



SUNY Orange



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www.sunyorange.edu



Welcome to SUNY Orange!

In this booklet you will find important information about the offices and services available to help facilitate and ensure your success here at SUNY Orange. Our staff and faculty are available to provide the assistance, connection, guidance and support that will enable you to successfully achieve your academic and personal goals. Retain this booklet for future reference and be sure to take advantage of the array of services the College offers.



Paul Broadie II, Vice President for Student Services

Admissions

George F. Shepard Student Center, 3rd Floor, Middletown
Phone: (845) 341-4030 Fax: (845) 342-8662
E-mail: apply@sunyorange.edu
www.sunyorange.edu/admissions



The Admissions Office assists prospective students wishing to earn a degree or certificate at SUNY Orange. All degree-seeking students must apply for admission to the College. In addition, students who have missed two consecutive semesters (Fall and Spring) must apply for re-admission. Those who initially enter the College as non degree-seeking students must apply through the Admissions Office once they have accumulated 11½ credits at the College.

Health Professions Programs are selective with specific admissions requirements, so please make sure you visit Admissions at the beginning of each Fall semester to pick up a Health Professions Admissions Eligibility Form for the following year. This form will outline the admission requirements for each Health Professions program and **must be submitted each academic year prior to Feb. 1** for consideration. Students also need to attend a pre-admissions program orientation prior to acceptance along with other department-specific requirements.

The Admissions Office also assists new and current students wishing to enter the **Honors Program**. We would be happy to speak with you regarding the benefits of participating in the Honors Program as well as the admission requirements.

The Admissions Office is home to the **International Student Advisor** who is the liaison to international students attending SUNY Orange on a student Visa (F1). The International Student Advisor assists you with concerns related to travel outside the United States, transferring, post optional practical training (OPT), and reinstatement.

Finally, we are always looking for enthusiastic students to volunteer as **Student Ambassadors**. These ambassadors represent SUNY Orange at Admissions' events as tour guides, greeters and student panelists. Please stop in to find out more about this exciting opportunity.

For more information about other ways the Admissions Office can assist you do not hesitate to attend one of our Admissions Information Sessions held at both the Middletown and Newburgh campuses.

Advising and Counseling Center

George F. Shepard Student Center, 3rd Floor, Middletown
Tower Building, 1st Floor, Newburgh
Middletown Phone: (845) 341-4070 Fax: (845) 341-4218
Newburgh Phone: (845) 341-4502 Fax: (845) 341-4554
www.sunyorange.edu/counseling

At the Advising and Counseling Center you will find a staff comprised of professionals who collaborate with you in clarifying academic and career goals, identifying behavioral and social obstacles, and exploring available resources. We offer services at the Middletown and Newburgh campuses.

Academic Advising: Based on your area of study, individual and small group advising sessions are available to assist you in developing and meeting your academic goals.

Personal Counseling: Please visit us if you feel you're having problems adjusting to college life. We would be happy to provide you with guidance and support. We also have a representative on campus from Occupations, Inc. to assist with community resources and mental health services referrals. Call for a schedule of days or an appointment.

Transfer Counseling: As members of the New York State Transfer and Articulation Association, we have developed contacts with four-year colleges and universities where a majority of our students transfer to complete their undergraduate and post-graduate degrees.

Assessment Center: In addition to the required English and math skills assessment, we offer computer-based entrance under the College Level Examinations (CLEP). This offers you the opportunity to earn college credits in various subject areas based on the results of the test. Call 341-4073 for further information.

Workshops/Classes/Programs/Facilities: The Student Success Center (located in the George F. Shepard Student Center, 2nd floor) serves as a multipurpose venue for workshops, classes and programs in order to provide students with helpful learning resources. Computers are also available for student use. For hours of operation please call 341-4073.

Veterans Affairs: The Center's Veterans Affairs representative provides support services to those of you with military educational benefits. For further information, please call 341-4071. There is also a representative from Castle Point on campus to assist with the transition to college and coordinate care with the VA.

Community Liaisons: The center has links throughout the community as well as on-campus that serve as additional resources to assist students with a variety of needs. Refer to the Advising and Counseling web page for schedule of hours or call 341-4070 for an appointment.

Middletown Campus Hours

Monday-Thursday: 8 a.m.-8 p.m.
Friday: 8 a.m.-5 p.m.
Summer hours vary

Newburgh Campus Hours

Monday-Thursday: 8 a.m.-7:30 p.m.
Friday: 8 a.m.-4:30 p.m.
Summer hours vary

Bookstore

George F. Shepard Student Center, 2nd Floor, Middletown
Tower Building, Main Lobby, Newburgh
Middletown Phone: (845) 341-4815 Fax: (845) 341-4801
Newburgh Phone: (845) 341-4584
www.sunyorangebookstore.com

The bookstore stocks texts for your courses as well as daily supplies to help you utilize your time effectively. The items we carry enable you to organize assignments and plan effectively for a jump start on the semester. Our personable staff will assist you in understanding how to locate the correct books for your courses—all you need to do is bring your course schedule and Student ID card. Textbooks are an integral part of your college education. Their cost may surprise you if you have never paid for textbooks before with textbooks and textbook bundles generally ranging in price from \$15 to \$250. Unlike high school, textbooks are not covered by tax dollars and are not included in tuition, but there are some ways to keep costs down.

Buy used books—they cost 25% less than new books

Sell your books back at the end of the semester—you may be able to receive up to half of your original purchase price. (Please keep in mind that new editions of textbooks are released periodically; therefore, certain books are not entitled for buy back.)

Payment Options

- We accept cash, personal checks, Mastercard, Visa, and Discover cards.
 - * *Photo ID is needed for personal checks and using parents' credit cards.*
- Financial Aid

Many students receive some type of Financial Aid that allows them to charge their books. It is important to ensure that all paperwork is processed well before the start of the semester. To utilize this method, you must have:

1. Your tuition fully paid
2. An existing credit to your account from a financial aid source (Pell, VESID, Veterans, PIC, WIA and/or employer sponsorship)
3. An updated (current semester) SUNY Orange ID

Once these steps are complete you may go to the table outside the bookstore with your proof of payment (from Bursar and updated ID).

FINANCIAL AID bookstore VOUCHERS are available the THURSDAY before classes begin (each semester).

Returns, Refunds & Exchanges

KEEP YOUR RECEIPT—there are no returns, refunds or exchanges without it!

All packaging and shrink-wrap must be intact! Books must be in perfect, saleable condition free from writing, stains, markings or damage.

Time limitations apply. Visit our website or call the Bookstore for full details.

Newburgh Campus Bookstore Service

Located in the Tower Building, main lobby.

Purchase textbooks needed for courses taken at the Newburgh campus at our Newburgh campus location, as all books needed for those classes are delivered there prior to the start of each semester.

Please call 341-4584 for hours or visit the above website.

Bursar Office

George F. Shepard Student Center, 2nd Floor, Middletown
Tower Building, 1st Floor, Newburgh
Middletown Phone: (845) 341-4830
Newburgh Phone: (845) 341-4536
E-mail: bursar@sunyorange.edu
www.sunyorange.edu/bursar



The Bursar's Office performs the fiduciary responsibilities of the College and professionally serves the financial needs of SUNY Orange students. This includes accurately disbursing and collecting student funds; administering the financial programs of the College in compliance with county, state and federal government regulations; and responding to student and parent inquiries about these financial issues in a helpful, informed and courteous manner.

Online Services

Through our website, www.sunyorange.edu/bursar, you can access information and many services, including:

1. Making on-line tuition payments
2. Enrolling in the TuitionPay Payment Plan—the plan is available for fall and spring terms. To enroll, students must complete an enrollment form and pay the enrollment fee and first payment due. Students can enroll online at <http://tuitionpay.salliemae.com> or through the SUNY Orange web site at <http://sunyorange.edu/bursar>
3. Viewing our Schedule of Tuition and Fees
4. Printing a copy of the Residence Application
5. Printing a "Request for Tuition Credit" form
6. Printing a Change of Information Form for address and name changes
7. Viewing our Refund Policies for credit, non-credit and Title IV recipients
8. Finding information about the Hope Scholarship

Middletown Office Hours

Monday-Thursday, 9 a.m.-8 p.m.

Friday, 9 a.m.-4:30 p.m. during the Fall and Spring semesters

Summer hours may vary.

Newburgh Office Hours

Monday-Thursday, 8 a.m.-8 p.m.

Friday, 8 a.m.-4 p.m.

Summer hours may vary.

If you have any questions, please stop by, call or e-mail. We look forward to assisting you.

Career and Internship Services

Your Portal to Career Success

George F. Shepard Student Center, 2nd Floor, Middletown

Phone: (845) 341-4444 Fax: (845) 341-4447

E-mail: careers@sunyorange.edu

www.sunyorange.edu/careers



The Office of Career and Internship Services assists students, alumni and community members with all phases of the career development process. The office is staffed by professionals who can guide you through a maze of career information and make valuable resources available for your career discovery. We have a representative available at the Newburgh campus one day per week. Please call (845) 341-4444 for a schedule and to book an appointment.

Specific services include:

Career Advising: With the help of various assessment tools and one-on-one counseling, our staff can assist you with career- and self-exploration.

Job Market Information: We help you obtain and research occupational, educational and employment information.

Professional Development: Through workshop participation you will gain insight into resume and cover letter construction, interviewing techniques, making decisions, critical workplace behaviors and skills, positioning for advancement opportunities, etc.

Employment Services: We maintain job listings for part-time and full-time jobs which you may access through our website at www.sunyorange.edu/careers. Our staff is available to critique your resume that may also be posted to our website for employer searches.

Experiential Education: The opportunity exists for students to explore the world of work through internships, volunteer jobs, service learning, informational interviews and job shadowing experiences.

Work Study Opportunities: Students approved for Work Study by the Financial Aid Office are given the opportunity to work on campus and earn money. If you have been awarded work study, make an appointment with one of our staff members to learn about the various work study assignments and begin the interview process.

Stop by our office and prepare yourself for today's employment market!

Computer Labs

SUNY Orange provides variety of computer labs across both campuses in order to help students meet their academic requirements.

Bio Tech 155 - Middletown

The computers in this lab are mainly equipped with programs for biology and health science courses.

Call for hours

(845) 341-4156

- Windows 2000 and iMacs

Harriman 215 - Middletown

The computers in this lab are mainly equipped with programs for accounting and business courses.

Fall Semester

Monday – Friday
8 a.m.-3:30 p.m.

- Windows XP and Office 2007
- For information & summer hours call 341-4411
- Hours as listed, unless otherwise posted

Spring Semester

Mon., Tues., Thurs., Fri.
8 a.m.-3:30 p.m.
Wed., 9 a.m.-3:30 p.m.

The Library - Middletown

The Computer Lab is located on the 1st floor.

Fall & Spring Semester

Monday – Friday
8 a.m.-9 p.m.

- Windows XP & Office 2007
- For information & summer hours call 341-4260

Saturday

9 a.m.-3 p.m.

Newburgh Campus

Tower Room 212 and 214

Fall & Spring Semester

Hours as posted

The computers in these labs are mainly equipped with programs for accounting and business courses.

- Windows XP & Office 2007

THE BATCAVERN

Middletown - Bio Tech Room 155

The acronym stands for Biology and Allied Technologies Center for Audio-Visual Education/Registered Nurse.

In addition to computers, the lab contains VCR's, models, Internet stations, and research and reference materials. You are encouraged to get to know your fellow students and are free to work in pairs, groups or independently. Lab personnel have degrees in biology and/or health sciences. There is an open dialogue with each instructor for suggestions and approaches that will work best for his or her students. BATCAVERN is friendly and low-key, where you know you will be listened to and helped.

Disability Services

George F. Shepard Student Center
3rd Floor (Room 301), Middletown
Tower Building, 1st Floor (Room 128), Newburgh
Middletown Phone: (845) 341-4077
Newburgh Phone: (845) 341-4034
www.sunyorange.edu/ods

The Office of Disability Services (ODS) strives to provide qualified students with disabilities, whether temporary or permanent, with essential services that will help them to achieve their academic, vocational and personal goals. Support services and academic accommodations allow students with disabilities equal access to all programs at the College.

Applying for Services

In order to receive academic accommodations you must identify yourself as a student with a disability to the Office of Disability Services. Students will need to have an intake interview with the Middletown or Newburgh disability specialist. During this assessment an intake of your accommodation needs will be made based on documentation presented and the interview. Accommodations must be arranged through the Office of Disability Services for each semester you require them. Documentation must be current, reflecting your current level of functionality as it relates to your disability. Typically, documentation generated within the past three (3) years is considered current.

Services

- Assessment of your disability accommodation needs, using the information gathered from your documentation and intake interview
- Communication with the College staff, faculty and community agencies on behalf of ODS students
- Facilitation of referrals for support services on and off campus
- Assistance with problem-solving concerning barriers you may be facing
- Note takers in class
- Test readers or scribes
- Sign language interpreters and/or auxiliary aids
- Taped textbooks
- Adaptive equipment
- Classroom relocation
- Distraction-free environment for testing
- Extended time on exams

Voter registration cards are available in the Office of Disability Services in Middletown and Newburgh. If you need assistance to complete and/or mail the form, we would be happy to assist you.

Please call or visit for more information or to initiate services.

If you are a Vocational & Educational Services for Individuals with Disabilities (VESID) client and have a VESID counselor, you are encouraged to stay in contact with him/her. The College advisors do not replace VESID counselors. If you do not have a VESID counselor or have other questions regarding VESID you may contact them directly at 1-877-862-7342.

Financial Aid

George F. Shepard Student Center, 3rd Floor, Middletown
Tower Building, 1st Floor, Newburgh
Middletown Phone: (845) 341-4190 Fax: (845) 341-4194
Newburgh Phone: (845) 341-4518 Fax: (845) 341-4554
E-mail: finaid@sunyorange.edu
www.sunyorange.edu/finaid

At SUNY Orange we offer a variety of grants, loans, student employment and scholarships to help finance your education. The Office of Financial Aid is here to help you. You will discover that by working together, we can help you achieve your educational goals.

You can find a list of scholarships online at
www.sunyorange.edu/scholarships.

Financial Aid Process

1. Apply for admission to SUNY Orange and enroll into a program of study.
2. Register for classes.
3. **As early as possible**, complete and submit the Free Application for Federal Student Aid (FAFSA)* online at www.fafsa.ed.gov.
***You must do this each year after you prepare your taxes.** Apply for a PIN number at the above website to make the yearly application process easier for you. NOTE: if you are a dependent student, your parents must also obtain a PIN number.
4. Our Federal School Code is 002876, and our State Tuition Assistance Program (TAP) code is 2125.
5. Go to the student *MySUNYOrange* web page, review your information and check the status of your application
6. Report any external scholarships to the Financial Aid Office.
7. Respond to all requests by checking *MySUNYOrange* for additional information from our office in order to expedite your aid.
8. Review your Award Letter either on paper or on the web and contact the Financial Aid Office with any questions or concerns.
9. Remember attendance is important when receiving financial aid. Lack of attendance can change your award package and in some cases even cause you to lose all your aid. Please stop by our office so we can counsel you on your best possible solutions.
10. Federal and State law mandate all courses taken must apply to your degree program.

If you have any questions, or for additional information on financial aid procedures, please do not hesitate to call us!

Food Services

The College Café serves breakfast and lunch daily during the Fall and Spring semesters.

Check out the “build your own Super Fresh Salad Bar!”



Health Services

George F. Shepard Student Center, 2nd Floor,
Middletown

Phone: (845) 341-4870

Fax: (845) 341-4872

E-mail: healthservices@sunyorange.edu



www.sunyorange.edu/healthservices/

LOCATIONS

Middletown Café

George F. Shepard Student Center, 1st floor

Monday-Friday, 7:30 a.m.-4 p.m.

Lunch begins at 10:30 a.m.

Newburgh Café

Tower Building, Level B

Monday-Friday, 7:30 a.m.-2 p.m.

FOOD KIOSKS

Bio-Tech, 2nd floor

Monday-Thursday, 8:30 a.m.-7 p.m.

Harriman Hall, 1st floor (near room 114A)

Monday-Thursday, 8 a.m.-7 p.m.

VENDING MACHINES

- Bio-Tech, 2nd floor
- Harriman Hall, 1st floor
- Orange Hall, lower level
- Physical Education Building, 2nd floor
- George F. Shepard Student Center, 1st floor
- Newburgh Campus Tower Building – Level B

Health Services is open to all students, free of charge. Its programs are designed to promote health education and wellness for the entire campus community. Our staff of registered nurses provides primary nursing and emergency care, physical and mental health assessment with referrals, and health and wellness workshops.

Our office has developed strong working relationships with local community agencies to provide services such as free HIV and STI testing, cardiac risk assessment, blood sugar and cholesterol screening, an annual wellness fair, family planning benefits, and information about safe sex practices. These programs are available on both the Middletown and Newburgh campuses. Our Middletown office is staffed by registered nurses Monday through Friday and on a weekly basis in Newburgh. In addition, nurses are also available for telephone triage during regular business hours.

All students are covered by an accident insurance policy, and all full-time students are covered by an additional sickness benefit for a \$9 annual fee. Insurance information, brochures and claim forms are available in our office or at www.studentplanscenter.com

We maintain an extensive collection of current health education brochures, pamphlets and internet references on issues related to college life. Please stop by our offices to pick up information on topics such as dieting, depression, anxiety, stress management, alcohol and substance abuse, body art and tattoos, smoking cessation, eating disorders, physician referral, blood pressure, risk factors, and much more!

Hours:

8:30 a.m.-4:30 p.m. Monday–Friday

After 4:30 p.m., call Security (341-4710)
to respond to a medical emergency.

Kindercollege

Sarah Wells Building, lower level, Middletown

Phone: (845) 341-4165

www.sunyorange.edu/kindercollege

Hours: Monday-Friday 7:30 a.m.-5 p.m.



Kindercollege is a nonprofit, licensed childcare center. Our programs contain cultural diversity and we teach respect for individual differences. We help your children foster independence and self-confidence through a healthy, happy and stimulating learning environment. At Kindercollege your child will have opportunities to develop socially, emotionally, physically and intellectually. We offer morning sessions, afternoon sessions and full days.

ADMISSION

SUNY Orange is student-centered and, therefore, children of our students are accommodated first. We then admit children of faculty, staff and community members on a space-available basis.

AGE REQUIREMENTS 18 months through 5 years of age

REGISTRATION

Students should register their children as soon as they register for classes because the center is filled on a first-come, first-served basis. Kindercollege registration follows the College calendar, taking place in the Fall, Spring and Summer. Go to the Kindercollege web page (www.sunyorange.edu/kindercollege) for information and to make a registration request.

Procedures

- All registration forms and documents (including child's birth certificate) must be completed and returned to the Kindercollege office by mail or in person.
- You must pay the registration fee.

TUITION & FINANCIAL AID

Tuition is based on your schedule each semester. Financial aid may be applied for and granted based on a variety of Kindercollege programs. However, parents receiving Financial Aid must sign an agreement which states that should financial aid not cover the cost of childcare, they will be personally responsible.

NEWBURGH CAMPUS STUDENTS

You may qualify for a grant to cover your child care expenses if you are:

- 1) enrolled in credit courses during the day
- 2) your child is enrolled in a licensed preschool program, and
- 3) you meet eligibility guidelines.

Please call 341-4165 or 341-4502 for more information.

*Kindercollege will be open during Winter Recess and the Summer Sessions if a sufficient number of parents express the need for childcare services.

Learning Assistance Services

The mission of Learning Assistance Services is to provide the opportunity for students to develop the learning skills necessary for achieving academic, career and life goals.

Support is provided to SUNY Orange students through a combination of academic development programming including individualized and group learning assistance, tutoring and specialized workshops and outreach. More details are available at www.sunyorange.edu/las/.

The **Tutorial Program** is available to help you maximize your learning potential through skill development and content mastery while meeting course requirements of academic departments. The primary role of tutoring is to support classroom learning.

• Scheduled Tutoring

For a \$30 processing fee per semester, students currently enrolled in a credit course have a schedule set with a tutor. Sessions typically last one hour and are arranged on a once or twice weekly basis. Please stop by the Tutorial Center and pick up a tutoring application. From the available times a student has listed on the application, appointments are set with a tutor who has the same availability in his or her schedule.

Scheduled tutoring is offered at the following locations and times:

Middletown Campus

Library, 2nd Floor

Monday–Thursday, 8 a.m.-8 p.m.

Friday, 8 a.m.-4 p.m.

(845) 341-4171

Biology tutoring usually takes place in the BatCavern, BT 155, by appointment.

(845) 341-4171

Newburgh Campus

Tower Building, Room 122

Monday–Thursday, 9 a.m.-8 p.m.

Friday, 9 a.m.-3 p.m.

(845) 562-2454 or 341-4504

• Drop-in Tutoring

You may also receive assistance from tutors in academic department labs on campus without charge on a drop-in or sign-up basis. Day and evening hours are posted outside of the labs.

Middletown Campus

Math Lab–HA 305

English Department Writing Center–HA 109

Newburgh Campus

Math Lab–Tower Building, Room 107

English Department Writing Center–Tower Building, Room 215

Library

Phone: (845) 341-4855

www.sunyorange.edu/lrc



The SUNY Orange Library's circulation and reference collections include roughly 100,000 items between both campuses. Each campus offers interlibrary loan services and participate in the SUNY Open Access Program (entitling you to borrower privileges at any SUNY campus library with a current and valid SUNY Orange ID card). Students can access over 70 research databases within the Library or from the comfort of their homes through the Remote Database Access (RDA) link on the Library webpage.

Borrowing Books

Students, faculty and staff must present a valid SUNY student or faculty/staff ID card with a Library barcode in order to borrow items from the Library. The barcodes are issued at the front desk of the Library.

Summer students, alumni or Orange County resident users will be issued a Library card which they can use as a substitute for the SUNY Orange ID card.

Photocopying - Middletown campus

There are two photocopy machines located on the first floor, under the main stairwell. Each copy costs 15 cents when using cash. You may opt to purchase a Vendacard for \$1.00, to which you can add money; photocopies paid for using the Vendacard cost 10 cents per photocopy.

Computing

The Information Commons (IC) within the Middletown Campus Library contains more than 30 PCs, each with access to COLT (the library catalog), the research databases, the Internet and MS Office applications (Word, Excel, Access, Powerpoint). Wireless Internet is available on the first floor. Please go to the front desk for help logging onto the wireless network. The facility at Newburgh contains computers for accessing research databases and comfortable study tables. A reference librarian is available to assist students with research needs and to provide group library instruction.

Research Assistance

Reference librarians are available to assist you with individual research questions and provide group library instruction sessions and workshops. Contact the Library for a schedule of events.

Hours of Operation

Middletown Campus

Monday – Friday, 8 a.m. – 9 p.m.
Saturday, 9 a.m. – 3 p.m.
Summer hours vary

Newburgh Campus

Tower Bldg., Level B (Basement)

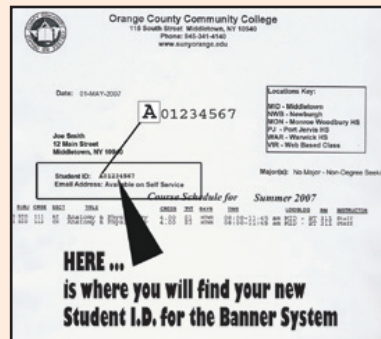
Monday, 9 a.m. – 4 p.m.
Tuesday, 9 a.m. – 5 p.m.
Wednesday, 9 a.m. – 12 p.m.
Thursday, 1:30 p.m. – 5:30 p.m.
Summer hours vary

MySUNYOrange

MySUNYOrange

the College's online campus community
accessible via the College's website

To access *MySUNYOrange* from the College homepage (www.sunyorange.edu) click on *MySUNYOrange* and then enter your student ID number (this is the "A" number assigned to you by Admissions and listed in your admit letter and on your course schedule printout.)



With your new login ID, you can:

- check your grades
- view financial aid information
- view/print your transcript
- view your holds
- view accounts of charges and payments
- view courses and schedules
- run a degree audit (CAPP)
- register online if you are eligible
- sign in to online course

SUNY Orange E-mail

With your SUNYOrange e-mail account, you can

- send and receive email
- receive informational updates from the college
- retrieve instructor materials and class handouts

Computer Kiosks

In addition to open access computer labs, computer kiosks are available in the Shepard Student Center in Middletown and on the Newburgh campus.

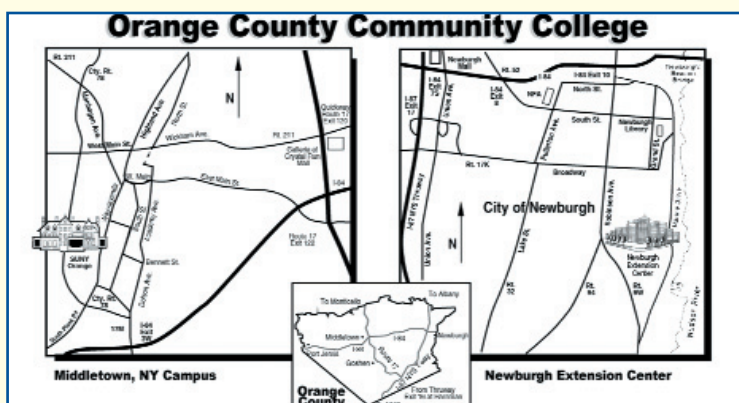
Newburgh Campus

One Washington Center (Tower Building)
Newburgh, NY 12550
(845) 562-2454

The College serves many of the educational needs of the citizens of eastern Orange County at its Newburgh Campus. The campus includes four computer labs, two technology training labs, science labs, a library, an art studio and gallery, ESL (English as a Second Language) lab, reading center, writing center, tutorial center, math lab, a dining facility, and a breathtaking view of the Hudson River. The campus also offers academic advising, financial aid, career and internship services, student activities, cultural affairs programming, and ESL courses. Over 185 credit course sections are offered each semester. In addition, the Continuing and Professional Education department (CAPE) offers a variety of non-credit training and enrichment courses and programs.

Academic Degree Programs – the Newburgh Campus offers students the option to pursue several full degree programs. These include Liberal Arts (Humanities and Social Sciences emphasis); Human Services; Business Management, Criminal Justice, and Individual Studies.

A major building project is underway which will add a new 87,000 sq.ft. library, student services, and classroom building to the campus and completely renovate the Tower Building. Construction on the new campus is expected to be completed by the fall, 2011.



SUNY Orange provides **shuttle bus service** between the Newburgh campus and the Middletown campus (Fall and Spring semesters only). This service is provided free of charge and students must show a current SUNY Orange Student ID or course schedule to ride the bus.

Monday, Wednesday and Friday Schedule

Leave Newburgh	Arrives Middletown	Leave Middletown	Arrive Newburgh
7:00 AM	7:45 AM	8:00 AM	8:45 AM
9:00 AM	9:45 AM	10:00 AM	10:45 AM
11:00 AM	11:45 AM	12:00 PM	12:45 PM
1:00 PM	1:45 PM	2:00 PM	2:45 PM
3:00 PM	3:45 PM	4:00 PM	4:45 PM
5:00 PM	5:45 PM	6:00 PM	6:45 PM

Tuesday and Thursday Schedule

Leave Newburgh	Arrives Middletown	Leave Middletown	Arrive Newburgh
7:00 AM	7:45 AM	7:45 AM	8:30 AM
8:45 AM	9:30 AM	9:45 AM	10:30 AM
11:00 AM	11:45 AM	12:00 PM	12:45 PM
1:00 PM	1:45 PM	2:00 PM	2:45 PM
3:00 PM	3:45 PM	4:00 PM	4:45 PM
5:00 PM	5:45 PM	6:00 PM	6:45 PM

Records and Registration

George F. Shepard Student Center, 3rd Fl., Middletown
Phone: (845) 341-4140
Fax: (845) 342-8662
Tower Building, 1st Floor, Newburgh
Phone: (845) 341-4536
Fax: (845) 341-4554
www.sunyorange.edu/academic_services



The Records and Registration Office maintains students' records, oversees the registration process, sets the academic master schedule, distributes grades and administers academic policy.

You should contact our staff for information regarding:

- registrations and schedule changes
- cancellation of classes with low enrollment
- transcripts
- grades, records and access
- verification of enrollment, attendance or full- or part-time status for insurance, banks and employers
- graduation applications and procedures
- the course schedule each semester
- the final exam schedule each semester
- the list of graduates each semester
- student records
- changes of curriculum
- registration calendars
- attendance records
- academic policies and the academic policy manual
- protection of students' privacy rights and communication with parents and others regarding the Family Educational Rights and Privacy Act (FERPA)

Information regarding many of the Records and Registration regulations and policies can be found by visiting our website
www.sunyorange.edu/academic_services

Safety & Security

Middletown Campus: Orange Hall, 1st Floor (845) 341-4710
Newburgh Campus: Main Lobby (845) 341-4556 or 4533

www.sunyorange.edu/safety

Our priority is to maintain your safety as a member of the campus community. A secure environment will only thrive through the communication and cooperation of community members and the implementation of procedures.

Fire Safety

In case of fire remember the anagram **R-A-C-E**

Rescue: If possible, assist injured or disabled persons to a safe refuge.

Alarm: Pull the nearest alarm.

Confine: Close all doors as you exit.

Evacuate: Leave buildings immediately. DO NOT use elevators.

Campus Parking

1. All Middletown daytime students must obtain parking permits from the Student Activities desk and Newburgh students from the main office in the Tower Building, Room 223. Permits are FREE (included in tuition). You must bring proof of payment and photo ID. Student parking is restricted to student lots and cars must display a parking tag. Violators may be towed at owner's expense and are subject to fines.
2. Parking for evening classes is on a first-come, first-served basis. All lots are open.
3. Off-campus parking (on streets adjacent to the College) is subject to regulations imposed by the cities of Middletown and Newburgh.
4. Handicapped parking is reserved for those with a government-issued handicapped ID properly displayed. There are heavy fines for violators.

DEAD BATTERY – contact Horton Hall Mechanic Shop x4612 (Middletown campus only) or Security on the Newburgh Campus for assistance

General Safety

- We believe SUNY Orange is a safe campus, but in light of the nation's recent events we ask that you always be attentive to your surroundings. Be aware of who and what is going on around you and exercise reasonable judgment. If you are enrolled in night classes, walk on lighted paths and park close to the building of your last class. Use the "buddy" system and walk with a fellow student or faculty member with your auto keys in hand.
- If you experience or witness any incident on campus, immediately report it to security: Middletown Campus Security: 341-4710
Newburgh Campus Security: 341-4556 or 341-4533

Emergencies

In case of emergency there are different types of phones around campus which you can use to connect you to Security:

- Blue Light Tower Phones—automatically connect you to security. They are located on the Alumni Green at the Middletown Campus.
- Yellow Call Box Phones—located outdoors at both campuses.
- Red Phones—located indoors at both campuses.

You will be connected to Security if you dial 77 from a phone on the Middletown campus and 33 from a phone in Newburgh. Please remember to have your Student ID on you at all times. You must produce it upon request.

Medical Assistance

If you need medical assistance on campus contact Health Services at 341-4870 in Middletown or the Security Office in Newburgh at 341-4533.

Student Activities

George F. Shepard Student Center, 2nd Fl., Middletown
Tower Building, Basement Floor, Cafeteria, Newburgh

Middletown Phone: (845) 341-4065

Newburgh Phone: (845) 341 -4544

www.sunyorange.edu/studentactivities



The Office of Student Activities coordinates the development of programs and co-curricular experiences to foster learning and enrich the quality of campus life and your collegiate experience. We provide opportunities for interaction, understanding and involvement between individuals and groups from diverse backgrounds. The department's programs are designed to complement the academic curriculum and enhance the educational experience through involvement in social, cultural, intellectual, recreational and governance programs.

Middletown Campus Hours

Mon.-Thurs. 8 a.m.-8 p.m.

Friday 8 a.m.-5 p.m.

Newburgh Campus Hours

Wednesday 9 a.m. - 3 p.m.

Friday 9 a.m. - 1 p.m.

We encourage you to stop in and speak to our staff with questions or ideas regarding clubs, events or campus life in general. Look for the Student Activities Event Calendar at the beginning of each semester and the Campus Clipboard, a weekly newsletter featuring updates and information about campus events! Newburgh campus students are encouraged to stop by our Newburgh office located in the cafeteria.

IF YOU LIKE TO GET INVOLVED, TALK TO US ABOUT:

- The Board of Activities—we plan entertainment for the Tuesday/Thursday Activity Hour, take trips to sporting events and amusement parks, and plan special events such as the semiformal and prize giveaways.
- Ideas for special events—like Student Life Day, the annual kick-off carnival held on the Alumni Green where students enjoy testing their skills at the rock wall (pictured on front cover).

BE SURE TO CHECK OUT STUDENT LIFE DAY THIS YEAR!

- Starting a new club—many clubs on campus were started by students, including the recently added Civil War Club, Cheerleading Club, and International Club.

INFORMATION DESK

The information desk is located on the 2nd floor of the George F. Shepard Student Center in Middletown and on the main floor of the Tower Building in Newburgh. Feel free to stop by for assistance with campus directions, College services or to find out how to get involved. This is your school and your campus, let your voice be heard.

Student Support Services

George F. Shepard Center, 3rd Floor Room 301

Phone: (845) 341-4642

www.sunyorange.edu/sss



TRiO Student Support Services (SSS) is designed to provide SUNY Orange students with a seamless and holistic system of support services, including academic planning and advising, career services, college transfer, financial aid advising, mentoring, cultural enrichment and much more.

These services are FREE to participants to help them meet the challenges of college life.

The SSS staff at SUNY Orange endeavors to empower students with the ability to make informed choices by adhering to the following student development goals:

- Guide you in the development of your personal growth by equipping you with effective life management skills.
- Develop your ability to make lifelong decisions.
- Increase retention and graduation rates.
- Foster an institutional climate supportive of success.
- Provide services, opportunities and resources that enhance personal skills and competencies.

Services

- Academic, career and personal advising
- Academic support and encouragement
- Assistance with financial aid forms
- Tutorial fee waiver
- TRiO Grant Aid for active SSS students who are Pell eligible with documented unmet financial need
- Cultural enrichment activities and self enhancement workshops
- Mentorship program

Who is eligible?

Students who:

- are currently enrolled or have been accepted for the next academic semester.
- have a need for academic support.
- will be a first-generation college student (neither parent has completed a bachelor's degree), are low-income or have a documented disability.
- are a citizen or a permanent resident of the United States.

Please call (845) 341-4642 for hours or visit the above website. We look forward to assisting you.

Weather Information

Information regarding weather-related delays and closings of SUNY Orange is available on our website:

www.sunyorange.edu

Students may sign up to receive automatic e-mail and text message notification of College delays and closings sent directly to their inbox. Sign up at www.sunyorange.edu/alert.

Announcements are also broadcast on local radio and TV stations.

Whom To Call

(Area Code and Prefix: 845-341-)

	<u>Middletown</u>	<u>Newburgh</u>
Admissions	4030	4030
Advising and Counseling	4070	4502
Bookstore	4815	4584
Bursar	4830	4536
Continuing Education	4890	4532
Financial Aid	4190	4518
Career and Internship Services	4444	4444
Nurse	4870	4870
Registration	4140	4536
Security	4710	4533
Senate	4076	4076
Student Services	4000	4000
Student Activities	4065	4544
Tutorial Center	4171	4504
Workforce Development	4532	4532
Middletown Campus Switchboard	344-6333	
Newburgh Campus General Information		562-2454

SUNY Orange Mission

We are a community of learners dedicated to reaching out to all citizens of Orange County to enrich their lives through the highest-quality education possible. Intellectual rigor, personal commitment and enhanced citizenship distinguish a SUNY Orange education which will enhance students' economic opportunities, deepen their appreciation of culture and of their place in history while broadening their sense of responsibility in a democratic society.

Orange County Community College is an equal opportunity/affirmative action institution.

Middletown Campus Map



Newburgh Campus Directory

1st Floor

Advising & Counseling,
 Bookstore (main lobby),
 Bursar, Financial Aid, Health Services,
 Labs, Security, Registrar, Tutorial Center

2nd Floor

Administrative Offices,
 Labs, Classrooms

3rd Floor

Classrooms, Labs, Faculty Offices

Lower Level B

Café, Library,
 Student Activities

