

# 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

### *Middletown Campus*

Library, 2nd Floor (845) 341-4171

### *Newburgh Campus*

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

## When to contact Learning Assistance Services

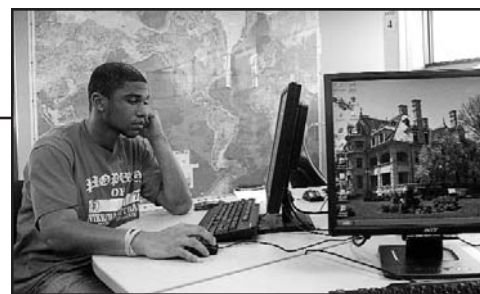
Students should contact the Learning Assistance Services Office to ask questions about the College's academic support services, apply to be tutored, apply to be a tutor or to learn more about developmental education.

## Developmental Education

All newly admitted students are required to take the Placement 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. 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. This passing grade 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 "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\*:

	<u>Credits</u>
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

\*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\*:

	<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
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
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

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

\* 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\*:

	<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
CRJ 101 Criminal Justice	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
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 **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:

	<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
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

\*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:

	<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
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

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

## Learning Resources

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### 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 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 in Middletown or in Kaplan Hall Room 220 on the Newburgh campus. Students must have instructor approval to receive scheduled tutoring. There is a \$40 processing fee for an arranged tutoring schedule each semester in which tutoring is requested. Tutoring sessions are typically scheduled for one hour, once or twice per week per course, not to exceed 5 hours per week. 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 in the labs.

### 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 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
Bio-Tech Room 155	Kaplan Hall Room 230
341-4156	341-9504

### 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 (Kaplan Hall, Room 229).

### 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
- 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.