

# Admissions Procedures and Requirements



Admission to SUNY Orange is open to all graduates of an accredited and/or registered high school or to those who have received a state-issued GED diploma. Once formally admitted to the College in a degree program, students may choose to pursue their degree on a full-time (12 credits or more per semester) or part-time (less than 12 credits) basis. In order to receive financial aid, students must be accepted and enrolled into one of the College's degree programs.

Formal admission to the College assures students that their course requirements for completion of degree or certificate programs will not change, even in the event that the College revises its program requirements during the student's period of study. In addition, the College will complete a thorough appraisal of transfer credits that may have been earned from another college or university, or through advanced placement or other examinations.

## ■ Application Deadlines

A completed admissions application, all related transcripts and documents must be received prior to the application deadline to receive full consideration.

### Fall Semester

- Feb. 1: Health Professions Programs
- May 1: Honors Program  
L.P.N. to R.N. Program
- June 1: International students (domestic transfers)
- Two weeks prior to the start of the semester:  
General Admission

### Spring Semester

- Oct. 1: International Students  
Spring Nursing (Newburgh campus)  
L.P.N. to R.N. (Middletown campus)
- Dec. 1: Honors Program
- Two weeks prior to the start of the semester:  
General Admission

## Summer Session

Two weeks prior to the start of the semester:  
General Admission

## ■ The Admission Process

### The Application

Students may apply for Admission online for full-time or part-time status with the online application available at [www.sunyorange.edu](http://www.sunyorange.edu).

Admission to SUNY Orange is open to all graduates of an accredited and/or registered high school or to those who have received a state-issued GED diploma.

Students may request more information about SUNY Orange by emailing [apply@sunyorange.edu](mailto:apply@sunyorange.edu).

Admission requires an official high school transcript or proof of high school equivalency.

State University of New York (SUNY) policy prohibits SUNY Orange admission applications from inquiring into an applicant's prior criminal history. After acceptance, the College shall inquire if the student previously has been convicted of a felony if such individual seeks campus housing or participating in clinical or field experiences, internships, or study abroad programs. The information required to be disclosed under SUNY policy regarding such felony convictions shall be reviewed by a standing campus committee consistent with the legal standards articulated in New York State Corrections Law.

### Application Fees

A \$30 application fee is required from prospective full-time, part-time, first-time and transfer students. Students applying for readmission must submit a \$20 non-refundable fee.

Applicants to the College may be approved for an application fee waiver by providing a completed waiver form and supporting documentation. All active military personnel and veterans will be eligible to receive this waiver. If approved, this application fee waiver will automatically waive students from the \$25 placement test fee.

### The College Placement Test

All students who are accepted as degree-seeking students are required to take the Placement Test or may obtain a Placement Test Waiver. This test determines college-level skills in reading, writing and mathematics and assists the College in placing students in courses at the appropriate level. There is a \$25 fee to take the Placement Test.

Students do not have to be accepted prior to taking their placement test.

The Placement Test is computerized, and untimed (except for the essay portion). Calculators are not

## Admissions Procedures and Requirements

---

permitted. If a student takes the Placement Test, and then takes no courses at SUNY Orange for 2 years, he/she must retest. Additionally, if a student takes no Math course in 2 years, he/she must retest. Students with disabilities may make special arrangements to take the test by contacting the College's Office of Accessibility Services at (845) 341-4077.

Students who do not have a high school diploma from an accredited or registered high school, or have not earned a high school equivalency diploma (HSE), must speak with an Admissions counselor or go over their options for the 24 credit hour program. To meet eligibility requirements for financial aid, students must pass the Ability to Benefit (ATB) exam.

If a student's placement test results indicate a need for additional growth in reading, writing and/or math, specific course selection assistance will be provided at the time of registration.

### **New York State Department of Health Mandatory Proof of Immunization**

New York State Public Health Law requires that all students born on or after Jan. 1, 1957, who wish to enroll for six or more credits in any one semester, provide proof of immunity to measles, mumps and rubella. Acceptable proof of immunity requires two dates of measles immunization, one of rubella and one of mumps, all given after 1968, and on or after your 1st birthday. In addition, all students, regardless of age must sign and return the College's Meningitis Response Form, indicating they have received the information about meningococcal disease and have either received or waived the vaccine.

Students will not be allowed to register for classes until they have submitted their immunization records to the Wellness Center, showing proof of at least one measles immunization.

Immunizations are not provided on campus. They are available free of charge to prospective college students through the Orange County Department of Health. For a copy of the clinic schedule or if you believe that you qualify for an exemption based on medical or religious reasons, or have any further questions about these requirements, please call the Wellness Center at 341-4870.

### **Health Professions Applicants**

Students interested in applying for admission to one of SUNY Orange's Health Professions programs follow a different admission process with earlier deadlines and more stringent entrance requirements. The particular admission requirements for the College's Health Professions are listed alongside the respective program's description later in this catalog. Additional information on particular Health Professions programs, including the Health Professions application, can be accessed at [www.sunyorange.edu/admissions/healthprofessions](http://www.sunyorange.edu/admissions/healthprofessions), or by attending a Health Professions information session.

All students accepted into a Health Professions program must successfully complete an annual physical examination which

includes a Tuberculosis screening. A drug screen and background check are also required once the student has been accepted.

### **Physical Examination Requirements**

Students must complete the form which is provided by the College. Health Professions students must meet the New York State Department of Health physical examination and immunization regulations for Health Care workers. Exams are to be completed and submitted to the Wellness Center within the timeframe stated on the form for each program. Physicals which are submitted to the Wellness Center after the stated deadline for your program will be subject to a \$25 late fee. Upon receipt of your complete physical, the nurse in the Wellness Center will issue a clearance form. Students will not be permitted to begin their Health Professions classes without this clearance form.

NOTE: The Health Professions regulations exceed the immunization requirements that you may have already met for prior attendance at the college. Health Professions students must have an annual physical exam, an annual screening for Tuberculosis, a current Tetanus immunization, as well as blood work for serological proof of immunity to Measles, Mumps, Rubella and Varicella, regardless of age and/or prior immunization or disease history. Your health care practitioner is required to sign a statement, that to the best of their knowledge, you are free from any physical or mental impairment which would pose a potential risk to patients, or might interfere with the performance of your duties. Students must also either complete the Hepatitis B vaccine series or sign an annual waiver declining the Hep B vaccine. It is highly recommended that all Health Professions students complete the Hepatitis B vaccine series as a safe and effective way of preventing Hepatitis B infection.

### **College Credits for Current High School Students**

Academically qualified high school students in their junior or senior year have two options for earning college credit at SUNY Orange: The College Experience Program (CEP) and the Community College in the High School Program (CCHSP).

#### **College Experience Program (CEP)**

The College Experience Program allows students to take credit courses on the SUNY Orange campus in Middletown, at the Newburgh campus or at one of the College's satellite locations. Credits earned while participating in the College Experience Program may be applied toward a degree at SUNY Orange or may be transferred to another college or university. An interview is required for both the applicant and parent/guardian as part of the admission process.

To apply for CEP consideration, please apply online. Applications can be found at at: [www.sunyorange.edu/admissions/programs/cep.shtml](http://www.sunyorange.edu/admissions/programs/cep.shtml). Accepted CEP students must be registered prior to the first day of classes in the semester for which they have applied.

### Program Guidelines

Part-time participation in the program is open to high school juniors and seniors. Seniors may take part on a full-time basis. The part-time classification allows students to take up to eight credits (one to two courses) per semester and up to 4 credits per summer session. High school seniors wishing to participate on a full-time basis must take at least four courses (12-15 credits) per semester and six credits in a summer session.

To be eligible, a student must meet the following:

- Seniors need a minimum cumulative GPA of 85 and a minimum score of 85 on the NYS Regents Exam that corresponds to their SUNY Orange CCHSP course, if applicable.
- Juniors need a minimum cumulative GPA of 90 and a minimum score of 90 on the NYS Regents exam that corresponds to their SUNY Orange CCHSP course, if applicable.
- To be a full-time student (12 credits or more), or to study English as a part-time student, you must be a senior and have earned an 85 or higher on the NYS English Language Arts Exam (Regents).
- If you are enrolled in the CCHS program and wish to be concurrently enrolled in the CEP, you may take no more than 15 credits total.

### Application Process

To apply for the College Experience Program:

- Complete an online College Experience Program Application indicating the courses that you wish to take at SUNY Orange. Students must reapply each semester.
- Submit an official high school transcript and a letter of recommendation from your guidance counselor indicating your ability to do college work.

### Important Program Information

- Students must follow the same application procedures for every semester they wish to attend (parent interview excluded).
- If you take six credits or more, you must provide proof of immunity to measles, mumps and rubella to the campus Wellness Center.
- College Experience Program students (CEP) are not eligible to receive financial aid.
- Students are assigned an academic advisor in the Admission Office.
- If you are physically and/or learning disabled, please contact the Office of Accessibility Services at (845) 341-4077.

College Experience Program participants who intend to continue studying at SUNY Orange after they receive their high school diploma should formally apply for admission to the College by submitting an admissions application during their senior year.

### Community College in the High School Program (CCHSP)

The Community College in the High School Program gives qualified high school juniors and seniors the opportunity to take college courses for credit in their own high schools. Please contact the Office of Educational Partnerships at (845) 341-4760 for more information.

### ■ 24 Credit Hour Program

The 24 Credit Hour Program allows students to earn their high school equivalency diploma based on earned college credit and then use all or most of those credits toward their college degree. Students who have not earned a high school diploma or an equivalency diploma are eligible for the program. Students in the program must complete 24 college-level credits while maintaining a C (2.0) cumulative average. Upon successful completion of the program, students may apply to the New York State Department of Education for a high school equivalency diploma.

To be eligible for the 24 Credit Hour Program, students must meet the following criteria:

- be a New York State resident at the time of application;
- be 17 years of age or older. Be a member of a high school class that has graduated or be officially withdrawn from high school for one year.
- Students are required to attend a mandatory admissions information session. Students must take the Ability to Benefit (ATB) section of the placement test and earn a passing grade to be eligible for state aid consideration.

The 24 required credits are broken down into the following areas:

- Six credits in English language arts, which include writing, speaking and reading (literature)
- Three credits in mathematics
- Three credits in natural science
- Three credits in social science
- Three credits in humanities
- Six credits in courses within the degree program under which you've enrolled

Those who are interested in the 24 credit hour program must call the Office of Admissions to schedule an interview.

### ■ Home-Schooled Students

Students who have been home-schooled will receive consideration for admission if they submit the following:

- Documentation that confirms compliance with the minimum requirements of the home instruction regulations (include home school instruction plan).
- A letter from a local school district providing that the student followed the above regulations leading to the receipt of a high school diploma or its equivalent.

## Admissions Procedures and Requirements

---

Please contact the Director of Admissions at (845) 341-4205 for more information.

### ■ International Student Admissions

This college is authorized under Federal Law to enroll nonimmigrant students.

Students who have attended or graduated from secondary school and/or universities outside of the United States must follow the College's general application process.

In addition, read the instructions below and follow those that pertain to you.

- If you are a citizen, permanent resident or have another immigrant status and have completed secondary school and/or college in a country other than the United States, you must have all transcripts and diplomas evaluated by an agency listed at [www.naces.org](http://www.naces.org).
- If you are applying for a student visa (F-1), or if you are currently attending a U.S. college or university and wish to transfer to SUNY Orange on a student visa, you must complete the International Student Application process. You may obtain information from the Office of Admissions either in person, by mail, or by visiting our website at [www.sunyorange.edu/admissions/apply/international.shtml](http://www.sunyorange.edu/admissions/apply/international.shtml).
- If you have a Tourist Visa (B-1, B-2), U.S. immigration law states that you are not permitted to enroll in a full course of study.
- If you enroll at SUNY Orange, the College is mandated by law, via the Student and Exchange Visitor Information System (SEVIS), to collect and report information for the U.S. Citizenship and Immigration Services (USCIS).
- As long as you are enrolled at SUNY Orange you will be responsible for keeping a Designated School Official apprised of information related to these immigration law, and maintaining full-time status.

### ■ Additional Admissions Information

#### Transferring to SUNY Orange

SUNY Orange welcomes applications from students who have previously studied at other colleges or universities. In addition to an application, prospective transfer students must submit official transcripts from all previous colleges. Only previous college courses completed with a grade of C (2.0) or higher will be eligible for transfer consideration. A maximum of 30 transfer credits may be accepted. All official, final college transcripts must be received prior to the end of your first semester to be evaluated for transfer credit. After one semester, your transfer credit evaluation for all coursework taken prior to enrolling at Orange is considered final.

#### High School Equivalency Diploma (HSE)

Applicants who have earned a High School Equivalency (HSE) must present, in person, the original diploma and score reports to the Office of Admissions. Official copies of HSE diplomas and scores may be acquired from: New York State Education Department, Bureau of Higher and Professional Education Testing, Albany, NY 12224 or by calling (518) 474-5906.

#### Readmission to SUNY Orange

Former SUNY Orange students who were previously enrolled but have not attended the College for two or more semesters (excluding summer) are required to complete a new application.

Students who were separated from the College may seek readmission, but will be limited to 14 credits and must first complete any required developmental courses.

#### Adult Students

Adult students who are preparing for a new career, seeking an upgrade in employment or looking to enrich themselves, are encouraged to attend SUNY Orange on a full-time or part-time basis. The College offers class schedules during the day, evening, weekend, and online that are accessible on the campuses in Middletown, Newburgh or at one of our other satellite locations.

Adult students who have taken courses elsewhere may transfer those credits back to SUNY Orange if the courses are applicable to that student's selected degree program.

SUNY Orange has articulation agreements with a number of other colleges and universities, which allow students who have completed coursework here to move on to a four year college. The College also boasts a growing number of online courses and is committed to expanding technology to help foster students' academic growth and access.

#### College Level Entrance Examinations (CLEP), Regents College Examinations (RCE) and Advanced Placement Examinations (AP)

There are three examinations that may assist students in receiving college credit for work experience or learning done outside of the college setting.

Students can earn college credit by taking and passing the College Level Examination Program (CLEP) Subject Examinations offered by the College Board. The Regents College Examinations (RCE) can be taken through the New York State Proficiency Examination Program. High school students who have completed advanced placement courses may acquire college credit by taking the College Board's Advanced Placement Examinations (AP).

To receive credit for any of these examinations, four conditions must be met:

- You must be formally admitted to SUNY Orange.
- The credit to be awarded must be applicable to your degree program.
- Your scores must be at least equal to the Mean Score

for a C (2.0) as recommended by the American Council on Education (ACE) for the CLEP subject area in which you were tested.

- Official test results must be sent directly to the College.

Additional restrictions, or conditions, for each program are as follows:

- In order to receive credit for any composition or literature exam through the CLEP Program, you must also take the optional essay portion of the Subject Examination. The essay must be submitted to SUNY Orange's Department of English for evaluation.
- Credit is awarded for English only if the credit-granting scores recommended by ACE are substantiated by the essay evaluation.
- Similarly, the essay component of the AP English exam must be submitted for evaluation by the Department of English before credit may be awarded for scores of 4 or 5. Scores of 3 will be considered after the student has taken a department essay to determine if credit can be awarded.

### Attending as a Non-Degree Seeking Student

Students with a high school diploma or high school equivalency degree may apply to the College for part-time study without applying for formal admission into a degree program. Students who have not been admitted to a degree program are not eligible for financial aid consideration.

To qualify, students must submit a final transcript or diploma verifying that they are a high school graduate.

### SUNY Transfer Guarantee

An opportunity to continue full-time study at a four-year State University college is guaranteed to all New York residents who transfer directly from a SUNY or CUNY two-year college with an A.A. or A.S. degree. To be eligible you must:

1. File your application with SUNY by March 1 for Fall admission and by October 1 for Spring admission.
2. Provide four-year campuses with an official two-year college transcript, showing three semesters of completed studies by March 15 for Fall admission, and by October 15 for Spring admission.
3. Complete all required supplemental application materials by April 15 for Fall admission and by November 15 for Spring admission.
4. The transfer guarantee becomes effective if you are denied admission at all of your four-year college choices.

Please refer to [www.suny.edu/student](http://www.suny.edu/student) for application, important eligibility and deadline requirements.

### Student's Right to Know

SUNY Orange complies with federal regulations that require undergraduate completion, or graduation rates, be made available to all credit students. The College is

required to make available specific statistical data before students make a financial commitment to the College. You will find this information in the "Committed to Student Success" section on page 4 of this Catalog.

## ■ Educational Partnerships

To address the educational needs of Orange County's residents, SUNY Orange collaborates with a diverse group of educational partners. Through its Office of Educational Partnerships, the College extends its educational focus and mission beyond the students on our campus to assist with the varied educational needs of Orange County residents. Our educational outreach efforts include: the Community College in the High School Program, articulation agreements, faculty collaborations, and satellite centers. For more information on these College partnerships, please contact:

Office of Educational Partnerships  
Library, Room 202  
115 South Street  
Middletown, NY 10940  
(845) 341-4252

### Satellite Centers

The Office of Educational Partnerships oversees the College's three satellite locations. Courses are offered at Monroe-Woodbury, Port Jervis and Warwick Valley high schools, enabling individuals to take courses toward a degree, expand their job skills or access personal enrichment classes closer to home or work.

Courses are also planned for a county-owned location at 150 Pike Street in Port Jervis.

### College Experience Program

The College Experience Program allows students to earn college credits on the SUNY Orange campus in Middletown, at the Newburgh campus or at one of the College's satellite locations. For additional information, please refer to page 9 of this Catalog.

### Community College in the High School Program

The Community College in the High School Program gives qualified high school juniors and seniors the opportunity to take college courses for credit in their own high schools during the regular school day. CCHSP reduces the cost of a college education and shortens the time needed to acquire a degree. For more information, contact your high school guidance counselor or CCHSP at (845) 341-4760.

### Articulation Agreements

To assure its students enjoy a smooth transition to and from the College, and to establish a foundation for academic achievement by its students, SUNY Orange is continually seeking to refine its current articulation agreements while also pursuing new agreements with colleges and universities across the country.

## Educational Partnerships

---

### Articulation with Secondary Schools

To expand community access to higher education opportunities, SUNY Orange has forged articulation agreements with several programs in secondary schools in Orange County. Students from these institutions who successfully complete these articulated courses may receive college credit that is applicable toward degrees and certificates offered by the College.

#### Orange-Ulster BOCES

- Advertising Art and Design
- Computer Networking--CISCO CCNA
- Computer Programming
- Computer Repair I and II
- Education & Management
- Engineering Academy
- Engineering Academy CAD
- Film Production/Multi-Media
- Law Enforcement
- Licensed Practical Nursing
- Microsoft Office User Specialist--MOUS
- Personal Trainer Assistant

#### Warwick Valley Central School District

- Criminal Justice
- Videdo Production

### Articulation with Headstart/ABCD

SUNY Orange's Early Childhood Program has articulation agreements with six Headstart/ABCD agencies. Contact the Office of Educational Partnerships for additional information.

### Articulation Agreements with Other Colleges and Universities

Graduates of SUNY Orange are covered by the State University of New York (SUNY) System Transfer and Articulation Policy that states: "Graduates of two-year colleges within the State University of New York, when accepted with junior status within parallel programs at SUNY baccalaureate campuses, are to be granted full transfer credit for general education courses already taken and are not to be required to repeat successfully completed courses with similar curricular content."

Comprehensive transfer and articulation agreements have also been established with other reputable colleges and universities.

In some instances the A.A. and A.S. degree have been determined to fulfill all general education requirements, as well as A.A.S. degrees that will transfer in full.

The following listing summarizes these agreements; the specific details of each agreement should be verified by the student with an advisor or counselor before finalizing any SUNY Orange course selections.

#### Adelphi University

- A.A.S. Nursing

#### Alfred University

- A.S. Criminal Justice

#### Berkeley College

- A.A.S., A.S. Accounting

- A.A.S. Business Management

- A.A.S., A.S. Criminal Justice

- A.A.S. Marketing

- A.A.S. Medical Office Assistant

- A.S. Business Administration

#### Castleton University

- Comprehensive Agreement

- A.S. Accounting

- A.S. Business Administration

#### Cazenovia College

- A.A.S. Visual Communications Technology: Graphic Arts/Printing

- A.S. Business Administration (With specializations in Business Management and Sport Management)

#### Chamberlain College of Nursing

- A.A.S. Nursing

#### College of Westchester

- A.A.S., A.S. Accounting

- A.A.S. Business Management

- A.S. Business Administration

#### Cornell University, College of Agriculture and Life Sciences

- Comprehensive Agreement

#### DeSales University

- Comprehensive Agreement

#### Dominican College of Blauvelt

- Comprehensive Agreement

- A.A. Humanities & Social Sciences (English; Humanities; Social Sciences; Social Work)

- A.S. Mathematics & Natural Sciences

- A.A.S. and A.S. Accounting

- A.A.S. Business Management

- A.A.S. Nursing

- A.A.S. Occupational Therapy Assistant

- A.A.S. Physical Therapist Assistant

- A.S. Computer Science

- A.S. Criminal Justice (Social Sciences; Social Work)

- A.S. Exercise Studies (Athletic Training; Health

- Services Administration; Humanities; Social Sciences; Social Work)

#### Excelsior College

- Comprehensive Agreement

- A.A.S. Nursing

- A.A.S. Business Management

- A.S. Business Administration

#### Franklin University, OH

- Selected Courses (Business; Computer; Technical Majors)

#### Hartwick College

- Comprehensive Agreement

#### Houghton College

- Comprehensive Agreement

#### Iona College

- A.S. Computer Science

#### Manhattan College

- A.A.S. Radiologic Technology

#### Marist College

- A.A. or A.S. toward B.S. Integrative Studies

- A.S. Business Administration

- A.S. Individual Studies toward Paralegal

- Degree/Certificate

#### Mercy College

- A.A.S. Nursing

A.A.S. Occupational Therapy Assistant  
Mount Saint Mary College  
Comprehensive Agreement  
A.A.S., A.S. Criminology  
Pace University, Dyson College of Arts and Sciences  
A.A. Liberal Arts & Science (Humanities & Social  
Science emphasis – Communications; English &  
Communications; Psychology)  
A.A.S. Criminal Justice (Police)  
A.S. Criminal Justice  
A.S. Liberal Arts & Science (Mathematics & Natural  
Science emphasis)  
Pace University, Lienhard School of Nursing  
A.A.S. Nursing  
Ramapo College  
Comprehensive Agreement  
St. John's University  
A.A.S. Cyber Security  
A.A.S. Computer Information Technology  
(Networking; Web Development)  
A.S. Computer Science  
A.S. Criminal Justice  
St. Thomas Aquinas College  
Comprehensive Agreement  
A.S. Accounting  
A.S. Business Administration  
A.S. Criminal Justice  
SUNY Albany  
Comprehensive Agreement  
SUNY Binghamton  
A.A. or A.S. towards B.S.N. in Nursing  
SUNY Delhi  
A.A.S. Nursing  
SUNY Empire State College  
Comprehensive Agreement  
A.A.S. Nursing  
SUNY New Paltz  
Comprehensive Agreement  
SUNY Potsdam  
A.S. Computer Science (Computer Science;  
Information Systems)  
SUNY Purchase  
A.A.S. Performing Arts: Music  
The College of Saint Rose  
A.S. Accounting  
A.S. Business Administration  
The Culinary Institute of America (CIA)  
Selected programs (Applied Food Studies; Culinary  
Arts Management /Baking; and Pastry Arts Mgmt)  
The Sage Colleges (Russell Sage College or Sage College  
of Albany)  
A.A.S. Nursing  
A.S. Criminal Justice  
A.S. Liberal Arts: Mathematics and Natural Sciences  
(Biology: DPT; Biology Premed)

### ■ Continuing and Professional Education

The Department of Continuing and Professional Education provides a diverse range of courses, programs

and workshops designed to address the professional training and personal development needs of all residents in Orange County. Following is a breakdown of the offerings available through the College's Continuing and Professional Education Department.

#### **Business Solutions/Professional Development**

The SUNY Orange Center for Business Solutions is a high quality, client-driven provider of skills training and professional development that can help you upgrade and enhance the skills of your existing workforce.

SUNY Orange has demonstrated its strong commitment to strengthening the region's economy by providing versatile, customized business training solutions utilizing high end trainers from the private sector.

Training programs include: Change Management, Creating a Preventive Maintenance Plan, Go Green Employee Training for Sustainability and Profitability, LEAN Management, Management Mentoring, Managing a Multigenerational Workforce/Succeeding in a Multigenerational Workforce, Managing the Team, Time and Task (MT3 - Supervisory Skills Training Program), Real Estate Continuing Education Courses, Service Excellence, Train the Trainer, and others.

#### **Community Enrichment**

To serve the varied educational needs of Orange County residents, the College offers a myriad of vocational, recreational and remedial programs for the community. Specialized courses are also offered to fulfill state licensing and professional certification requirements. Additional programs include youth enrichment courses offered both on-and off-campus, as well as online.

#### **Workforce Development Education**

SUNY Orange conducts training programs that provide individuals with the skills necessary to succeed in the workplace. Courses are offered for people beginning new careers or those who may be entering the workforce for the first time. In addition, courses are available that will enable people to upgrade their skills for their current job or to continue their education. Please call (845) 341-9532 for more information.

#### **Driving Programs/Alcohol Substance Abuse Counselor Training**

The College cooperates with the New York State Department of Motor Vehicles' to offer the NYS Impaired Driver Program and the 6-hour National Traffic Safety Institute point and insurance reduction/defensive driving course.

SUNY Orange is approved by the NYS Office of Alcoholism and Substance Abuse Services Academy to offer the Credentialed Alcoholism and Substance Abuse (CASAC) counselor education training program for students who wish to pursue careers as alcohol/substance

## Continuing and Professional Education

---

abuse counselors.

### **English as a Second Language**

The College offers an extensive ESL program with classes at the beginner, intermediate and advanced levels. In addition, more specialized classes allow students to practice pronunciation, improve their workplace English or increase their vocabulary.

Classes are offered at both the Middletown campus and the Newburgh campus.

Students who want to register for an ESL class need to take an evaluation. To make an appointment for an evaluation call (845) 341-9593.

### **High School Equivalency (HSE) Program**

*(formerly GED® Program)*

SUNY Orange offers many classes throughout Orange County for individuals who are looking forward to improving their job opportunities or moving on to college by earning their HSE. Emphasis will be on improving writing and math skills using creative thinking and problem-solving strategies. If you are ages 17 or 18, call (845) 341-9532 or (845) 341-9543 to make an appointment for the HSE program coordinator to meet with you and your parent or guardian. If you are 19 or older, you may register in person at Student Services Central in Middletown, Shepard Student Center, third floor. In Newburgh please call the CAPE HSE Coordinator at 845-341-9532 to make an appointment prior to registering.

### **Over Sixty Program**

SUNY Orange permits individuals sixty years of age or older to audit credit courses on a space available basis without payment of tuition according to NY State Law Article 126, Section 6303. Full classroom participation is encouraged; no grades are given nor is credit earned. (Non-credit courses, health professions courses and some studio classes are not included in the Over Sixty Program.)

Registration for Over Sixty students is held on the first day of the Fall and Spring terms. All students are required to complete an audit registration form and, if they are NY State residents, a Certificate of Residence.

For questions regarding the Over Sixty Program or to receive a credit course bulletin please call the Registrar's Office at 845-341-4155.

### **Youth Empowerment Program (YEP)**

Thanks in part to a grant from the Orange County Workforce Investment Board, the College engages out of school and/or unemployed youth to reconnect with educational and workforce systems. The YEP is held on the SUNY Orange Middletown campus and offers youth ages 16-24 an opportunity to:

- Prepare for the High School Equivalency test TASC
- Improve literacy and numeracy skills (only for low income youth with a high school diploma or equivalency who are basic skills deficient or English language learners)
- Receive skills training in in-demand industries like customer service and retail, healthcare, and security guard
- Participate in paid work experience

This unique program provides case management, employment counseling, and small group instruction that can become a stepping stone toward achieving higher education and establishing career goals. For more information, call 341-4874.