Learning Assistance Services

SUNY Orange is committed to providing every student the opportunity to develop the learning skills necessary to achieve their academic, career and life goals. The College’s Learning Assistance Services are provided through a combination of academic development programming that includes individualized and group learning assistance, tutoring, specialized workshops and outreach.

Students participating in Learning Assistance Services will:
- improve knowledge of subject matter
- develop effective study skills
- increase awareness and use of college services
- complete required developmental education courses in a timely manner
- achieve academic goals

Learning Assistance Services
Library, 2nd Floor
115 South Street
Middletown, NY 10940
(845) 341-4171

When to contact Learning Assistance Services
Students should contact the Learning Assistance Services Office to ask questions about the College’s academic support services, apply to be tutored, apply to be a tutor or to learn more about developmental education.

Developmental Education
All newly admitted students are required to take the Placement Assessment test in reading, writing and mathematics. Performance on this computerized assessment determines the student’s proficiency in these areas and allows SUNY Orange to place students in classes that correspond with the student’s demonstrated skill level. A student may be required to take developmental courses based on their placement results. In some instances, developmental courses are prerequisites to college-level courses. In all cases, students must complete their required developmental courses.

SUNY Orange offers a variety of developmental courses for students who need to strengthen their basic skills before enrolling in the College’s credit programs. Students must follow specific academic policies related to these courses.

The reading, writing and math assessment tests may be re-taken, only prior to attendance in classes, with the approval of the appropriate department chairperson, (i.e., chairperson of the English Department for reading and writing, chairperson of the Mathematics Department for math) or director of Advising and Counseling.

The following developmental courses are offered at the College.

Developmental Writing:
WRT 020 English as a Second Language (ESL) Writing
WRT 030 Basic Writing Skills 1
WRT 040 Basic Writing Skills 2
ENG 101 and ENG 091 Freshman English 1 with Support Module

Developmental Reading:
RDG 060 and RDG 061 ESL Reading with Support Module
RDG 070 Reading and Study Skills 1
RDG 080 Reading and Study Skills 2

Developmental Math:
MAT 010 Developmental Arithmetic
MAT 020 Developmental Algebra

Students placed in developmental writing and reading courses must be enrolled in these courses during every semester of attendance until they receive a grade of “P” in these courses. Grades of “P” must be received in these courses prior to having attempted a total of 16 non-developmental credits from the time of assessment.

Students placed in developmental math courses must complete these courses, even though there may not be a specific math requirement in their curriculum. If students have not successfully completed these courses (MAT 010 and MAT 020) by the time they have attempted 24 non-developmental credits, they must enroll in these courses every semester until they receive a grade of “P”.

Grades of “P” must be received in all developmental courses into which students have been placed prior to applying for graduation.

Units earned from developmental courses are institutional in nature; they are not applicable to the 60 or more semester hours of credit required for an Associate in Arts, Associate in Science, Associate in Applied Science or any of the certificate programs.

Students who are enrolled in developmental courses may receive financial aid if they meet income eligibility requirements and have gone through the College’s regular admission process. Financial aid will pay for required course work towards a student’s degree or certificate. Developmental courses are considered required course work.
Permitted Credit Courses for Students Placed in One or More Developmental Courses

Students registered in **English as a Second Language**, WRT 020, are permitted to take the following courses*:

- ART 101 Intro to Art
- ART 103 Drawing 1
- ART 104 Drawing 2
- ART 111 Color
- ART 113 Painting 1
- ART 114 Painting 2
- ART 117 Figure Drawing 1
- ART 118 Figure Drawing 2
- ART 119 Photography 1
- ART 120 Photography 2
- CCS 100 Career Planning
- CCS 102 College Life Skills
- EET 110 Computer Graphics
- MUS 121 Fund of Music
- MUS 131 Elementary Piano 1
- MUS 132 Elementary Piano 2
- MUS 151 Chorus
- MUS 153 Madrigal Singers
- MUS 155 Orchestra
- MUS 157 Chamber Ensemble
- MUS 159 Band
- MUS 161 Jazz Ensemble
- MUS 170 Private Instruction
- MUS 231 Intermediate Piano 1
- MUS 232 Intermediate Piano 2
- MUS 233 Advanced Piano 1
- MUS 234 Advanced Piano 2
- OFT 106 Keyboarding
- OFT 107 Elementary Computer Keyboarding
- PED ___ Skills Courses
- PED 150 First Aid and Safety
- PED 151 Lifeguard Training
- PED 152 Water Safety Instructor
- PED 155 CPR
- PED 156 Infant and Child First Aid and CPR
- PES ___ Physical Education

*Assuming other prerequisites for these courses, if any, have been met.

Students registered in **Basic Writing 1**, WRT 030, are permitted to take the following courses*:

- ART 101 Intro to Art
- ART 103 Drawing 1
- ART 104 Drawing 2
- ART 111 Color
- ART 113 Painting 1
- ART 114 Painting 2
- ART 117 Figure Drawing 1
- ART 118 Figure Drawing 2
- ART 119 Photography 1
- BUS 101 Business Math
- CCS 100 Career Planning
- CCS 102 College Life Skills
- CIT 111 Internet and HTML
- EET 110 Computer Graphics
- MUS 121 Fundamentals of Music
- MUS 124 Photography 2
- MUS 151 Chorus
- MUS 153 Madrigal Singers
- MUS 155 Orchestra
- MUS 157 Chamber Ensemble
- MUS 159 Band
- MUS 161 Jazz Ensemble
- MUS 163 Jazz Improvisation 1
- MUS 164 Jazz Improvisation 2
- MUS 170 Strings - Private Instruction
- OFT 106 Keyboarding
- OFT 107 Elementary Computer Keyboarding
- PED ___ Skills Courses
- PED 100 Introduction to Physical Education
- PED 111 Substance Abuse and Health
- PED 112 Contemporary Health
- PED 114 Stress Management
- PED 150 First Aid and Safety
- PED 151 Lifeguard Training
- PED 152 Water Safety Instructor
- PED 155 CPR
- PED 156 Infant and Child First Aid and CPR
- PES ___ Physical Education

*Assuming other prerequisites for these courses, if any, have been met.
Permitted Credit Courses for Students Placed in One or More Developmental Courses

Students registered in Basic Writing 2, WRT 040, are permitted to take the following courses*:

ACC 101  Accounting Principles 1
ACC 102  Accounting Principles 2
ACC 111  Personal Finance
ACC 205  Acct Microcomputer Applications
ACC 211  Federal Income Tax Procedures
ARC 101  Architect Graphics
ARC 105  Building Materials and Methods 1
ART 101  Intro to Art
ART 103  Drawing 1
ART 104  Drawing 2
ART 107  Design 1
ART 111  Color
ART 113  Painting 1
ART 114  Painting 2
ART 117  Figure Drawing 1
ART 118  Figure Drawing 2
ART 119  Photography 1
ART 120  Photography 2
ART 123  Visual Communication & Graphic Design 1
ART 131  History of Animation
B1O 110  Introduction to Biology
B1O 123  Prehistoric Life
B1O 125  Nutrition
B1O 141  Diversity of Life
BUS 101  Business Math
BUS 103  Intro to Business
BUS 105  Business and Society
BUS 111  E-Business
BUS 201  Business Law 1
BUS 205  Business Statistics
CAD 101  Intro to CAD
CIT 101  Microcomputer Applications
CIT 103  Management Information Systems
CIT 111  Internet and HTML
CCS 100  Career Planning
CCS 101  College Success Seminar
CCS 102  College Life Skills
COM 107  Television Production
CRJ 101  Criminal Justice
ECO 201  Macroeconomics
ECO 202  Microeconomics
EDU 105  Preparing to Teach Young Children
EDU 107  Mandated Training-Child Abuse
EDU 111  Childhood Health, Safety & Nutrition
EET 110  Computer Applications and Graphics
GEO 101  Elements of Phys Geography
MUS 121  Fundamentals of Music
MUS 123  Basic Musicianship 1
MUS 131  Elementary Piano 1
MUS 132  Elementary Piano 2
MUS 151  Chorus
MUS 153  Madrigal Singers
MUS 155  Orchestra
MUS 157  Chamber Ensemble
MUS 159  Band
MUS 161  Jazz Ensemble
MUS 163  Jazz Improv 1 & 2
MUS 167  Jazz/Commercial Guitar 1
MUS 170  Private Instruction
MUS 231  Intermediate Piano 1
MUS 232  Intermediate Piano 2
MUS 233  Advanced Piano 1
MUS 234  Advanced Piano 2
OFT 103  Medical Coding
OFT 106  Keyboarding
OFT 107  Elementary Computer Keyboarding
OFT 108  Intermediate Computer Keyboarding
OFT 201  Records Management
OFT 208  Computer Fund. for the Office
OFT 209  Microsoft Word and Powerpoint
PED ___ Skills Courses
PED 100  Introduction to Physical Education
PED 111  Substance Abuse and Health
PED 112  Contemporary Health
PED 114  Stress Management
PED 150  First Aid and Safety
PED 151  Lifeguard Training
PED 152  Water Safety Instructor
PED 155  CPR
PED 156  Infant and Child First Aid and CPR
PES ___ Physical Education
PSC 125  Physical Science: Physical World
PSC 140  Physical Science: Environment
THE 109  Stage Make-up

*Assuming other prerequisites for these courses, if any, have been met.
Permitted Credit Courses for Students Placed in One or More Developmental Courses

Students registered in Reading and Study Skills 1, RDG 070, are permitted to take the following courses:

- ART 101 Intro to Art
- ART 103 Drawing 1
- ART 104 Drawing 2
- ART 107 Design 1
- ART 111 Color
- ART 113 Painting 1
- ART 114 Painting 2
- ART 117 Figure Drawing 1
- ART 118 Figure Drawing 2
- CIT 111 Internet and HTML
- CCS 100 Career Planning
- CCS 102 College Life Skills
- EET 110 Computer Applications and Graphics
- OFT 106 Keyboarding
- OFT 107 Elem. Computer Keyboarding
- PED ___ Skills Courses
- PED 106 CPR
- PED 112 Contemporary Health
- PED 114 Stress Management
- PED 150 First Aid and Safety
- PED 151 Lifeguard Training
- PED 152 Water Safety Instructor
- PED 156 Infant and Child First Aid and CPR
- PES ___ Physical Education
- THE 105 Improv for Theater
- THE 109 Stage Make-up

*Assuming other prerequisites for these courses, if any, have been met.

Students registered in Reading and Study Skills 2, RDG 080, are permitted to take the following courses:

- ACC 101 Accounting Principles 1
- ART 101 Intro to Art
- ART 103 Drawing 1
- ART 104 Drawing 2
- ART 107 Design 1
- ART 111 Color
- ART 113 Painting 1
- ART 114 Painting 2
- ART 117 Figure Drawing 1
- ART 118 Figure Drawing 2
- ART 119 Photography 1
- ART 120 Photography 2
- B1O 110 Introduction to Biology
- B1O 123 Prehistoric Life
- B1O 125 Nutrition
- B1O 141 Diversity of Life
- BUS 103 Introduction to Business
- BUS 105 Business and Society
- CIT 101 Microcomputer Applications
- CIT 111 Internet and HTML
- CCS 100 Career Planning
- CCS 101 College Success Seminar
- CCS 102 College Life Skills
- COM 107 Television Production
- CRJ 101 Criminal Justice
- EDU 105 Preparing to Teach Young Children
- EDU 107 Mandated Training
- EDU 111 Childhood Health, Safety & Nutrition
- EET 110 Computer Applications and Graphics
- MUS 121 Fundamentals of Music
- MUS 170 Private Instruction
- OFT 106 Keyboarding
- OFT 107 Elem. Computer Keyboarding
- OFT 108 Intermed. Computer Keyboarding
- PED ___ Skills Courses
- PED 100 Introduction to Physical Education
- PED 101 Intro to Exercise Science
- PED 111 Substance Abuse and Health
- PED 112 Contemporary Health
- PED 114 Stress Management
- PED 150 First Aid and Safety
- PED 151 Lifeguard Training
- PED 152 Water Safety Instructor
- PED 155 CPR
- PED 156 Infant and Child First Aid and CPR
- PES ___ Physical Education
- PSC 125 Physical Science: The Phys World
- PSC 140 Physical Science: The Environment
- THE 105 Improv for Theater
- THE 109 Stage Make-up

*Assuming other prerequisites for these courses, if any, have been met.
### Permitted Credit Courses for Students Placed in One or More Developmental Courses

Students registered in Developmental Arithmetic, MAT 010, are permitted to take any liberal arts elective EXCEPT any of those courses with a Mathematics Prerequisite. In addition they are permitted to take the following general elective courses:

- BUS 103 Intro to Business
- BUS 105 Business and Society
- BUS 111 E-Business
- BUS 201 Business Law 1
- BUS 203 Business Communications
- CIT 101 Microcomputer Applications
- CIT 103 Management Info Systems
- CIT 111 Internet and HTML
- CCS 101 College Success Seminar
- CCS 102 College Life Skills
- EDU 105 Preparing to Teach Young Children
- EDU 107 Mandated Training-Child Abuse
- EDU 111 Childhood Health, Safety & Nutrition
- EET 110 Computer Graphics
- MKT 101 Principles of Marketing
- MKT 201 Principles of Advertising
- MKT 202 Salesmanship
- OFT 103 Medical Coding
- OFT 106 Keyboarding
- OFT 107 Elementary Computer Keyboarding
- OFT 108 Intermediate Computer Keyboarding
- OFT 201 Records Management
- OFT 207 Transcription Skills
- OFT 208 Computer Fund. for the Office
- PED ___ Skills Courses
- PED 100 Intro to Physical Education
- PED 111 Substance Abuse and Health
- PED 112 Contemporary Health
- PED 114 Stress Management
- PED 151 Lifeguard Training
- PED 152 Water Safety Instructor
- PED 156 Infant and Child First Aid & CPR
- PES ___ Physical Education

*Assuming other prerequisites for these courses, if any, have been met.

Students registered in Developmental Algebra, MAT 020, are permitted to take any liberal arts elective EXCEPT any of those courses with a Mathematics Prerequisite. In addition they are permitted to take the following general elective courses:

- BUS 103 Intro to Business
- BUS 105 Business and Society
- BUS 111 E-Business
- BUS 201 Business Law 1
- BUS 203 Business Communications
- CIT 101 Microcomputer Applications
- CIT 103 Management Info Systems
- CIT 111 Internet and HTML
- CCS 101 College Success Seminar
- CCS 102 College Life Skills
- EET 110 Computer Graphics
- MKT 101 Principles of Marketing
- MKT 201 Principles of Advertising
- MKT 202 Salesmanship
- OFT 103 Medical Coding
- OFT 106 Keyboarding
- OFT 107 Elementary Computer Keyboarding
- OFT 108 Intermediate Computer Keyboarding
- OFT 201 Records Management
- OFT 207 Transcription Skills
- OFT 208 Computer Fund. for the Office
- PED ___ Skills Courses
- PED 100 Introduction to Physical Education
- PED 111 Substance Abuse and Health
- PED 112 Contemporary Health
- PED 114 Stress Management
- PED 150 First Aid and Safety
- PED 151 Lifeguard Training
- PED 152 Water Safety Instructor
- PED 155 CPR
- PED 156 Infant and Child First Aid and CPR
- PES ___ Physical Education

*Assuming other prerequisites for these courses, if any, have been met.
Library

The SUNY Orange Library is designed to function as both a traditional environment of quiet study space and as a state-of-the-art information commons. The two-story library houses a variety of study spaces, including carrels for individual study, tables for group work and designed quiet-study areas.

The Information Commons is a busy, centrally located area on the first floor where students can access academic and technology resources necessary to support their learning and research. Within the Commons, the Library provides traditional research tools and reference materials, Microsoft Office software, and both wired and wireless internet access. The electronic databases provide full-text and full-image journals, magazines and newspapers. A Help Desk located adjacent to the Commons is staffed by librarians and support staff to assist students with their research needs.

Workshops and instruction sessions designed to help students acquire and improve library research skills are held in the Commons classrooms. A schedule of workshops is available online and within the Library.

The student’s college identification card serves as a library card and is required to borrow books, videos and reserve readings; to utilize the computers in the Information Commons; and to access the databases from off-campus.

The Library web site (http://sunyorange.edu/lrc) contains detailed information regarding library services, hours, policies and instructional materials, including tip sheets designed to assist students with their research needs. For questions or reference assistance, students may call 341-4855 or 341-4260.

The College also offers Library services at the Newburgh Extension Center. The NEC Library is located in Room 123 on the first floor of the Center.

Tutorial Services

Scheduled tutoring is available, upon request, for all credit students of the College and can be arranged through the Tutorial Center, located on the second floor of the Library. Students must have instructor approval to receive scheduled tutoring. Students must pay a $30 processing fee for each semester in which tutoring is requested.

Tutoring sessions are typically scheduled for one hour, twice per week per course, but not to exceed five hours in total. Scheduling depends on tutor and student availability. Tutors also staff specialty labs on campus to assist students on a drop-in basis. There is no fee for this service.

Education Curriculum Resource Area

The Education Curriculum Resource Area is located on the second floor of the Library. It houses books and periodicals for use by students, including textbooks, fiction and non-fiction titles and Caldecott and Newbury Medal Winners.

English Department Writing Centers

The English Department Writing Centers serve all students who need to work on writing skills. Students may sign up for writing practice or be referred by their instructors. Some courses also require mandatory weekly hours in the Writing Center. The center operates on the philosophy that students learn to write by writing. Skills instruction is done in the context of the student’s own work, generated in the center. Using instructor-created materials, students work individually with English Department instructors and tutors. Computers accommodate various learning styles. Day and evening Writing Center hours are posted each semester. Writing Centers are located in Middletown (Harriman Hall Room 109) and Newburgh (Key Bank Building, Room 215).

The Writing Consultancy Project

SUNY Orange’s Writing Consultancy Project’s goal is to help students master their occupational and professional writing and to promote writing across all academic disciplines. Sponsored by the English Department, the project provides writing consultants to specific academic and career programs. The consultant works with the instructor and the students in applying and transferring key writing skills learned in Freshman English 1 to their program-specific and professional writing situations. These consultants teach the students through program-specific technical writing modules, special workshops and individualized conferences. Students are provided a computer-equipped classroom/lab facility (Technical Writing Lab, Bio-Tech Room 260) where much of the individualized instruction takes place. This lab is the site for required course-related work and for drop-in use by students in Writing Consultancy-related courses.

Participating programs and departments whose students earn academic credit by taking ENG 160 and ENG 161 Technical Writing Modules are:
- Telecommunications
- Human Services
- Occupational Therapy Assistant
- Laboratory Technology

In addition, the Writing Consultancy offers special instructional services to other programs such as nursing, with its new nursing and writing courses,
dental hygiene, criminal justice, and anatomy and physiology. The Writing Consultancy also conducts special writing workshops for any instructor and class requesting them.

A nationally recognized, award-winning interdisciplinary program, the Writing Consultancy Project was selected as an Outstanding College Occupational Education Program in New York State. It is also featured in the Jossey-Bass publication, “Writing Across the Curriculum in Two Year College Vocational/Career Programs: New Directions for Community Colleges.”

**English as a Second Language**

For incoming students whose primary language is not English and who demonstrate the need to improve their English, the College offers: Course WRT 020, English as a Second Language.

Through the formal placement process, students may be required to take WRT 020 before attempting later college-level study, but students may also take the course as an elective. Working closely with the English Department, students are immersed in reading, writing, speaking and listening activities.

**Biology and Health Science Learning Facilities**

The BATCAVERN facilities are a learning resource for Students in the Biological Sciences and the Health Professions Programs. It is a place for students to meet for individual and small group study as well as for formal tutoring, which can be arranged at the Tutorial Center in the Library or Key 122. The BATCAVERN facilities offer students access to a full range of anatomical models and related instructional aids including CD-ROMs, Videotapes, and review materials. Students can also access the internet and use computers offering the Microsoft Office programs Word, Excel, and PowerPoint to assist with preparing lab reports, research papers and presentations.

### Middletown Campus

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<th>BATCAVERN</th>
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### Newburgh Campus

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<th>BATCAVERN II</th>
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**Math Resource Labs**

The Mathematics Department has two Math Resource Labs that are open to any student enrolled in a mathematics course. It is completely free to students. Just drop in and someone will be happy to help you with your questions. The Math Resource Room hours are posted each semester. Math Resource Rooms are located in Middletown (Harriman Hall, Room 305) and Newburgh (Key Bank Building, Room 122).