **FREE Online Screening for Mental Health**

ACM has registered with MindWise to offer FREE and anonymous online screening programs for depression, generalized anxiety disorder, PTSD, bipolar disorder, alcohol/drug use disorders, and eating disorders. Student can complete a screening from any internet connection; if the results indicate treatment or services may be needed, students will be given appropriate referral information. To take a screening, visit <https://screening.mentalhealthscreening.org/allegany>.

#### **Family Crisis Resource Center (FCRC)**

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

*FCRC can be reached by calling 301-759-9244.*

### *Student Health*

Allegany College of Maryland offers a variety of resources related to student health/wellness such as first aid kits in each building, a list of local medical providers, AED devices on campus, and strong partnerships with our neighbors: UPMC-Western Maryland and Allegany County Health Department. Designated ACM personnel (including Security/Public Safety) are trained to administer naloxone or other heroin/opioid overdose-recovery medication. The College also operates its Nurse Managed Wellness Clinic. The NMWC offers hands-on learning experiences for nursing and allied health students as well as limited wellness services such as health screenings, mandated physicals, flu shots, and educational programs. These services are available to ACM students, employees and the community. The NMWC is located in the Allied Health Building (room 115). (The NMWC is not an urgent care health clinic and does not provide emergency medical treatment.)

*To learn more, visit the College website at [allegany.edu/health-clinics/nurse-managed-wellness-clinic/index.html](https://www.allegany.edu/health-clinics/nurse-managed-wellness-clinic/index.html)*

### *Emergency Text Messaging Service (e-SAFE)*



e-SAFE (electronically sending announcements for emergencies) is an alert system that allows Allegany College of Maryland to contact you during an emergency by sending text messages to your: e-mail (school, personal, other), cell phone, pager, Blackberry, etc. When an emergency occurs, authorized senders will instantly notify you using e-SAFE. e-SAFE is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information. We strongly encourage students to register – it only takes a minute. New users may register by visiting the Allegany College of Maryland website. Click on the e-SAFE logo. e-SAFE is a free service offered by Allegany College of Maryland. Your wireless carrier may charge you a fee to receive messages on your wireless device.

*To learn more, email [rcuthbertson@allegany.edu](mailto:rcuthbertson@allegany.edu).*



## Campus Safety/Special Police

Allegany College of Maryland is committed to ensuring a safe environment for students, faculty, staff, and visitors. The College's Department of Campus Safety & Special Police has primary responsibilities for serving the safety and security needs of the campus community. Campus buildings and facilities are patrolled and inspected regularly to ensure a safe and comfortable academic environment. Every effort is made to fulfill any request for service. The Department realizes security is also an individual responsibility and strives to educate the campus community about personal and public safety. The Department works closely with the administration, Student Services, Residence Life, and staff of the physical plant at all locations to ensure a safe environment. The Department of Campus Safety is located in the College Center on the Cumberland Campus, CC-190. Special Police is located in the Western Correctional Training Building, Room 110. The office phone number is 301-784-5252 or dial 5555 from any campus network phone. The Bedford County Campus evening emergency number is 814-977-6861.

To learn more, email [rcuthbertson@allegany.edu](mailto:rcuthbertson@allegany.edu).

## Crime Statistics (Jeanne Clery Act)

The Department of Campus Safety & Special Police and the Office of Student & Legal Affairs ensures full disclosure of campus security information in compliance with the legal requirements of the Jeanne Clery Act. A report on Allegany College of Maryland's Campus Security Policies and Crime Statistics (34CFR Part 668) and the Clery Act, 20 U.S.C. 1092 (a) and (b) in accordance with the FBI Uniform Crime Reporting (UCR)/National Incident-based Reporting System (NIBRS) is available in the Dean of Student & Legal Affairs' Office (College Center Building, room 12) or from the College's website at [www.allegany.edu](http://www.allegany.edu).

To learn more, email [rconner@allegany.edu](mailto:rconner@allegany.edu).

## Title IX

Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. Allegany College of Maryland prohibits all forms of sexual harassment, sexual misconduct, and sex discrimination which includes but is not limited to sexual violence, sexual harassment, gender-based harassment, dating violence, domestic violence, sexual exploitation, sexual intimidation, and stalking. Sexual misconduct is a form of sex discrimination prohibited by state and federal laws. These acts also may violate state & federal laws/regulations and can constitute crimes which could be reported to local law enforcement. The College also prohibits retaliation in any form against a complainant, respondent, witness, investigator, or any other person associated with a report. The College complies with applicable state and federal laws including the Clery Act as well as related regulations.

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-12, by email at [rconner@allegany.edu](mailto:rconner@allegany.edu), or by phone at 301-784-5206. For detailed information about policy, procedures, and prevention education, see [www.allegany.edu/title-ix](http://www.allegany.edu/title-ix).

## Drugs, Alcohol, & Tobacco

Allegany College of Maryland supports the efforts of the State of Maryland and the United States to provide learning centers and workplaces free of illegal drug and alcohol use. We are a clean, clear & dry campus, and no person is permitted to be on college property under the influence of drugs/alcohol or in possession of drugs/alcohol. Also, ACM is a smoke-free and tobacco-free college. Smoking and the use of any tobacco or tobacco substitute product is strictly prohibited.

Allegany College of Maryland recognizes drug and alcohol abuse/addiction as a health risk; the dangers associated with heroin and opioids are gravely concerning to this institution. The college urges everyone to be informed and offers educational resources (including treatment information) at [www.allegany.edu/drug-and-alcohol-information/index.html](http://www.allegany.edu/drug-and-alcohol-information/index.html). All new, full time students are required by Maryland law to participate in heroin/opioid training.

In an overdose emergency, call 911. If you have any questions or concerns or if you need help, contact the Campus Safety/Special Police by email at [rcuthbertson@allegany.edu](mailto:rcuthbertson@allegany.edu) or by phone at 301-784-5252 or the Office of Student & Legal Affairs by email at [rgibson@allegany.edu](mailto:rgibson@allegany.edu), or by phone at 301-784-5206.

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

## Non-Discrimination Statement

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

**For inquiries related to this policy, Title IX, and ADA/504, please contact:**

Dr. Renee Conner, Dean of Student and Legal Affairs  
Title IX Coordinator, ADA/504 Coordinator  
301-784-5206 / [rconner@allegany.edu](mailto:rconner@allegany.edu)

## Policy Mandates

Allegany College of Maryland is required to inform prospective and current students of important College policies including Non-Discrimination, Title IX, Child Abuse Mandated Reports, Clery Act, Heroin & Opioid, Drug and Alcohol Use, Academic Disabilities, FERPA, Accreditation, and Medical Disclosure Procedure. For full details on these key policies, please visit the Allegany College of Maryland website at [allegany.edu/policy-mandates](http://allegany.edu/policy-mandates).

[www.allegany.edu/title-ix](http://www.allegany.edu/title-ix)  
[www.allegany.edu/ADA-504](http://www.allegany.edu/ADA-504)



### CUMBERLAND CAMPUS

12401 Willowbrook Road, SE | Cumberland, MD 21502-2596  
301-784-5000



### BEDFORD COUNTY CAMPUS

18 North River Lane | Everett, PA 15537-1410  
814-652-9528



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