

## Student Services

Student Services is dedicated to attracting, enrolling and sustaining a diverse student population. Through an array of exemplary programs and services, the dedicated staff at the College is able to provide the assistance, connection, guidance, and support students need to successfully achieve their academic and personal goals.

**Student Services Central** provides current and prospective students with efficient, convenient, and expedited enrollment services and support information in one convenient location. Our knowledgeable crossed-trained staff provides assistance with admissions, financial aid, course registration, and student accounts.

### Academic Advising

Academic advising at SUNY Orange is designed to facilitate student learning, development and success by collaborating with students to develop and implement meaningful and attainable educational plans. The College recognizes that academic advising is vital to the educational process and student success, and offers a thorough advising program that is coordinated by the Academic Advising Office in conjunction with the academic departments.

### Support Services

#### Career Advising

Career Specialists work with students on a 1:1 basis, or through group workshops and career planning courses. We provide assessments which help the students to gain a better understanding of their interests, skills and abilities, values and personality type. We assist students to obtain and research occupational, educational and employment information and help them determine what college major may complement their career exploration results.

#### Office of Accessibility Services

The Office of Accessibility Services (OAS) provides access and equal educational opportunity for students with disabilities. Prior to admission, or any time after beginning classes, students with disabilities are encouraged to contact the office to schedule an intake interview. Based on the intake interview and documentation provided by a student, a variety of accommodations may be provided to help students limit the impact of their disability on their academic performance. OAS also acts as a liaison between the student, faculty and staff. Once students have self-identified, applied for services, and provided documentation of their disability, staff works to determine eligibility for reasonable accommodations. Under the Americans with Disabilities Act (ADA), both the student and the College must carry out these responsibilities in a timely manner.

The Office of Accessibility Services is an official New York State Voter Registration site. Individuals who visit our office are given the opportunity to register as NYS voters. Assistance is available to complete the registration process.

For more information, contact the Office of Accessibility Services at (845) 341-4077.

#### Using Telecommunications Relay Service (711) to Contact SUNY Orange

Telecommunications Relay Service, 711, allows telephone communications between individuals who are deaf, hard of hearing, deaf-blind or speech disabled using a Telecommunications Device for the Deaf (TDD) and anyone using a regular telephone.

To contact SUNY Orange via TDD equipment, please dial 711, then (845) 344-6222.

#### Educational Opportunity Program

The Educational Opportunity Program (EOP) serves as a primary vehicle for increasing the academic excellence and retention of Orange County's historically underserved students. We commit to providing timely access to academic, personal, and social support services assisting in the matriculation, retention, and graduation of SUNY Orange EOP students.

For more information, please call (845) 341-4407

#### TRiO Student Support Program

TRiO Student Support Services assists students who are the first generation in their family to attend college, have a documented disability, and/or are considered to be low income as per federal guidelines. Our goal is to increase student retention and graduation rates, and facilitate a smooth transition and transfer to four-year institutions.

For more information, please call the TRiO office at (845) 341-4175

#### Lab School—Campus-Based Childcare

To help alleviate childcare concerns that may become obstacles for students wishing to continue their education, the College Association provides childcare services in what is called a lab school. This service is available to children of SUNY Orange students, as well as children of staff and faculty, and the community.

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Morning, afternoon and full-day programs provide a healthy, happy and stimulating learning environment. Each child is able to explore and learn through a variety of activities, including music and movement, creative art, story time, outdoor play and child-directed center-based readiness experiences.

The childcare programs are located in the Morrison Lab School on the Middletown campus, and in the Tower Building on the Newburgh campus. The Lab School is licensed by the New York State Office of Children and Family Services. The Lab School accommodates children to the end of pre-school age.

### **The Wellness Center**

The Wellness Center is open to all students, free of charge. Our mission is to promote physical and mental health education and wellness for the campus community. We provide health and wellness programs and workshops throughout the academic year to help students maintain a healthy lifestyle. All physical and mental health services are provided by licensed professionals. Our registered nurses are available for consultation regarding health concerns. Our personal counselors provide short-term counseling and referrals.

The Wellness Center also manages all immunization and health records.

### **Bookstore**

SUNY Orange's bookstore services are located on both campuses:

**Middletown:** George F. Shepard Student Center (2nd Floor)

**Newburgh:** Tower Building (1st Floor)

Textbooks, course materials, supplies, clothing, gifts, technology, academic regalia and other items are available for purchase in-person at either campus location, as well as [online](#). Hours of operation vary throughout the academic year and are posted online. The bookstore offers many textbook options (purchase new, purchase used, rent, etc.) to suit each student's needs.

### **Food Service**

The College Association, through a contract with Avanti Markets, provides micro-markets at three locations on the Middletown campus and one location on the Newburgh campus.

In Middletown:

- Rowley Center (Ground floor)
- Bio-Tech Building (South Street lobby)

In Newburgh:

- Kaplan Hall (2nd Floor)

The micro markets are accessible to students, employees and visitors whenever those buildings are open for operation. A micro market is an unmanned retail space where individuals can purchase food and beverages. These markets include a wide variety of fresh and healthy items that are restocked regularly. Refrigerated cases contain fresh foods like salads and sandwiches, as well as beverages, fruits, vegetables and other perishable snacks. A variety of beverages and other non-perishable snacks are also available.

Customers can select the food or beverage they wish to purchase and pay at the intuitive, self-checkout kiosk.

To further support a variety of food choices at the Middletown campus, the College may occasionally contract with vendors to provide additional food options during limited hours on weekdays.

### **Center for Student Involvement**

The hub of student activity, the Center for Student Involvement is where students can obtain information or assistance regarding all student clubs and events.

### **Identification Card**

Each student receives a SUNY Orange ID card displaying their picture. It must be carried and be readily available at all times for purposes of identification. The ID card is also used as the College library card.

A replacement fee of \$15 is charged for lost or mutilated cards. ID cards are validated every semester.

### **Co-Curricular Activities**

Activities sponsored by the Board of Activities range from theater, dance and musical presentations to lectures, comedy, novelty/variety shows and various trips to recreational, educational and cultural events. On the Middletown campus, a game room and offices for Student Senate and the Board of Activities are located on the first floor of the Shepard Student Center.

On the Newburgh campus, the Center for Student Involvement is located in the Tower Building, B-Level.

**Clubs**

The wide variety of student clubs and organizations are open to all SUNY Orange students. Whether it is the Biology Club, Board of Activities, International Club, Nursing Club or Student Senate, SUNY Orange likely offers a club that will match your interests. If not, the Center for Student Involvement stands ready to help students start a new club. For more information and to see an up-to-date listing of our clubs and activities, visit the CSI website - [www.sunyorange.edu/csi](http://www.sunyorange.edu/csi)

**Athletics**

The College schedules intercollegiate competition for men in basketball, baseball, cross country, soccer, and golf, and for women in basketball, cross country, softball, and volleyball. An intramural program of athletics is available for all students.

**Theater**

Theater productions are held under the auspices of The Apprentice Players, a club open to all students. Additional Center for Student Involvement-sponsored theater productions performed by professional companies are scheduled throughout the year.

**Music**

The Arts and Communication Department sponsors musical productions throughout the academic year. In addition, the Center for Student Involvement and the Cultural Affairs sponsors a variety of concerts each semester.

**Phi Theta Kappa**

Since its founding in 1918, Phi Theta Kappa has sought to recognize and encourage scholarship among associate degree students at two-year institutions of higher education. To achieve this purpose, the honor fraternity has developed opportunities for leadership and service, as well as provided a stimulating climate for continued academic excellence. A local chapter of Phi Theta Kappa, the national honor fraternity, was established at SUNY Orange in 1988. Students who have attained a cumulative grade point average (CGPA) of at least 3.5 after completion of at least 12 credit hours are eligible for membership.

**Cultural Affairs**

Cultural Affairs at SUNY Orange presents a broad spectrum of events throughout the year. Programming is diverse and is meant to augment the educational and academic opportunities of the college community, as well as provide enriching experiences to the community-at-large. Inasmuch as SUNY Orange is a community college, the community is invited to participate and avail itself of all programs. Events include jazz, classical, and world music concerts; classics, modern, new, and children's theatre; short and full-length films with introductions and discussions; poetry and book readings by poets and authors; music, visual art, theatre, literary, biology/botany master classes; lectures on science, social studies, history, humanities, art, architecture, music, film, theatre, timely issues; art or other timely exhibits including small musical performances and art demonstrations during receptions. Questions may be directed to (845) 341-4891 or 341-9386 and [cultural@sunyorange.edu](mailto:cultural@sunyorange.edu).

**College Email and Photography Policy****College E-mail Policy**

SUNY Orange uses e-mail as the official means of communicating academic and administrative information to students.

**Assignment of E-mail Address**

SUNY Orange assigns an e-mail address (@sunyorange.edu) to each registered student. This College-issued e-mail account is designated as the student's official e-mail address when administrative and academic departments need to communicate with students.

**College Responsibility**

The College is responsible for communicating with students in a timely and accurate way about changes in policies, procedures and deadlines that affect them. The College will select the most appropriate method (mail, telephone, e-mail) to convey pertinent information to specific groups of students. In some cases, e-mail may be used exclusively. Routine announcements, administrative and academic dates and deadlines, and information of a general nature will typically only be sent by e-mail.

**Student Responsibility**

Students are responsible for receiving, reading, responding to and complying with official e-mail communications sent by the College. Because information may be time-sensitive, students are encouraged to check their e-mail regularly (daily, several times weekly) throughout the semester.

Students who opt to redirect their @sunyorange.edu e-mail account to another personal e-mail account do so at their own risk. The College is not responsible for e-mail that is not delivered to a forwarded address or for spam filters that may block e-mail messages. The student's failure to receive or read e-mail communications does not constitute an excuse for missing College communications or College deadlines.

### **College Photography Policy**

SUNY Orange reserves the right to photograph/videotape students for the purpose of institutional promotion. Whenever possible in controlled photo/video shoots, SUNY Orange will observe the common practice of allowing students to “opt-out” of the photo/video shoot. However, permissions will not be obtained for the use of student images in photographs/videos of public events on campus or off campus and sponsored by the College, such as rehearsals, performances, lectures, readings, athletic events, student life events, alumni events, and College ceremonies. Academic departments also reserve the right to photograph/videotape students and their work for institutional use. Questions about this policy should be directed to [communications@sunyorange.edu](mailto:communications@sunyorange.edu).