

Academic Support & Developmental Education

■ Academic Support Center

A variety of academic support is available to students enrolled in credit courses at SUNY Orange. Learning assistance services are provided in our Tutorial/Learning Centers and include scheduled tutoring sessions and tutor-led study groups. Students also have the option of working with tutors on an as-needed basis in academic department labs.

Students participating in tutor-led academic support 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



Academic Support Center Offices

Middletown Campus

Library, 2nd Floor (845) 341-4171

Newburgh Campus

Kaplan Hall (Room 220) (845) 341-9504

When to contact the Academic Support Center

Students should contact an Academic Support Center office to ask questions about the College's tutoring services and options for support, to apply to be scheduled for paired appointments or study groups, and when interested in being hired as a peer tutor.

■ Developmental Education

See pages 7-8, 34, and 39-40 for more information about developmental education.

All newly admitted students are required to take the Placement 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 or co-requisites 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. Students must follow specific academic policies related to these courses.

The reading, writing and math placement 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). For a request to be considered, a student must submit a Placement Retest Request form.

The following developmental courses (and their corresponding replacements) are offered at the College:

Course	Replacement
WRT 020 English as a Second Language (ESL) Writing	WRT 020
WRT 030 Basic Writing Skills 1	WRT 030
RDG 060 and RDG 061 ESL Reading with Support Module	RDG 060
RDG 070 Reading and Study Skills 1	RDG 070
ENG 098 Co-Requisite Support Module taken together with ENG 101	WRT 040 only RDG 080 only Both WRT 040 and RDG 080
MAT 010 Fundamentals of Arithmetic	MAT 010
MAT 020 Fundamentals of Algebra	MAT 020
MAT 030 Fundamentals of Mathematical Reasoning	MAT 030

Students placed in developmental writing and/or reading courses must be enrolled in these courses during every semester of attendance until they receive a grade of DVP in these courses. Students who do not pass a developmental course will be allowed to repeat that course only twice for a total of three attempts. Students who do not receive a DVP in the course by the third attempt will be separated from the college for one year. Please see the Academic Policy manual for further

details.

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 the appropriate developmental math course sequence (see * below) by the time they have attempted 24 non-developmental credits, they must enroll in these courses every semester until they receive a grade of DVP.

** Successful completion of developmental math includes either completion of the MAT 010/020 sequence, or the MAT 010/030 sequence (if applicable). See your advisor for details.*

Grades of DVP 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*:

	Credits
ART 101 Intro to Art	3
ART 103 Drawing 1	2
ART 104 Drawing 2*	2
ART 111 Color	2
ART 113 Painting 1	3
ART 114 Painting 2*	3
ART 117 Figure Drawing 1*	4
ART 118 Figure Drawing 2*	4
ART 119 Photography 1	3
ART 120 Photography 2*	3
CCS 100 Career Planning	1
CCS 102 College Life Skills*	1
EET 110 Computer Graphics	3
MUS 121 Fund of Music	3
MUS 131 Elementary Piano 1	2
MUS 132 Elementary Piano 2*	2
MUS 151 Chorus	1
MUS 153 Madrigal Singers*	1
MUS 155 Orchestra*	1
MUS 157 Chamber Ensemble*	1
MUS 159 Band*	1
MUS 161 Jazz Ensemble*	1
MUS 170-177 Private Instruction*	1
MUS 231 Intermediate Piano 1*	2
MUS 232 Intermediate Piano 2*	2
MUS 233 Advanced Piano 1*	2
MUS 234 Advanced Piano 2*	2
OFT 106 Keyboarding	1
OFT 107 Elementary Computer Keyboarding	3
PEM ___ Skills Courses	.5
PED 150 First Aid and Safety	2
PED 151 Lifeguard Training *	1
PED 152 Water Safety Instructor *	1
PED 155 CPR	1
PED 156 Infant and Child First Aid and CPR	1
PES ___ Physical Education	.5
PES 100 Concepts of Physical Wellness	1

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

	Credits
ART 101 Intro to Art	3
ART 103 Drawing 1	2
ART 104 Drawing 2*	2
ART 107 Design 1	3
ART 111 Color	2
ART 113 Painting 1	3
ART 114 Painting 2*	3
ART 117 Figure Drawing 1*	4
ART 118 Figure Drawing 2*	4
ART 119 Photography 1	4
ART 120 Photography 2*	4
BUS 101 Business Math*	3
CCS 100 Career Planning	1
CCS 102 College Life Skills*	1
CIT 111 Internet and HTML	3
COM 113 Digital Storytelling	3
COM 115 TV Studio Production	3
EET 110 Computer Graphics	3
MUS 121 Fundamentals of Music	3
MUS131 Piano 1	2
MUS 132 Piano 2*	3
MUS 151 Chorus	1
MUS 153 Madrigal Singers *	1
MUS 155 Orchestra*	1
MUS 157 Chamber Ensemble*	1
MUS 159 Band*	1
MUS 161 Jazz Ensemble*	1
MUS 163 Jazz Improvisation 1*	1
MUS 164 Jazz Improvisation 2*	1
MUS 170-177 Private Instruction*	1
OFT 106 Keyboarding	1
OFT 107 Elementary Computer Keyboarding	3
PEM ___ Skills Courses	.5
PED 100 Introduction to Physical Education	2
PED 111 Substance Abuse and Health	3
PED 112 Contemporary Health	3
PED 114 Stress Management	1
PED 150 First Aid and Safety	2
PED 151 Lifeguard Training*	1
PED 152 Water Safety Instructor*	1
PED 155 CPR	1
PED 156 Infant and Child First Aid and CPR	1
PES ___ Physical Education	.5
PES 100 Concepts of Physical Wellness	1

* Prerequisite, corequisite or other note- see course description for details.

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*:

	<u>Credits</u>				
ACC 101	Accounting Principles 1	4	EDU 107	Mandated Training-Child Abuse	1
ACC 102	Accounting Principles 2	4	EDU 111	Childhood Health, Safety & Nutrition	3
ACC 111	Personal Finance	3	EET 110	Computer Appl. and Graphics	3
ACC 205	Acct Microcomputer Applications*	3	GEO 101	Elements of Phys Geography	3
ACC 211	Federal Income Tax Procedures*	3	HTL101	Introduction to Health Professions	2
ANT 104	Archaeological Field Experience	3	MUS 121	Fundamentals of Music	3
ARC 101	Architect Graphics*	3	MUS 123	Basic Musicianship 1*	5
ARC 105	Building Materials and Methods 1*	2	MUS 131	Elementary Piano 1	2
ART 101	Intro to Art	3	MUS 132	Elementary Piano 2*	3
ART 103	Drawing 1	2	MUS 151	Chorus	1
ART 104	Drawing 2*	2	MUS 153	Madrigal Singers*	1
ART 107	Design 1	3	MUS 155	Orchestra*	1
ART 111	Color	2	MUS 157	Chamber Ensemble*	1
ART 113	Painting 1	3	MUS 159	Band*	1
ART 114	Painting 2*	3	MUS 161	Jazz Ensemble	1
ART 117	Figure Drawing 1*	4	MUS 163	Jazz Improv 1*	2
ART 118	Figure Drawing 2*	4	MUS 164	Jazz Improv 2*	2
ART 119	Photography 1	3	MUS 167	Jazz/Commercial Guitar 1*	2
ART 120	Photography 2*	3	MUS 170-177	Private Instruction*	1
ART 121	Digital Photography 1	3	MUS 231	Intermediate Piano 1*	2
ART 122	Digital Photography 2*	3	MUS 232	Intermediate Piano 2*	2
ART 123	Visual Comm. & Graphic Design 1	3	MUS 233	Advanced Piano 1*	2
ART 131	History of Animation	1	MUS 234	Advanced Piano 2*	2
BIO 110	Introduction to Biology	3	OFT 103	Medical Coding	3
BIO 123	Prehistoric Life	3	OFT 106	Keyboarding	1
BIO 125	Nutrition	3	OFT 107	Elementary Computer Keyboarding	3
BIO 141	Diversity of Life	3	OFT 108	Inter. Computer Keyboarding*	3
BUS 101	Business Math*	3	OFT 201	Records Management	3
BUS 103	Intro to Business	3	OFT 208	Computer Fund. for the Office*	3
BUS 105	Business and Society	3	OFT 209	Microsoft Word and Powerpoint	3
BUS 111	E-Business	3	PEM ___	Skills Courses	.5
BUS 201	Business Law 1	3	PED 100	Introduction to Physical Education	2
CAD 101	Intro to CAD*	3	PED 111	Substance Abuse and Health	3
CIT 103	Management Information Systems	3	PED 112	Contemporary Health	3
CIT 111	Internet and HTML	3	PED 114	Stress Management	1
CCS 100	Career Planning	1	PED 150	First Aid and Safety	2
CCS 101	College Success Seminar	1	PED 151	Lifeguard Training*	1
CCS 102	College Life Skills*	1	PED 152	Water Safety Instructor*	1
COM 107	Intro to Television Production	3	PED 155	CPR	1
COM 113	Digital Storytelling	3	PED 156	Infant and Child First Aid and CPR	1
COM 115	TV Studio Production	3	PES ___	Physical Education	.5
CRJ 101	Criminal Justice	3	PES 100	Concepts of Physical Wellness	1
ECO 100	Intro to Economics	3	PSC 125	Physical Science: Physical World*	3
ECO 201	Macroeconomics	3	PSC 140	Physical Science: Environment*	3
ECO 202	Microeconomics	3	PSY100	Psychology of Adjustment	3
EDU 101	Child Development 1	3	THE 109	Stage Make-up	3
EDU 105	Preparing to Teach Young Children	2			

* Prerequisite, corequisite or other note- see course description for details.

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*:

	<u>Credits</u>
ART 101 Intro to Art	3
ART 103 Drawing 1	2
ART 104 Drawing 2*	2
ART 107 Design 1	3
ART 111 Color	2
ART 113 Painting 1	3
ART 114 Painting 2*	3
ART 117 Figure Drawing 1*	4
ART 118 Figure Drawing 2*	4
CIT 111 Internet and HTML	3
CCS 100 Career Planning	1
CCS101 College Success Seminar	2
CCS 102 College Life Skills*	1
COM 113 Digital Storytelling	3
COM 115 TV Studio Production	3
EET 110 Computer Appl. and Graphics	3
OFT 106 Keyboarding	1
OFT 107 Elem. Computer Keyboarding	3
PEM ___ Skills Courses	.5
PED 106 CPR	1
PED 112 Contemporary Health	3
PED 114 Stress Management	1
PED 150 First Aid and Safety	2
PED 151 Lifeguard Training*	1
PED 152 Water Safety Instructor*	1
PED 156 Infant and Child First Aid and CPR	1
PES ___ Physical Education	.5
PES 100 Concepts of Physical Wellness	1
THE 105 Improv for Theater	3
THE 109 Stage Make-up	3

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

	<u>Credits</u>
ACC 101 Accounting Principles 1	4
ART 101 Intro to Art	3
ART 103 Drawing 1	2
ART 104 Drawing 2*	2
ART 107 Design 1	3
ART 111 Color	2
ART 113 Painting 1	3
ART 114 Painting 2*	3
ART 117 Figure Drawing 1*	4
ART 118 Figure Drawing 2*	4
ART 119 Photography 1	3
ART 120 Photography 2*	3
ART 121 Digital Photography 1	3
ART 122 Digital Photography 2*	3
BIO 110 Introduction to Biology	3
BIO 123 Prehistoric Life	3
BIO 125 Nutrition	3
BIO 141 Diversity of Life	3
BUS 103 Introduction to Business	3
BUS 105 Business and Society	3
CIT 100 Computer Literacy	3
CIT 111 Internet and HTML	3
CCS 100 Career Planning	1
CCS 101 College Success Seminar	1
CCS 102 College Life Skills*	1
COM 107 Introduction to Video Production	3
COM 113 Digital Storytelling	3
COM 115 TV Studio Production	3
CRJ 101 Criminal Justice	3
EDU 101 Child Development 1	3
EDU 105 Preparing to Teach Young Children	2
EDU 107 Mandated Training	1
EDU 111 Childhood Health, Safety & Nutrition	3
EET 110 Computer Appl. and Graphics	3
MUS 121 Fundamentals of Music	3
MUS 170-177 Private Instruction*	1
OFT 106 Keyboarding	1
OFT 107 Elem. Computer Keyboarding	3
OFT 108 Intermed. Computer Keyboarding*	3
PEM ___ Skills Courses	.5
PED 100 Introduction to Physical Education	2
PED 101 Introduction to Exercise Science*	3
PED 111 Substance Abuse and Health	3
PED 112 Contemporary Health	3
PED 114 Stress Management	1
PED 150 First Aid and Safety	2
PED 151 Lifeguard Training*	1
PED 152 Water Safety Instructor*	1
PED 155 CPR	1
PED 156 Infant and Child First Aid and CPR	1
PES ___ Physical Education	.5
PES 100 Concepts of Physical Wellness	1
PSC 125 Physical Science: The Physical World*	3
PSC 140 Physical Science: The Environment*	3
THE 105 Improv for Theater	3
THE 109 Stage Make-up	3

* Prerequisite, corequisite or other note- see course description for details.

Permitted Credit Courses for Students Placed in One or More Developmental Courses

Students registered in **Fundamentals of 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:

	<u>Credits</u>
BUS 103 Intro to Business	3
BUS 105 Business and Society	3
BUS 111 E-Business	3
BUS 201 Business Law 1	3
BUS 203 Business Communications	3
CIT 103 Management Info Systems	3
CIT 111 Internet and HTML	3
CCS 101 College Success Seminar	1
CCS 102 College Life Skills	1
COM 113 Digital Storytelling	3
COM 115 TV Studio Production	3
EDU 105 Preparing to Teach Young Children	2
EDU 107 Mandated Training-Child Abuse	1
EDU 111 Childhood Health, Safety & Nutrition	3
EET 110 Computer Graphics	3
OFT 106 Keyboarding	1
OFT 107 Elementary Computer Keyboarding	3
OFT 108 Intermed. Computer Keyboarding	3
OFT 109 Advanced Computer Keyboarding	3
OFT 208 Computer Fund. for the Office	3
PEM___ Skills Courses	.5
PED 100 Intro to Physical Education	2
PED 111 Substance Abuse and Health	3
PED 112 Contemporary Health	3
PED 114 Stress Management	1
PED 151 Lifeguard Training	1
PED 152 Water Safety Instructor	1
PED 156 Infant and Child First Aid & CPR	1
PES ___ Physical Education	.5
PES 100 Concepts of Physical Wellness	1

Students registered in **Fundamentals of 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:

	<u>Credits</u>
BUS 103 Intro to Business	3
BUS 105 Business and Society	3
BUS 111 E-Business	3
BUS 201 Business Law 1	3
BUS 203 Business Communications	3
CIT 103 Management Info Systems	3
CIT 111 Internet and HTML	3
CCS 101 College Success Seminar	1
CCS 102 College Life Skills	1
COM 113 Digital Storytelling	3
COM 115 TV Studio Production	3
EET 110 Computer Graphics	3
MKT 101 Principles of Marketing	3
MKT 201 Principles of Advertising	3
MKT 202 Salesmanship	3
OFT 103 Medical Coding	3
OFT 106 Keyboarding	1
OFT 107 Elementary Computer Keyboarding	3
OFT 108 Intermediate Computer Keyboarding	3
OFT 109 Advanced Computer Keyboarding	3
OFT 201 Records Management	3
OFT 207 Transcription Skills	3
OFT 208 Computer Fund. for the Office	3
PEM ___ Skills Courses	.5
PED 100 Introduction to Physical Education	2
PED 111 Substance Abuse and Health	3
PED 112 Contemporary Health	3
PED 114 Stress Management	1
PED 150 First Aid and Safety	2
PED 151 Lifeguard Training	1
PED 152 Water Safety Instructor	1
PED 155 CPR	1
PED 156 Infant and Child First Aid and CPR	1
PES ___ Physical Education	.5
PES 100 Concepts of Physical Wellness	1

* Prerequisite, corequisite or other note- see course description for details.

■ Learning Resources

Library

Library Services are provided on both the Middletown and Newburgh campuses. Designed to be welcoming places, each Library contains a mixture of comfortable seating, designated quiet areas, and a variety of study spaces that include carrels for individual study and tables for group work. The Information Commons spaces are busy, centrally located areas, where students can access a range of academic and technology resources carefully selected to support their learning and research. Within the Commons, the Libraries provide traditional research tools, databases 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. Help Desks located adjacent to the Commons are 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.

The Library web site (<http://sunyorange.edu/lrc>) contains detailed information regarding library services, hours, and policies, and includes instructional guides that are designed to assist students with their research needs. For questions or reference assistance, students may call Middletown 341-4855 or Newburgh 341-9020.

Academic Support Center/Tutoring

Paired appointments with a tutor and tutor led group sessions are arranged in the Learning Centers located on the second floor of the Library in Middletown or in Kaplan Hall Room 220 on the Newburgh campus. A weekly appointment schedule is set and regular attendance is required. For these scheduled academic support options, a student must complete an application for academic support. Tutors also staff academic department labs on campus to assist students on a drop-in or weekly sign-up basis.

Biology and Health Science Learning Facilities

The BATCAVERN (Biology Allied Technology Center for Audio, Visual Education R N) 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 on the Middletown campus or in Kaplan Hall, Room 230 on the Newburgh campus. 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	Newburgh Campus
BATCAVERN	BATCAVERN II
RCSE Room 306	Kaplan Hall Room 230
341-4156	341-9504

Mathematics Tutorial Labs

The Mathematics Department has two Math Tutorial Labs which are open to any student enrolled in a mathematics course through SUNY Orange. The Math Tutorial Labs are staffed by professional and peer tutors who are more than happy to help students in need. Members of the Mathematics Department full-time faculty also make themselves available at times. Math lab tutors can help clarify topics and concepts that students may be struggling with, and help students prepare for quizzes and exams. The Math Tutorial Room hours are posted at the labs each semester and are also available at the Mathematics Department webpage. Math Tutorial Labs are located on the Middletown Campus in Harriman Hall Room 309, and on the Newburgh Campus in Kaplan Hall Room 229. No appointment is necessary.

Education Curriculum Resource Area

The Education Curriculum Resource Area is located on the second floor of the Library. It houses children's fiction and non-fiction titles, including many Caldecott and Newbery award winners, professional periodicals, teacher resource books, textbooks, and other print resources for student use.

Learning Resources

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 (Bio-Tech 360) and Newburgh (Kaplan Hall, Room 225).

The Writing Consultancy Project

SUNY Orange's Writing Consultancy Project's goal is to help students master their occupational, professional and academic writing and to promote writing across the academic disciplines. Sponsored by the English Department, the project provides writing consultants to specific academic departments and career programs. The consultant works with both the instructor and the students in applying and transferring key writing skills learned in Freshman English I to their content-specific and/or professional writing situations. These consultants may directly teach or review with students through technical writing modules, special workshops, individualized conferences and instructor referrals. Students are given access to a computer-equipped classroom/lab facility (Writing Consultancy Resource Center and Technical Writing Lab, Bio-Tech 260) where much of the individualized instruction takes place. This facility is the site for required course-related work and for drop-in use by students whose instructors have requested assistance from the Writing Consultancy.

Currently, students enrolled in Technical Writing Modules in Human Services earn academic credit for these modules. The Writing Consultancy also offers instructional service to other programs and departments such as nursing, biology, criminal justice, accounting, dental hygiene, history, and anatomy and physiology.

The Consultancy Project was selected as a College Occupational Education Program in New York State. It is also featured in the Jossey-Bass publication, "Writing Across the Curriculum in Two Year Vocational/Career Programs: New Directions for Community Colleges."

English as a Second Language

For incoming students whose first language is not English and who demonstrate the need to improve their English, the College offers these courses: WRT 020, English as a Second Language; RDG 060, ESL Reading. RDG 060 requires attendance in RDG 061, a once-a-week support module.

Through the formal placement process, students may be required to take WRT 020 and/or RDG 060 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.