

2009-2010
www.allegany.edu

6022 Glades Pike, Suite 100 • Somerset, PA 15501-4300 • 814.445.9848

Somerset County Campus
allegany college
of maryland

MORE ABOUT US

Quality Instruction

Strong, diversified faculty, with over 90 percent holding master's degrees in their instructional discipline.

Graduates' Satisfaction

The most recent follow-up survey shows that 92 percent were satisfied with their preparation for transfer to other colleges or universities; 96 percent expressed satisfaction.

Service to Community

Residents, 98 percent of them, rate the college's service to the community as good, very good or excellent.

FACTS AT A GLANCE

Main Campus

Cumberland, MD

Branch Campuses

Bedford County Campus
Bedford County Technical Center
Somerset County Campus
School of Hospitality, Tourism, and Culinary Arts

Enrollment

Somerset County Campus:
11,314 students served since 1989

Bedford County Campus:
10,441 students served since 1990

Total College Faculty:

111 full-time, 151 part-time

Somerset County Campus

Student to Faculty Ratio: 14 to 1

Somerset County Campus

Student Activities:

Student Ambassadors
Student Council
Phi Theta Kappa

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 equivalence 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 Somerset County.

The boards of county commissioners, the college foundation boards, the college advisory boards, and the communities believe the future of our county 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

Somerset County Campus: In 1999, the Somerset County Campus Foundation purchased the 27,000 square-foot facility, Founder's Hall, that houses the shared College and County library. The facility includes classrooms, state-of-the-art computer labs, distance learning facilities, student lounge, faculty offices, allied health laboratory, and student and administrative areas. A 5,000 square-foot addition was completed in 2001 housing additional classroom space and student and administrative offices. A new facility, Partners Hall, recently completed includes classrooms, science labs, computer labs and an additional nursing classroom/lab.

This new facility houses, on the first floor, the USDA, Penn State Cooperative Extension and the Somerset Conservation District. The College occupies the second floor with three classrooms, two science laboratories, nursing laboratory, two computer laboratories, and faculty and staff offices.

Cumberland Campus: Allegany College of Maryland's main campus is in Cumberland, Maryland, located approximately 60 miles southeast of the Somerset 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.

Bedford County Campus: Located in Everett, PA, in a 20,000 square-foot facility housing classrooms, computer labs, and administrative areas. The facility houses ten classrooms, two state-of-the-art computer labs, distance learning classroom, electronic library,

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bookstore, student lounge, community room and faculty and administrative offices including Admissions/Registration, Student Services, Placement Testing, Career and Transfer Advisement and Foundation.

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.

ADMISSIONS 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. 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 equivalence certification or high school equivalency diploma issued by the State Department of Education.

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.





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 at any time.

SCHOLARSHIPS

A comprehensive scholarship program has been developed by the Allegany College of Maryland Foundation and the Somerset County Campus 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.

MONTHLY BILLING

The College will send statements monthly to all students who have account balances. The monthly statements will also include finance charges which were added for overdue amounts for that billing period.

PAYMENT PLAN

All payments must be made by the due dates specified on the statements to avoid finance charges. The student may choose to defer any portion of his/her account balance throughout the semester; however, a monthly finance charge will be assessed on the overdue portion of the account balance. Final payment is due by the end of the semester. Also, it is important to note that the account must be paid in full to take advantage of early registration for subsequent semesters.

VARIOUS DUE DATES

In recent years colleges have become more creative in course offerings to address the needs of students. Many courses are now offered outside of the traditional semester schedule. The system provides for various courses which start on different dates throughout the semester. Payment is due on the first day of the semester for most courses; however, for those courses starting later in the semester, payment will be due on the first day of classes. The statements show various due dates.

STUDENT TUITION SUBSIDY

Tuition subsidies are currently being provided by Somerset County and 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.

PHEAA

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 A.A. Degree program. Students who are enrolled in one-year certificate programs of study are not eligible for State grants. PA students attending the Cumberland Campus are now eligible for State Grant funds in accordance with Agency regulations. Students may visit PHEAA's website at: www.pheaa.org

COURSE LOAD STATUS

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

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.

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.

THE SOMERSET COUNTY CAMPUS 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.

Funds for the Foundation are distributed to encourage and promote the growth, progress and general welfare of students attending Allegany College of Maryland in Somerset County, PA.

STUDENT SERVICES

As part of the admissions process, all incoming freshman planning to pursue a degree and any student wishing to take an English or mathematics course are required to take the Allegany College of Maryland Placement Assessment. Students should contact the Somerset 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 by 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/ACADEMIC ALERT

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 with the entire College 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 from the Academic Alert Program. Students who feel that they need assistance may contact the Student Services Office for information about the program.

JOB PLACEMENT

College Central is the primary job posting service to Allegany College of Maryland students and alumni.

College Central 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 AND TRANSFER ADVISING

Student Services Office can help you to know that you are headed in the right direction with your education. Our Career Development Program is designed to help our students be aware of their interests, skills and personality traits in order to pursue educational majors/careers that are well suited for them. Any student planning to transfer Allegany College of Maryland credits to another college or university needs to register for classes with our Transfer Advisor to insure a successful transition.



ALLEGANY COLLEGE OF MARYLAND & SOMERSET COUNTY TECHNOLOGY CENTER
Allegany College of Maryland and the Somerset County Technology Center have partnered to form the ACM/SCTC Somerset County Workforce Development and Continuing Education Center. The ACM/SCTC

The ACM/SCTC Workforce Development Center have demonstrated expertise in assessing learner needs, designing and developing valid training curriculum, delivering training solutions and evaluating the training programs. Let us help you increase the skill and knowledge base of your workforce.

The ACM/SCTC Workforce Development Center has earned a reputation for instructor excellence, relevant content and practical results-oriented training. Training is tailored to meet your needs and can be delivered on-site or at the Center campus areas.

For all your training needs, call the training expert at ACM/SCTC Workforce Development Center:

Robert Penner

814-443-3651, ext. 6184 or bpenner@allegany.edu

Workforce Development Center provides a wide range of academic and vocational courses to the residents and businesses of Somerset County.

IF YOU PLAN TO TRANSFER

Students who plan to continue their education at a four-year college or university after graduation from Allegany College of Maryland will find excellent transfer advisement services at the College.

Many four-year colleges and universities have "articulation (transfer) agreements" with Allegany College of Maryland.

Allegany College of Maryland has developed agreements with California University of Pennsylvania, Shippensburg University, University of Pittsburgh at Johnstown, Indiana University of PA and other schools to ensure that Somerset County students can transfer with full junior year status.

LIBRARY RESOURCES

The library for the Somerset County Campus of Allegany College of Maryland (ACM) is one of three campus libraries accessible to all students, faculty, and staff of ACM. In addition, the Somerset County Campus library is physically located with the Somerset County Public Library. This arrangement allows convenient access to additional public library resources. Both the community college library and public library have information in a variety of formats such as books, periodicals, and VHS, CD and DVD formats.

ACM Somerset County Campus' small collection is supplemented by material from the ACM Bedford County Campus' library along with material from the 60,500 book collection in Cumberland. Additionally, Cumberland is a selective U.S. Government Documents Depository, has a local history collection, and a special collections room devoted to American author Willa Cather.

Additional information is available to the community through our electronic databases. These twenty three databases have thousands of periodical articles, excerpts from books, selected internet pages, and other forms of information on a wide variety of topics from nursing, psychology, science and other disciplines. Thousands of full-text articles are available on and off campus with a library card. Training on the use of databases available at ACM and Somerset County's Public Library databases along with other aspects of the library is available from the professionally trained Librarian and the other staff at the Somerset County Campus.

PROGRAMS OF STUDY

CAREER PROGRAMS

- Applied Technical Studies
- Business Administration
- Business Management
- Computer Science
- Computer Science and Technology
- Criminal Justice
- General Studies
- Nursing

CERTIFICATE PROGRAMS

- Business Accounting
- Business Entrepreneurship
- Business Marketing and Sales
- Business Supervision
- Computer Science and Technology
 - Applications User Specialist
 - Computer Service Technician
 - Programming
 - Technical Support
- Criminal Justice

LETTERS OF RECOGNITION

- Accounting I
- Accounting II
- Entrepreneurship Training
- First-Line Supervision
- Microcomputer Applications Specialist
- Programming Specialist
- Web Page Development

OTHER PROGRAMS

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



Allegany College of Maryland does not discriminate against students or prospective students for reasons of race, sex, color, religion, national or ethnic origin, age, veterans status, conditions of disability, or sexual orientation in admission, educational programs and activities, scholarship and loan programs, or any terms and conditions of enrollment. The College complies with applicable state and federal laws and regulations prohibiting discrimination.

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 in 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: Jennifer Engelbach, program advisor, Admissions/Registration Office.

General Education Courses	Credit
Freshman English I	3
English Elective	3
Social Science Elective	3
Humanities Elective.....	3
Mathematics Elective.....	3-4
Natural Science Elective.....	3-4
Computer Literacy	3

Major Course Requirements

Restricted Electives	9
Electives.....	30

Total: 60-62

*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 yet to be chosen.

Here: Leads to an associate in 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
Freshman English I	3
Mathematics Electives	6-8
Laboratory Science Electives	8
English Elective	3
Humanities Elective.....	3
Elements of Statistics	3
Computer Literacy	3
Social Science Electives	6
Physical Activities	2
Speech Communication I.....	3

Major Course Requirements

Introduction to Business	3
Managerial Accounting	3
Principles of Macroeconomics	3
Principles of Microeconomics	3
Principles of Management or Elective.....	3
Business Law	3
Principles of Marketing or Elective	3
Financial Accounting	3

Total: 64-66

*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 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 in 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
Freshman English I	3
Mathematics Elective	3
Social Science Elective	3
Physical Activity	1
Business & Technical Communications	3
Speech Communication I.....	3
Economics Elective	3
Interdisciplinary Leadership I or Humanities Elective ...	3
Computer Literacy	3
Elements of Statistics	3
Science Elective	3-4
Microcomputer Applications I	3

Major Course Requirements

Introduction to Business	3
Financial Accounting	3
Principles of Management or Human Resources and Supervision	3
Entrepreneurship.....	3
Business Law	3
Principles of Marketing or Principles of Advertising	3
Managerial Accounting	3
Sales and Customer Service.....	3
Business Professionalism and Ethics	2
Income Tax Accounting	3
Field Placement.....	3
Accounting Systems and Software	3

Total: 69-70

*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.

BUSINESS ACCOUNTING

Certificate

What: A one-year, concentrated program in accounting.

For whom: Students seeking employment as office bookkeepers or accountants in a certified public accounting (CPA) firm or accounting office.

Here: Leads to a certificate in business accounting.

(Note: This is a career program that is not intended for transfer to a four-year school. Students who decide to transfer should consult with their advisor or the Student Services Office.)

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

Contact: Robin Imgrund, professor of business administration.

General Education Courses	Credit
Freshman English I	3
Computer Literacy	3
Mathematics Elective	3
Economics Elective	3
Microcomputer Applications I or Business Elective	3
Major Course Requirements	
Introduction to Business	3
Financial Accounting	3
Income Tax Accounting	3
Managerial Accounting	3
Accounting Systems and Software	3
Personal Finance	3
Total: 33	

*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 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 Imgrund, professor of business administration.

General Education Courses	Credit
Freshman English I	3
Computer Literacy	3
Major Course Requirements	
Introduction to Business	3
Financial Accounting	3
Entrepreneurship	3
Business Professionalism and Ethics	2
Principles of Marketing	3
Sales and Customer Service	3
Business Law	3
Personal Finance	3
Principles of Management	3
Total: 32	

*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.

Note: All courses specifically identified by course number are graduation requirements for this program.

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 Imgrund, professor of business administration.

General Education Courses	Credit
Freshman English I	3
Computer Literacy	3
Speech Communication I	3
Major Course Requirements	
Introduction to Business	3
Principles of Advertising	3
Entrepreneurship	3
Principles of Marketing	3
Sales and Customer Service	3
Principles of Management	3
Graphics	3
Web Page Development	3
Total: 33	

*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.

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 Imgrund, professor of business administration.

General Education Courses	Credit
Freshman English I	3
Business and Technical Communications	3
Computer Literacy	3
Speech Communication I.....	3
Interdisciplinary Leadership I or Humanities Elective	3

Major Course Requirements

Introduction to Business	3
Financial Accounting or Practical Accounting/Bookkeeping	3
Business Professionalism and Ethics	2
Business Law	3
Principles of Marketing	3
Human Resources and Supervision	3
Total:	32

*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 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, associate professor of business administration.

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

Note: All courses specifically identified by course number are graduation requirements for this program.

BUSINESS MANAGEMENT ACCOUNTING II

Letter of Recognition

What: A three-course sequence that teaches more in-depth accounting skills and greater opportunities for careers in bookkeeping and accounting.

For whom: For persons seeking to develop tools for financial management decision-making in analyzing accounting reports, understanding taxation issues and implementing financial software applications.

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

(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, associate professor of business administration.

Major Course Requirements	Credit
Managerial Accounting	3
Income Tax Accounting	3
Accounting Systems and Software	3
Total:	9

Note: All courses specifically identified by course number are graduation requirements for this program.



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, associate professor of business administration.

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

Note: All courses specifically identified by course number are graduation requirements for this program.

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 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
Human Resources and Supervision	3
Business Professionalism and Ethics	2
Elective	3
Total: 11	

Note: All courses specifically identified by course number are graduation requirements for this program.



COMPUTER SCIENCE

Transfer Curriculum

What: The first two years of a typical four-year program in computer science.

For whom: Students who plan to earn a bachelor's degree in computer science.

Where: At a college or university as yet undetermined.

Here: Leads to an associate in science degree in computer science.

(Note: Although the curriculum below represents the typical preparation for a bachelor's degree in computer science, some colleges or universities may require different course work. Students are encouraged to choose a transfer school as early as possible and to coordinate course requirements with the Student Services Office.)

Contact: Kristi Smith, assistant professor of computer science.

General Education Courses	Credit
Freshman English I	3
Social Science Electives	6
Calculus I & II	8
English Elective	3
Electives	9-11
Laboratory Science Electives	8
Physical Activities	2
Speech Communication I	3
Humanities Elective	3

Major Course Requirements	Credit
Computer Literacy	3
Computer Logic	4
Programming Language Electives	9
Computer Technology Electives	6
Total: 67-69	

*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.

COMPUTER SCIENCE & TECHNOLOGY NETWORK OPTION

Two-Year Career Program

What: A two-year career program in networked computer operations.

For whom: Students seeking to enter the workplace as a network administrator on mainframe and/or personal computer networks.

Here: Leads to an associate in applied science degree in computer science and technology with the network option.

(Note: As this is a career program, designed for students who wish to enter the computer field promptly after graduation, those who later decide to transfer should consult with their advisor or the Student Services Office.)

Contact: Kristi Smith, assistant professor of computer science.

General Education Courses	Credit
Introduction to Business	3
Freshman English I	3
Physical Activity	1
Mathematics Elective.....	3-4
Social Science Elective.....	3
Business and Technical Communications	3
Laboratory Science Elective	4
Humanities Elective.....	3
Business Professionalism and Ethics	2

Major Course Requirements	Credit
Computer Literacy	3
Computer Logic	4
Computer Technology Elective	3
Microcomputer Applications I	3
Operating Systems	3
Introduction to Networking	3
Network Design and Administration.....	3
PC Architecture	3
Web Page Development	3
Technical Support Operations	3
Wireless Network Fundamentals.....	3
Java Programming	4

Total: 63-64

*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.

COMPUTER SCIENCE & TECHNOLOGY PROGRAMMING OPTION

Two-Year Career Program

What: A two-year career program in computer programming.

For whom: Students seeking to enter the workplace as a computer programmer.

Here: Leads to an associate in applied science degree in computer science and technology in the curriculum's programming option.

(Note: As this is a career program, designed for students who wish to enter the computer field promptly after graduation, those who later decide to transfer should consult with their advisor or the Student Services Office.)

Contact: Kristi Smith, assistant professor of computer science.

General Education Courses	Credit
Introduction to Business	3
Freshman English I	3
Mathematics Elective.....	3-4
Social Science Elective	3
Business and Technical Communications	3
Laboratory Science Elective.....	4
Humanities Elective.....	3

Major Course Requirements	Credit
Computer Literacy	3
Computer Logic	4
C++ Programming	3
Microcomputer Applications I and II	6
Financial Accounting	3
Introduction to Networking	3
Visual Basic Programming.....	3
Database Design and Implementation	3
Web Page Development	3
Operating Systems	3
Java Programming	4
Advanced Computer Technology Elective	3

Total: 63-64

*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.

COMPUTER SCIENCE & TECHNOLOGY TECHNICAL SUPPORT OPTION

Two-Year Career Program

What: A two-year career program in technical support and help desk operations.

For whom: Students seeking technical support and help desk careers in companies and other organizations.

Here: Leads to an associate in applied science degree in computer science and technology with a technical support.

(Note: As this is a career program, designed for students who wish to enter the computer field promptly after graduation, those who later decide to transfer should consult with their advisor or the Student Services Office.)

Contact: Kristi Smith, assistant professor of computer science.

General Education Courses	Credit
Introduction to Business	3
Freshman English I	3
Physical Activity	1
Mathematics Elective.....	3-4
Social Science Elective	3
Business and Technical Communications	3
Laboratory Science Elective	4
Humanities Elective.....	3

Major Course Requirements	Credit
Computer Literacy	3
Computer Logic	4
Microcomputer Applications I and II	6
PC Architecture	3
Operating Systems	3
Introduction to Networking	3
Web Page Development	3
Technical Support Operations	3
Information Management.....	3
PC Diagnostic and Repair	3
Parapheral Diagnostic and Repair	3
Sales and Customer Service.....	3

Total: 63-64

*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.

COMPUTER SCIENCE & TECHNOLOGY WEB DEVELOPMENT OPTION

Two-Year Career Program

What: A two-year career program in computer Web-site design and programming.

For whom: Students seeking careers as Web-site developers, blending computer science and graphic design.

Here: Leads to an associate in applied science degree in computer science and technology with a web development option.

(Note: As this is a career program, designed for those who wish to enter the computer field promptly after graduation, students who later decide to transfer should consult with their advisor or the Student Services Office.)

Contact: Kristi Smith, assistant professor of computer science.

General Education Courses	Credit
Introduction to Business Administration.....	3
Freshman English I	3
Mathematics Elective.....	3-4
Social Science Elective.....	3
Business and Technical Communications	3
Laboratory Science Elective.....	4
Humanities Elective.....	3
Physical Activity	1

Major Course Requirements	Credit
Computer Literacy	3
Computer Logic	4
Microcomputer Applications I	3
Web Page Development	3
Introduction to Networking	3
Visual Basic Programming.....	3
Graphic Design for the Web.....	3
Digital Photography	3
Interactive Multimedia Design	3
PHP Programming.....	3
Advanced Web Page Development	3
Operating Systems	3
Computer Technology Elective	3
Total:	63-64

*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.

COMPUTER SCIENCE & TECHNOLOGY APPLICATIONS USER SPECIALIST

Certificate

What: A one-year program in fundamental personal computer operations.

For whom: Students who seek a working knowledge of personal computer software, operating systems and programming for today's workplace.

Here: Leads to a certificate in applications user specialist.

(Note: All credits are transferrable to an associate in applied science for those who wish to pursue further studies.)

Contact: Kristi Smith, assistant professor of computer science.

General Education Courses	Credit
Freshman English I	3
Business and Technical Communications	3
Speech Communication I.....	3
Introduction to Business	3

Major Course Requirements	Credit
Computer Literacy	3
Computer Logic	4
Operating Systems	3
Microcomputer Applications I and II	6
Computer Technology Electives	6
Web Page Development	3
Total:	37

*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.

COMPUTER SCIENCE & TECHNOLOGY COMPUTER SERVICE TECHNICIAN

Certificate

What: A one-year program in microcomputer diagnosis and maintenance.

For whom: Students wanting a solid foundation in computer hardware and software, configurations and operating systems in order to seek employment as skilled computer service technicians — those who install, troubleshoot, upgrade and maintain microcomputer systems.

Here: Leads to a certificate in computer service technician.

(Note: This career program enables graduates to seek employment in the computer field and also provides formal recognition for persons already working there to certify or upgrade their skills. Students completing the program should have the skills necessary to pass the industry standard A+ certification examination.)

(Another note: While this is a career program, preparing students for prompt employment, the certificate curriculum also affords graduates the opportunity to continue toward an associate degree or higher.)

Contact: Kristi Smith, assistant professor of computer science.

General Education Courses	Credit
Freshman English I	3
Business and Technical Communications	3
Mathematics Elective	3

Major Course Requirements	Credit
Computer Literacy	3
Computer Logic	4
PC Architecture	3
PC Diagnostics and Repair	3
Certification Exam Review	1
Operating Systems	3
Microcomputer Applications I	3
Introduction to Networking	3
Computer Technology Elective	3
Total:	35

*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.

COMPUTER SCIENCE & TECHNOLOGY PROGRAMMING

Certificate

What: A one-year career program in computer programming.

For whom: Students who want a career in computer programming through a hands-on curriculum in programming languages, structured design principles and concepts of data storage and file processing, among other aspects.

Here: Leads to a certificate in programming.

(Note: Although this is a career program, designed for prompt application in the workplace, graduates who choose further study can transfer to the computer science and technology associate degree curriculum, programming option.)

Contact: Kristi Smith, assistant professor of computer science.

General Education Courses	Credit
Freshman English I	3
Mathematics Elective	3-4
Introduction to Business	3

Major Course Requirements

Computer Literacy	3
Computer Logic	4
C++ Programming	3
Operating Systems	3
Database Design & Implementation	3
Visual Basic Programming	3
Java Programming	4
Advanced C++ Programming, PHP Programming, or Advanced Web Page Development	3

Total: 35-36

*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.

COMPUTER SCIENCE & TECHNOLOGY TECHNICAL SUPPORT

Certificate

What: A one-year career program in technical support and help desk operations.

For whom: Students who seek technical support careers in companies and organizations through a program in the concepts, responsibilities and skills of technical support that includes troubleshooting, analysis and diagnosis.

Here: Leads to a certificate in technical support.

(Note: Although this is a career program, designed for prompt application in the workplace, graduates who choose further study can transfer to the computer science and technology associate degree curriculum, technical support option.)

Contact: Kristi Smith, assistant professor of computer science.

General Education Courses	Credit
Speech Communication I	3
Sales and Customer Service	3
Information Management	3

Major Course Requirements

Computer Literacy	3
Computer Logic	4
PC Architecture	3
PC Diagnostics	3
Technical Support Operations	3
Operating Systems	3
Microcomputer Applications I	3
Introduction to Networking	3
Computer Technology Elective	3

Total: 37

*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.

COMPUTER SCIENCE & TECHNOLOGY MICROCOMPUTER APPLICATIONS SPECIALIST

Letter of Recognition

What: A one-semester program in microcomputer applications and related matters.

For whom: Students who want to enhance their computer skills in the latest software technologies for increased career options in the field of microcomputer applications.

Here: Leads to a letter of recognition in microcomputer applications specialist.

(Note: Although this is a career program, designed for prompt application in the workplace, graduates who choose further study can continue toward a certificate or associate degree in computer science and technology.)

Contact: Kristi Smith, assistant professor of computer science.

Major Course Requirements	Credit
Computer Literacy	3
Microcomputer Applications I and II	6
Total:	9

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

COMPUTER SCIENCE & TECHNOLOGY PROGRAMMING SPECIALIST

Letter of Recognition

What: A one-semester program in computer programming and related subjects.

For whom: Students who want to enhance their computer programming skills through hands-on experience in the latest technology for increased career opportunities.

Here: Leads to a letter of recognition in programming specialist.

(Note: Although this is a career program, designed for prompt application in the workplace, graduates who choose further study can continue toward a certificate or associate degree in computer science and technology.)

Contact: Kristi Smith, assistant professor of computer science.

Major Course Requirements	Credit
Computer Logic	4
C++ Programming	3
Advanced C++ Programming	3
Total: 10	

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

COMPUTER SCIENCE & TECHNOLOGY WEB PAGE DEVELOPMENT

Letter of Recognition

What: A one-semester program in Web-page development and design.

For whom: Students who want to enhance their computer skills for increased career opportunity through a hands-on experience in Web design and programming that uses the latest Web-development technologies.

Here: Leads to a letter of recognition in web page development.

(Note: Although this is a career program, designed for prompt application in the workplace, graduates who choose further study can continue toward a certificate or associate degree in computer science and technology.)

Contact: Kristi Smith, assistant professor of computer science.

Major Course Requirements	Credit
Computer Literacy	3
Web Page Development	3
Advanced Web Page Development	3
Total: 9	

*Additional coursework 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 in 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: Dr. Mike Llewellyn, assistant professor of criminal justice and political science.

General Education Courses	Credit
Freshman English I	3
Introduction to Sociology	3
American National Government	3
CPR and First Aid	2
Freshman English II or Business & Technical Communications	3
Speech Communication I	3
General Psychology	3
Psychology of Human Adjustment or Introduction to Abnormal Psychology	3
Introduction to American Constitutional Law	3
Science Elective	3-4
Physical Activity	1
College Algebra, Elements of Mathematics, or Elements of Statistics	3
Computer Literacy	3
Elective	3
State and Local Governments	3

Major Course Requirements	Credit
Introduction to Criminal Justice	3
Criminal Investigation	3
Criminal Evidence and Procedure	3
Criminal Law	3
Introduction to Corrections	3
Police Administration and Operation	3
American Courts and Legal Systems	3
Criminalistics	3
Total: 66-67	

*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.

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: Dr. Mike Llewellyn, assistant professor of criminal justice and political science.

General Education Courses	Credit
Freshman English I	3
Business & Technical Communications	3
American National Government	3
General Psychology	3
Introduction to Sociology	3
Elective	3
State and Local Governments	3

Major Course Requirements

Introduction to Criminal Justice	3
Police Administration and Operation	3
Criminal Investigation	3
Introduction to Corrections	3

Total: 33

*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.

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 in 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 student services.

General Education Courses	Credit
Freshman English I	3
Freshman English II or English Elective	3
Speech Communication I	3
Humanities Elective	3
Social Science Electives	9
Mathematics	3
Natural Science	7-8
Physical Education	2
Electives (areas of emphasis)	27

Total: 60-61

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 in science degree in nursing.

(Note: This selective admissions program is approved by the Maryland State Board of Examiners of Nurses and is accredited by the National League for the Nursing Accrediting Commission. 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.)

(A further note: Because this curriculum is listed as one of the state's Health Manpower Shortage Programs, students from Maryland counties other than Allegany pay the lower in-county tuition. Some restrictions apply. More information is available earlier in this book, in the college catalog and in the Admissions office.)

Contact: Fran Leibfreid, professor of nursing.

General Education Courses	Credit
Anatomy and Physiology of the Human I and II	8
General Psychology	3
Human Growth and Development	3
Freshman English I	3
Microbiology	4
Introduction to Sociology	3
College Algebra	3
Humanities Electives	6

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.

ALLEGANY COLLEGE OF MARYLAND
SOMERSET COUNTY CAMPUS FOUNDATION
SCHOLARSHIPS FOR 2010-2011

There are three ways to apply for a scholarship:

1. Fill out and submit an application on-line at www.allegany.edu/scholarship.
2. Request a scholarship catalog through the Foundation Office by calling 301-784-5200 or check with your high school guidance office to see if catalog is on file. (All hard copy catalogs have an application insert.)
3. Print a PDF copy from the college website and hand deliver or mail it to the Allegany College of Maryland Foundation Office.

In addition to the Somerset 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 or call the Allegany College of Maryland Foundation Office at 301-784-5200.

George S. Cook Education Fund

Providing Low-Interest Student Loans Administered through the Somerset County Campus Foundation

Requirements:

- Be a resident of Somerset County for at least 6 months prior to submission of application
- Attend classes at any campus of Allegany College of Maryland
- Have a high school or college GPA of 3.0 or higher
- Take a minimum of 6 ACM credits during the semester in which you apply for the loan program
- Be enrolled in a certificate or associate degree program
- Maintain a GPA of 3.0 or higher to reapply for a loan in future semesters

Applications for fall semester are due August 1st and applications for spring semester are due January 1st. Interviews with prospective loan recipients will be conducted.

All money received through this program is given as a loan and must be repaid by the student borrower.

Applications may be obtained by calling the Somerset County Campus Foundation office at (814) 445-9848, extension 6110. Applications are located at the Somerset County Campus Student Services Office and the Financial Aid Office on the Cumberland Campus.

Completed application should be mailed to:
Somerset County Campus Foundation
George S. Cook Education Fund
6022 Glades Pike, Suite 100
Somerset, PA 15501

DEADLINE FOR THE FOLLOWING SCHOLARSHIPS IS
APRIL 30, 2010.

Afton-Dennis and Gretta Afton Scholarship

\$500 per year (\$250 per semester)

Requirements:

- Must see Somerset High School Guidance Counselor for an application
- Be a graduating senior from Somerset High School
- Must attend the Allegany College of Maryland Somerset County Campus

Fleagle-Telford W. Fleagle Memorial Scholarship

\$500 per year (\$250 per semester)

Requirements:

- Full- or part-time student
- No residency requirement (preference given to Somerset County residents)
- Have at least a 2.5 GPA
- Must be enrolled in a degree or certificate program
- Preference given to students attending the Somerset County Campus

Marine Corps League Somerset Detachment #660 Scholarship

\$200 for Fall Semester

Requirements:

- Full- or part-time student
- Resident of Somerset County
- Have at least a 2.0 GPA
- State financial need in essay on scholarship application and apply for financial aid

- All students may apply, but applicant whose father, mother, or guardian is a member in good standing of the Department of Pennsylvania Marine Corps League or Auxiliary will be given preferential consideration
- Must attend the Allegany College of Maryland Somerset County Campus

Miller-M. Jay Miller Memorial Scholarship

\$500 per year (\$250 per semester)

Requirements:

- Full- or part-time student
- Resident of Somerset County
- Have at least a 3.0 GPA
- Be enrolled in either Business, History, or Education curriculum
- State financial need in essay on scholarship application
- Continuation of scholarship into second year is possible upon reapplication and proof of having met criteria

PA Technology Scholarship

\$500 per year (\$250 per semester)

Requirements:

- Full-time student
- Resident of Pennsylvania
- Have at least a 3.0 GPA
- Be enrolled in a Computer Science and Technology degree program
- State financial need in essay on scholarship application
- Must attend the Allegany College of Maryland Somerset County Campus or Bedford County Campus



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 Somerset County Campus of Allegany College of Maryland

Rockwood Scholarship

\$500 per year (\$250 per semester)

Requirements:

- Full- or part-time student
- No residency requirement
- Have at least a 3.0 GPA
- Preference given to a Rockwood High School graduate but other applicants will be considered
- State financial need in essay on scholarship application
- Be enrolled in any degree or certificate program
- Special consideration given to students attending the Somerset or Bedford County Campuses of Allegany College of Maryland

Somerset County Bankers

Association Scholarship

\$500 per year (\$250 per semester)

Requirements:

- Full- or part-time student
- Resident of Somerset County
- Have at least a 2.5 GPA
- Be enrolled in a Business related curriculum
- State financial need in essay on scholarship application
- Must attend the Allegany College of Maryland Somerset County Campus

Somerset County Campus Foundation Board Scholarship

\$500 per year (\$250 per semester)

Requirements:

- No application necessary—see your high school guidance counselor if interested (this award requires counselor's recommendation)
- Must be a graduating senior from one of the 11 Somerset County High Schools or the Somerset County Tech Center
- Must attend the Allegany College of Maryland Somerset County Campus

Somerset County Campus Foundation Fetterolf Scholarship

\$500 per year (\$250 per semester)

Requirements:

- Full- or part-time student
- Resident of Somerset County
- Have at least a 2.0 GPA
- State financial need in essay on scholarship application
- Non-traditional students (those out of high school five years or more) will be given first consideration, although other students may apply
- Applicant must mention school district of residence in essay
- Must attend the Allegany College of Maryland Somerset County Campus

Somerset Medicine Shoppe Scholarship

\$500 for Spring Semester

Requirements:

- Full- or part-time student
- Resident of Somerset County
- Have at least a 2.0 GPA
- Be enrolled in any program of study at the Somerset County Campus of Allegany College of Maryland

Somerset Welfare League Scholarship

To be determined on an annual basis if award is given

Requirements:

- Full- or part-time adult student
- Resident of Somerset County
- Have at least a 2.0 GPA
- Works part-time or full-time while attending college
- State financial need in essay on scholarship application
- Must attend the Allegany College of Maryland Somerset County Campus

Walker-John Walker Memorial Scholarship

\$400 per year (\$200 per semester)

Requirements:

- Full- or part-time student
- Resident of Somerset County
- Have at least a 2.0 GPA
- Preference will be given to students enrolled in the Business curriculum although other curriculums will be considered
- Preference will be given to students who are members of First United Methodist Church in Somerset
- Must attend the Allegany College of Maryland Somerset County Campus

WHERE AND WHEN TO PURCHASE BOOKS AND SUPPLIES

Books and supplies can be purchased in the Bookstore.

Books can be purchased two weeks prior to the start of classes through the second week of classes. Extended bookstore hours are available one week prior to and during the first week of classes.

Cash, Checks, Debit Cards, VISA, Mastercard are accepted.

DON'T KNOW WHAT TO DO WITH YOUR OLD BOOKS?

Bring your used textbook(s) to the Campus Bookstore. Your book(s) may be resold if it meets the following conditions:

- Subject is offered during that semester
- Same edition is being used
- All workbooks and study guides must accompany the text book

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. Schedule a Placement Test. If you have taken the SAT or ACT you may be exempt from this test. To schedule a placement test please contact the Student Services Office at 814-445-9848 ext. 6135.
5. Make an appointment with your advisor to discuss your interests and schedule classes.

NOTES

This Allegany College of Maryland view book should not be construed to be a comprehensive document including all college policies and procedures. Rather, it is a descriptive booklet designed to provide prospective students with general information about the college and its programs. More detailed information can be found in the college catalog.

Please note that academic programs, student services and other matters are subject to change.



2009-2010 ACADEMIC CALENDAR

FALL 2009

August 21	Friday	Full-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)
August 21	Friday	A-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)
August 24	Monday	Full-Term and A-Term Classes Begin
August 26	Wednesday	A-Term Last Day to Enroll in Classes (Instructor Approval Required)
August 28	Friday	Full-Term Last Day to Enroll in Classes (Instructor Approval Required)
September 2	Wednesday	A-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
September 7	Monday	Labor Day; College Closed
September 14	Monday	Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
September 15	Tuesday	A-Term Last Day to Drop Classes
September 22	Tuesday	Last Day to Change "I" grades from Spring and Summer
October 9	Friday	Last Day to Apply for Fall Graduation
October 12	Monday	A-Term Classes End
October 12-16	Monday-Friday	Mid-Semester Evaluations
October 16	Friday	B-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)
October 19	Monday	Full-Term Mid-Term Grades Due (10:00 a.m.)
October 19	Monday	A-Term Final Course Grades Due (10:00 a.m.)
October 19	Monday	B-Term Classes Begin
October 21	Wednesday	B-Term Last Day to Enroll in Classes (Instructor Approval Required)
October 22	Thursday	Somerset County Campus Open House 5:00-7:00 p.m.
October 26-27	Monday-Tuesday	Fall Break; No Classes
October 28	Wednesday	All Classes Follow Monday Class Schedule
October 29	Thursday	B-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
October 29	Thursday	Last Day to Drop Full-Term Classes
November 2	Monday	Advising and Early Registration Begins for Spring Semester
November 10	Tuesday	B-Term Last Day to Drop Classes
November 26-27	Thursday-Friday	Thanksgiving Holiday; College Closed
November 30	Monday	Classes Resume; First Day to Apply for May Graduation
December 10	Thursday	B-Term Classes End
December 11	Friday	Full-Term Classes End
December 15	Tuesday	All Final Course Grades Due (10:00 a.m.)
December 18	Friday	Commencement Cumberland Campus
December 19	Saturday	College Closed (December 19 - January 3)

SPRING 2010

January 4	Monday	College Reopens; Registration Resumes
January 15	Friday	Full-Term and A-Term Last Day for Full Refund upon (Less Nonrefundable Fees)
January 18	Monday	Full-Term and A-Term Classes Begin
January 20	Wednesday	A-Term Last Day to Enroll in Classes (Instructor Approval Required)
January 22	Friday	Full-Term Last Day to Enroll in Classes (Instructor Approval Required)
January 26	Tuesday	A-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
February 5	Friday	Last Day to Apply for May Graduation
February 5	Friday	Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
February 9	Tuesday	A-Term Last Day to Drop Classes
February 16	Tuesday	Last Day to Change "I" Grades from Fall Semester
March 1-2	Monday-Tuesday	Break; No Classes
March 8-12	Monday-Friday	Mid-Semester Evaluations
March 9	Tuesday	A-Term Classes End
March 12	Friday	B-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)
March 15	Monday	Full-Term Mid-Term Grades Due (10:00 a.m.)
March 15	Monday	A-Term Final Course Grades Due (10:00 a.m.)
March 15	Monday	B-Term Classes Begin
March 17	Monday	B-Term Last Day to Enroll in Classes (Instructor Approval Required)
March 22	Monday	Full-Term Last Day to Drop Classes
March 23	Tuesday	B-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
March 29 - April 2	Monday-Friday	Spring Break; No Classes
April 1-2	Thursday-Friday	Holiday; College Closed
April 5	Monday	Classes Resume
April 5	Monday	Advising and Early Registration for Summer and Fall Begins
April 13	Tuesday	B-Term Last Day to Drop Classes
May 5-11	Wednesday-Tuesday	Semester Evaluations
May 7	Friday	B-Term Classes End
May 11	Tuesday	Full-Term Classes End
May 12	Wednesday	All Final Course Grades Due (2:00 p.m.)
May 15	Saturday	Commencement Cumberland Campus (11:00 a.m. & 2:00 p.m.)
May 15	Saturday	Commencement Bedford County Campus (7:00 p.m.)
May 18	Tuesday	Commencement Somerset County Campus (7:00 p.m.)

SUMMER 2010

May 21	Friday	Full-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)	June 18	Friday	Last Day to Apply for Summer Graduation
May 21	Friday	A-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)	June 18	Friday	B-Term Last Day for Full Refund upon Withdrawal (Less Nonrefundable Fees)
May 24	Monday	Full-Term and A-Term Classes Begin	June 21	Monday	B-Term Classes Begin
May 25	Tuesday	A-Term Last Day to Enroll (Instructor Approval Required)	June 22	Tuesday	A-Term Final Grades Due (10:00 a.m.)
May 26	Wednesday	Full-Term Last Day to Enroll (Instructor Approval Required)	June 22	Tuesday	B-Term Last Day to Enroll (Instructor Approval Required)
May 27	Thursday	A-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)	June 24	Thursday	B-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)
May 31	Monday	Memorial Day Holiday; College Closed	June 28	Monday	Full-Term Last Day to Drop Classes
June 2	Wednesday	Full-Term Last Day for 80% Refund upon Withdrawal (Less Nonrefundable Fees)	July 1	Thursday	B-Term Last Day to Drop Classes
June 7	Monday	A-Term Last Day to Drop Classes	July 5	Monday	Independence Day Holiday; College Closed
June 17	Thursday	A-Term Classes End	July 15	Thursday	Full-Term and B-Term Classes End
			July 20	Tuesday	All Final Course Grades Due (10:00 a.m.)

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

somerset county campus

6022 Glades Pike, Suite 100 • Somerset, PA 15501-4300 • 814.445.9848

cumberland campus

12401 Willowbrook Road, SE • Cumberland, MD 21502-2596 • 301.784.5005

bedford county campus

18 North River Lane • Everett, PA 15537-1410 • 814.652.9528

bedford county technical center

195 Pennknoll Road • Everett, PA 15537-6946 • 814.623.2760

school of hospitality, tourism, and culinary arts

110-114 Baltimore Street • Cumberland, MD 21502-2302 • 301.784.5410

