

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

\*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  
 BIO 110 Introduction to Biology  
 BIO 123 Prehistoric Life  
 BIO 125 Nutrition  
 BIO 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 106 Keyboarding  
OFT 107 Elementary Computer Keyboarding  
OFT 108 Intermediate Computer Keyboarding  
OFT 109 Advanced Computer Keyboarding  
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 109 Advanced 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.

## Learning Resources

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### 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.

<b>Middletown Campus</b>	<b>Newburgh Campus</b>
BATCAVERN	BATCAVERN II
Bio-Tech 155	Key 123
341-4156	341-4504

### **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).

