Learning Assistance Services/Academic Support

A variety of academic support is available to students for credit courses currently enrolled in at SUNY Orange. Learning assistance services include individualized, paired and group tutoring that is provided via the tutorial/learning centers and academic department labs.

Students participating in Learning Assistance Services/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

Learning Assistance Services

Middletown Campus
Library, 2nd Floor  (845) 341-4171

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

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 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. 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/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 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 “DVP.”

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*:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
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<tbody>
<tr>
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<td>ART 101</td>
<td>Intro to Art</td>
</tr>
<tr>
<td>2</td>
<td>ART 103</td>
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<tr>
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<tr>
<td>3</td>
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<tr>
<td>1</td>
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<tr>
<td>3</td>
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<tr>
<td>3</td>
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<td>2</td>
<td>MUS 131</td>
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<tr>
<td>2</td>
<td>MUS 132</td>
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<tr>
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<td>MUS 151</td>
<td>Chorus</td>
</tr>
<tr>
<td>1</td>
<td>MUS 153</td>
<td>Madrigal Singers*</td>
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<tr>
<td>1</td>
<td>MUS 155</td>
<td>Orchestra*</td>
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<tr>
<td>1</td>
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<td>Chamber Ensemble*</td>
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<tr>
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<td>MUS 159</td>
<td>Band*</td>
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<tr>
<td>1</td>
<td>MUS 161</td>
<td>Jazz Ensemble*</td>
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<tr>
<td>1</td>
<td>MUS 170-177</td>
<td>Private Instruction*</td>
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<td>2</td>
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<td>2</td>
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<tr>
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<tr>
<td>1</td>
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<td>Water Safety Instructor*</td>
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<td>PED 155</td>
<td>CPR</td>
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</table>

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

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

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<td>Madrigal Singers*</td>
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<td>Substance Abuse and Health</td>
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*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*:

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<td>Acct Microcomputer Applications*</td>
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<td>Building Materials and Methods 1*</td>
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<td>Visual Comm. &amp; Graphic Design 1</td>
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<td>Intro to CAD*</td>
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<td>GEO 101</td>
<td>Elements of Phys Geography</td>
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<td>MUS 153</td>
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<td>MUS 163</td>
<td>Jazz Improv 1*</td>
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<td>MUS 164</td>
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<td>MUS 167</td>
<td>Jazz/Commercial Guitar 1*</td>
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<tr>
<td>MUS 170-177</td>
<td>Private Instruction*</td>
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<td>MUS 231</td>
<td>Intermediate Piano 1*</td>
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<tr>
<td>MUS 232</td>
<td>Intermediate Piano 2*</td>
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<td>Elementary Computer Keyboarding</td>
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<td>OFT 108</td>
<td>Inter. Computer Keyboarding*</td>
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<td>Computer Fund. for the Office*</td>
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<tr>
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<td>Substance Abuse and Health</td>
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<td>Contemporary Health</td>
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<td>First Aid and Safety</td>
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<td>PED 151</td>
<td>Lifeguard Training*</td>
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<td>Water Safety Instructor*</td>
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* 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***:

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<th>Credits</th>
<th>Course Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>3</td>
<td>ART 101</td>
<td>Intro to Art</td>
</tr>
<tr>
<td>2</td>
<td>ART 103</td>
<td>Drawing 1</td>
</tr>
<tr>
<td>2</td>
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<tr>
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<tr>
<td>2</td>
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<tr>
<td>.5</td>
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</tr>
<tr>
<td>1</td>
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<td>PED 150</td>
<td>First Aid and Safety</td>
</tr>
<tr>
<td>1</td>
<td>PED 151</td>
<td>Lifeguard Training*</td>
</tr>
<tr>
<td>1</td>
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<td>Water Safety Instructor*</td>
</tr>
<tr>
<td>1</td>
<td>PED 156</td>
<td>Infant and Child First Aid and CPR 1</td>
</tr>
<tr>
<td>.5</td>
<td>PES ___</td>
<td>Physical Education</td>
</tr>
<tr>
<td>3</td>
<td>THE 105</td>
<td>Improv for Theater</td>
</tr>
<tr>
<td>3</td>
<td>THE 109</td>
<td>Stage Make-up</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Code</th>
<th>Course Description</th>
</tr>
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<tr>
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</tr>
<tr>
<td>2</td>
<td>ART 103</td>
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</tr>
<tr>
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<td>ART 107</td>
<td>Design 1</td>
</tr>
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<td>2</td>
<td>ART 111</td>
<td>Color</td>
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<tr>
<td>3</td>
<td>ART 113</td>
<td>Painting 1</td>
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<td>3</td>
<td>ART 114</td>
<td>Painting 2*</td>
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<td>4</td>
<td>ART 117</td>
<td>Figure Drawing 1*</td>
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<td>4</td>
<td>ART 118</td>
<td>Figure Drawing 2*</td>
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<td>Digital Photography 1</td>
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<td>Digital Photography 2*</td>
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<td>1</td>
<td>CCS 102</td>
<td>College Life Skills*</td>
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<td>COM 107</td>
<td>Introduction to Video Production</td>
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<td>Criminal Justice</td>
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<td>Mandated Training</td>
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<td>Childhood Health, Safety &amp; Nutrition</td>
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<td>MUS 170-177</td>
<td>Private Instruction*</td>
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<td>OFT 108</td>
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</tr>
<tr>
<td>3</td>
<td>PED 101</td>
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<td>Substance Abuse and Health</td>
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<tr>
<td>3</td>
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<td>PED 150</td>
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<td>PED 152</td>
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<tr>
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<td>CPR</td>
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<td>1</td>
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<td>Infant and Child First Aid and CPR 1</td>
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<tr>
<td>3</td>
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<td>Physical Science: The Physical World*</td>
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<td>3</td>
<td>PSC 140</td>
<td>Physical Science: The Environment*</td>
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<td>THE 105</td>
<td>Improv for Theater</td>
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<tr>
<td>3</td>
<td>THE 109</td>
<td>Stage Make-up</td>
</tr>
</tbody>
</table>

* 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 **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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 103</td>
<td>Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business and Society</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111</td>
<td>E-Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Business Law 1</td>
<td>3</td>
</tr>
<tr>
<td>BUS 203</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIT 103</td>
<td>Management Info Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIT 111</td>
<td>Internet and HTML</td>
<td>3</td>
</tr>
<tr>
<td>CCS 101</td>
<td>College Success Seminar</td>
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</tr>
<tr>
<td>CCS 102</td>
<td>College Life Skills</td>
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<td>EDU 105</td>
<td>Preparing to Teach Young Children</td>
<td>2</td>
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<tr>
<td>EDU 107</td>
<td>Mandated Training-Child Abuse</td>
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</tr>
<tr>
<td>EDU 111</td>
<td>Childhood Health, Safety &amp; Nutrition</td>
<td>3</td>
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<tr>
<td>EET 110</td>
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<td>OFT 106</td>
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<td>OFT 107</td>
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<td>OFT 108</td>
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<td>OFT 208</td>
<td>Computer Fund. for the Office</td>
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</tr>
<tr>
<td>PEM ___</td>
<td>Skills Courses</td>
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<tr>
<td>PED 100</td>
<td>Intro to Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>PED 111</td>
<td>Substance Abuse and Health</td>
<td>3</td>
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<tr>
<td>PED 112</td>
<td>Contemporary Health</td>
<td>3</td>
</tr>
<tr>
<td>PED 114</td>
<td>Stress Management</td>
<td>1</td>
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<td>PED 151</td>
<td>Lifeguard Training</td>
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</tr>
<tr>
<td>PED 152</td>
<td>Water Safety Instructor</td>
<td>1</td>
</tr>
<tr>
<td>PED 156</td>
<td>Infant and Child First Aid &amp; CPR</td>
<td>1</td>
</tr>
<tr>
<td>PEM ___</td>
<td>Physical Education</td>
<td>.5</td>
</tr>
</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 103</td>
<td>Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Business and Society</td>
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<td>BUS 111</td>
<td>E-Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Business Law 1</td>
<td>3</td>
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<td>BUS 203</td>
<td>Business Communications</td>
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<td>CIT 111</td>
<td>Internet and HTML</td>
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<td>College Success Seminar</td>
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<tr>
<td>CCS 102</td>
<td>College Life Skills</td>
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<td>EDU 105</td>
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</tr>
<tr>
<td>EDU 107</td>
<td>Mandated Training-Child Abuse</td>
<td>1</td>
</tr>
<tr>
<td>EDU 111</td>
<td>Childhood Health, Safety &amp; Nutrition</td>
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</tr>
<tr>
<td>EET 110</td>
<td>Computer Graphics</td>
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<tr>
<td>MKT 101</td>
<td>Principles of Marketing</td>
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<td>MKT 201</td>
<td>Principles of Advertising</td>
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<td>MKT 202</td>
<td>Salesmanship</td>
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<tr>
<td>OFT 103</td>
<td>Medical Coding</td>
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<td>OFT 106</td>
<td>Keyboarding</td>
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<td>OFT 107</td>
<td>Elementary Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OFT 108</td>
<td>Intermediate Computer Keyboarding</td>
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<td>OFT 109</td>
<td>Advanced Computer Keyboarding</td>
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</tr>
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<td>OFT 201</td>
<td>Records Management</td>
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<td>OFT 207</td>
<td>Transcription Skills</td>
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<td>OFT 208</td>
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<td>PEM ___</td>
<td>Skills Courses</td>
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<tr>
<td>PED 100</td>
<td>Introduction to Physical Education</td>
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<td>PED 111</td>
<td>Substance Abuse and Health</td>
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<td>PED 114</td>
<td>Stress Management</td>
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<td>PED 155</td>
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</tr>
<tr>
<td>PEM ___</td>
<td>Physical Education</td>
<td>.5</td>
</tr>
</tbody>
</table>

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

Tutorial Services

Scheduled tutoring may be available, upon request with instructor referral, for all credit students of the College and can be arranged through the Tutorial/Learning Center located on the second floor of the Library in Middletown or in Kaplan Hall Room 220 on the Newburgh campus. Students must have instructor approval to receive scheduled tutoring. Tutoring sessions for a course are typically scheduled for one hour, once or twice per week. Scheduling depends on tutor and student availability. An attendance policy is in place for scheduled tutoring. Tutors also staff academic department labs on campus to assist students on a drop-in basis.

Biology and Health Science Learning Facilities

The BCAVERN 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 BCAVERN 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.

<table>
<thead>
<tr>
<th>Middletown Campus</th>
<th>Newburgh Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCAVERN</td>
<td>BCAVERN II</td>
</tr>
<tr>
<td>Bio-Tech Room 155</td>
<td>Kaplan Hall Room 230</td>
</tr>
<tr>
<td>341-4156</td>
<td>341-9504</td>
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</tbody>
</table>

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 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 (Kaplan Hall, Room 225).
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

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.