



Fall 2013

REGISTRATION GUIDE

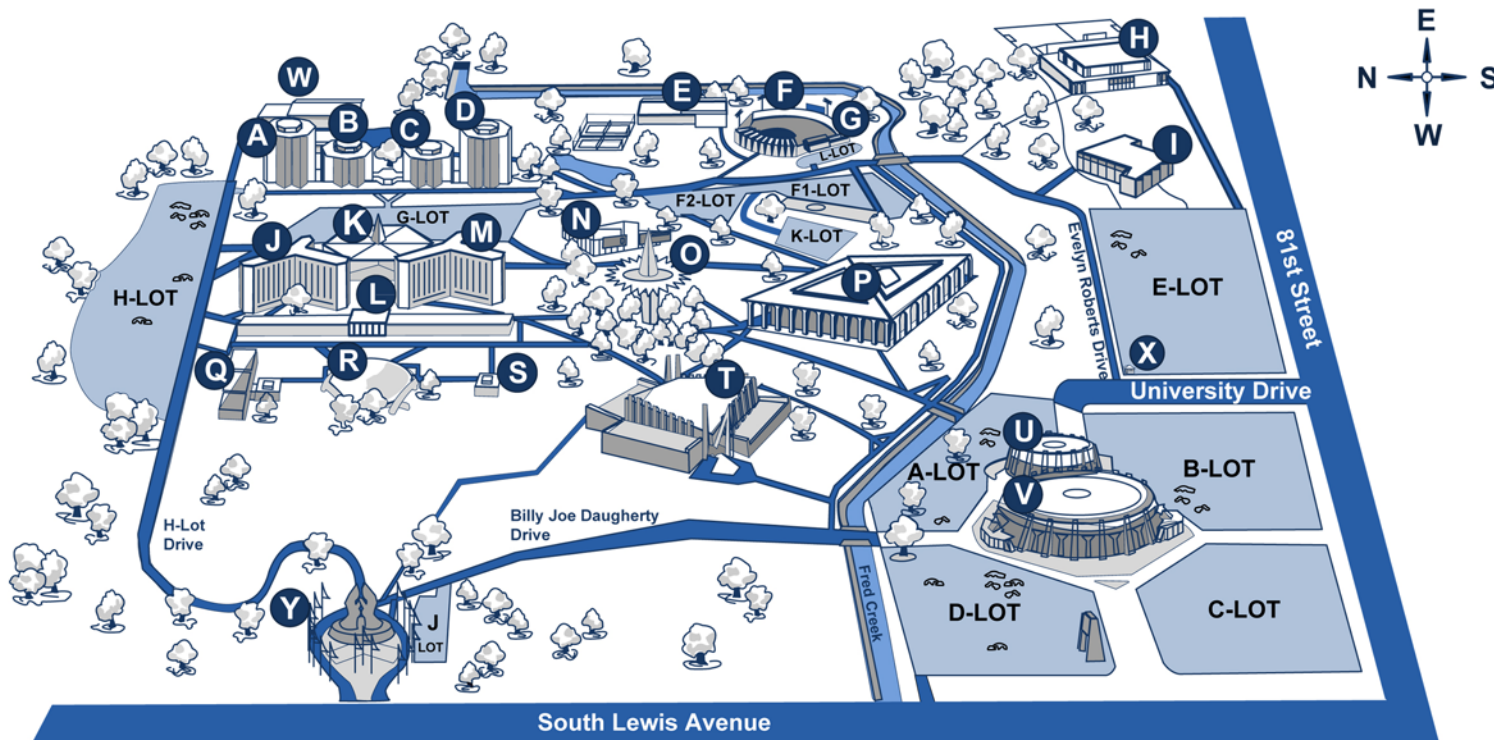
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LITTLE PLANS
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CAMPUS MAP



- A. Michael Cardone Hall "Michael"
- B. Wesley Luehring Hall "Wesley"
- C. Susie Vinson Hall "Susie"
- D. Frances Cardone Hall "Frances"
- E. H.A. Chapman Practice Facility
- F. J.L. Johnson Stadium
- G. Burkhart Family Strength & Conditioning Center
- H. Kenneth H. Cooper Aerobics Center "AC" & Case Soccer Complex
- I. Stovall Administrative Center "Stovall"
- J. Ellis Melvin Roberts Hall "EMR"
- K. Hamill Student Center (Security/Fireside Room)
- L. Timko-Barton Hall "Timko"
- M. Claudius Priscilla Roberts Hall "Claudius"
- N. Armand Hammer Alumni Student Center "Student Center"
- O. Prayer Tower
- P. Learning Resources Center "LRC" & Graduate Center "GC"
- Q. Gabrielle Christian Salem Hall
- R. Howard Auditorium "Howard"
- S. Braxton Annex
- T. Christ's Chapel "Chapel"
- U. Studio One "Baby Mabee"
- V. Mabee Center
- W. Rocky Roberts Maintenance Facility
- X. Information Center
- Y. Billy Joe Daugherty Circle

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IMPORTANT TASKS TO COMPLETE BEFORE ARRIVING ON CAMPUS

1. Locate your Z number. Your acceptance letter contained an eight digit number preceded by a Z. This is your ORU Z number and uniquely identifies you. Keep your Z number close by as you will be asked for it throughout the registration process—you may find it helpful to store it in your phone.
2. Use your Z number to sign on to VISION, ORU's Enrollment and Registration System, at vision.oru.edu—select “Enter Secure Area,” and type your Z number (ex. “Z12345678”) and your password, which is your six digit birthday until you change it (ex. “120191”). VISION is the site on which you will access all of your account information as well as your grades, Whole Person Assessment Scores, etc. It may be helpful to browse around and familiarize yourself with this site. To complete registration, go to “Registration Steps” and enter your term of entry. For most students, this will be “Fall 2013.”
3. Establish your ORU e-mail address and password as part of the “Registration Steps” in VISION. Since ORU offices are required to use the ORU e-mail address to communicate with students, it is imperative that you set up your account and check your e-mail often. The address for checking your e-mail, once your account has been established, is **mail.oru.edu**.
4. Pay your enrollment deposit of \$125; new students planning to live on campus must also pay a separate housing deposit of \$150 to secure a space in an ORU residence hall. The enrollment deposit will appear as a credit on your account toward your first semester's charges. The housing deposit acts as a security deposit for your stay in ORU residence halls, and the unused portion will be returned to you after you complete your final semester and move out. You can pay your deposits at **payonline.oru.edu** (choose Online Payment Option #2, log in, then choose the eDeposits tab) or call us at **918.495.6370**.
5. Send us your final official transcripts. When you were admitted, you submitted transcripts for classes that were in progress. Now that you've completed that coursework, have a final, official transcript sent directly from your high school or college to ORU Admissions. It must be mailed from the school or hand-delivered to ORU in a sealed envelope to be considered official.
6. File the Free Application for Federal Student Aid at **fafsa.gov** if you intend to apply for need-based grants and loans. Have the results sent to ORU by entering ORU's code (003985) when prompted for the school code.
7. Visit a physician to complete the Medical Assessment form and send it to the ORU Student Health Services office. This form verifies your eligibility to participate in physical activities on campus. It can be found online by visiting **studenthealth.oru.edu** and clicking on Medical Assessment.
8. Complete the Housing application online and select a residence hall and room. The Housing application can be found through VISION or accessed directly by visiting **housing.oru.edu** and clicking on “Application.”
9. Choose a meal plan. When you are selecting housing, you will also be prompted to select a meal plan, because a meal plan is required for all students living on campus. Students can select from five plan options**, which are the same price (this is the “board” portion of your “room and board” charge) and are described as follows:
 - Plan A: “All You Can Eat” each week in the cafeteria, as many times as you want. No Sodexo Bucks are included in this plan.
 - Plan B: 17 cafeteria visits each week plus \$200 Sodexo Bucks* per semester.

- Plan C: 14 cafeteria visits each week plus \$250 Sodexo Bucks* per semester (C is the default plan).
- Plan D: 10 cafeteria visits each week plus \$350 Sodexo Bucks* per semester.
- Plan E: 7 cafeteria visits each week plus \$500 Sodexo Bucks* per semester.

*Sodexo Bucks may be used at other restaurants on campus such as Moe's, Hava Java, the Deli, etc. For more information about Sodexo Bucks, see the Frequently Asked Questions.

**Meal plan prices are subject to change. For the most up-to-date information, visit oru.edu/dining.

10. Send us your immunization records. Please have them mailed to Student Health Services.

- Immunizations required (Full-time Students):
 1. Five doses DtaP/DTP/DT/Td (dip/tet series). If the TD (tetanus) has not been taken within the last ten years, a booster is required
 2. Four doses IPV/OPV (polio series) (Childhood immunizations. Not required after the age of 18 except for the purpose of foreign travel)
 3. Two doses MMR series
 4. TB skin test (Must be administered within one year prior to the beginning of enrollment)
 5. One dose Meningococcal vaccination
 6. Three doses Hepatitis B series
- Immunizations required (Part-time Students):

All part-time students are required to submit documentation of the following:

 1. TB test
 2. MMR series
 3. One dose Meningococcal vaccination
 4. Three doses Hepatitis B series
- Immunizations recommended but not required:
 1. Varicella (if student has not had chicken pox)
 2. Hepatitis A series

All full-time students are required to turn in a medical assessment which has been completed by a physician. Part-time students taking an HPER class must also turn in the medical assessment. Forms can be downloaded at studenthealth.oru.edu.

11. Review your class schedule. Your first ORU class schedule will be created for you by the staff in the Office of Student Resources. After your initial semester, you may create your own schedule. The schedule will be e-mailed to you at your **ORU e-mail address** and is also viewable on VISION. Should you like to request changes before you arrive on campus, you may do so up to two weeks prior to school starting by e-mailing schedule@oru.edu or calling **918.495.7018**. Further schedule adjustments will need to be requested and made in person when you arrive on campus.
12. Complete your financial aid file. This includes selecting or declining individual offers of aid listed on your financial aid award letter, as well as applying for loans as needed. Start with "Accept Your Financial Aid Awards," which can be found on VISION directly underneath "Registration Steps." Once you have decided which offers to accept, more requirements will be generated and will appear on VISION for you to complete. For example, if you will be taking out loans, you will need to complete promissory notes and loan applications as needed. Do not wait until you arrive on campus to begin working on these steps because as volume increases, response times from lending agencies also increase.

If you have been selected for the federal process of verification, you will see notices on VISION and in your ORU e-mail of what documentation ORU Financial Aid needs in order to verify the information submitted on your FAFSA. About one in three students will be selected for this process. You may send these documents to Financial Aid by scanning them and attaching them to an e-mail that you submit to the **orufinaid@oru.edu** or by faxing them to **918.495.6803**. Please submit your verification documents as soon as possible. Please note that the Financial Aid Office cannot accept U.S. Tax Returns in fulfilling verification requirements. If you are unable to use the IRS Data Retrieval tool at the time of your FAFSA application, you will need to request income tax transcripts to substantiate your income figures. **This process may add an additional three to four weeks to your application process. Therefore, please complete the financial aid process early to avoid delays during registration.**

13. Payment of student charges is due by the first day of each semester. Students may pay their charges (tuition, fees, room and board) utilizing verifiable financial aid, monthly installment payments on the TMS payment plan (**www.afford.com/oru** or call **800.722.4867**), cash, check, credit card, money order, wire transfer or online via your VISION account at **vision.oru.edu** with credit card or electronic check (ACH).
14. To confirm you have completed all registration steps for the Fall 2013 semester, go to "Registration Steps" in VISION and click the red button which reads, "Now Click Here to Complete Registration." If you have met all the requirements to complete your registration, you will see your registration worksheet summary with the word "COMPLETE" across it. Please keep the completed worksheet for your records.

PLEASE NOTE: A late registration fee of **\$175** will be assessed to returning students whose registration is not "COMPLETE" by 5 pm on the first day of the semester. **New students in their first semester at ORU are not charged the late registration fee.** All students who have not completed the registration process by the end of the business day on Friday of the first week of the semester will be de-enrolled from classes, creating open spaces in those classes for students still attempting to enroll.

ALL INTERNATIONAL STUDENTS MUST CHECK IN WITH THE INTERNATIONAL STUDENT SERVICES OFFICE BEFORE THEIR REGISTRATION CAN BE FINALIZED.

15. If you plan to work on-campus this school year, you will want to check out the Career Services website, **www.orugoldenhire.com**, for information about our Student Work Study Program and Student Employment. To work on campus this school year, you will have to accept a Work Study award from the Financial Aid Office. In addition, you will need to apply and interview for open positions within the Work Study Program. If you have additional questions about Student Employment or the Work Study Program, please contact Career Services at 918.495.6912 or **careers@oru.edu**. **You must complete registration before being hired.**

Important: Make sure you bring with you to campus original identification documents that will be used for the Federal I-9 process if you are employed, e.g., Driver's License, Social Security Card or passport.

BEFORE EACH SEMESTER BEGINS, YOU WILL COMPLETE THE REGISTRATION STEPS ONLINE USING VISION:

- Go to **vision.oru.edu**
- Click "Enter Secure Area" Select Term
- Select Term "Fall 2013"
- Choose "Registration Steps/ Online Bookstore"

WHAT TO PACK

WHAT TO BRING:

- Extra long (80 inches) twin sheets, mattress pad, blankets, pillows, bed spread/comforter
- Toiletries, shower caddy, shower shoes, towels, hangers, tennis shoes, laundry supplies, iron/ironing board
- Umbrella, weather appropriate gear for the variable Tulsa climate
- Bible, backpack, pens/pencils, folders, notebooks
- Telephone, radio/CD player, computer, digital-ready television that must support ClearQAM or QAM technology, DVD player, multi-outlet surge protection strips with built-in amp circuit breakers
- Lamps (halogen lamps are not permitted), pictures, posters, alarm clock, trash bags, vacuum
- Food, snacks, plastic containers for food storage in fridge, liquid dish soap, cleaning utensils, hot pot, popcorn popper, coffee pot with automatic shut-off
- Approved adhesive for hanging items on your wall: 3M Command Adhesive.

WHAT NOT TO BRING:

- Candles/incense
- Microwaves*
- Cooking devices other than those listed above
- Refrigerators*
- Hot plates (with exposed heating coils)
- Potpourri burners
- String lights
- Couches or other similar furniture
- Extension cords (only UL approved multi-outlet surge protection strips with built-in amp circuit breakers may be used for additional electrical outlets throughout the University, specifically in the dormitories.)

*Each room comes equipped with a MicroFridge® – a small microwave/refrigerator combination. Each residence hall also has a kitchen with oven, stove, refrigerator, microwave and sink.

Please visit **housing.oru.edu** for additional housing information.

**Residence Halls open for new students on Saturday, August 10.
Classes begin Thursday, August 15.**

DRIVING DIRECTIONS FROM THE NORTH OR EAST

Upon leaving the airport, take a slight left onto Airport Drive
Turn right onto E Virgin Street
Merge onto OK-11 E via the ramp on the left toward 1-244/Tulsa/Joplin
Merge onto I-244 E/US-412 East via the exit on the left toward US-169/Joplin
Merge onto US-169 S via exit 13B
Merge onto I-44 W/OK-66 W toward Oklahoma City
Take Exit 226 toward Riverside Drive
Turn left onto Riverside Drive
Continue south on Riverside to E 81st St S
Turn left onto 81st St
Follow 81st Street to Lewis Avenue and then turn left (north) onto Lewis Avenue
Take a right into the ORU campus at the Avenue of Flags, Billy Joe Daugherty Circle
Stay to your left and proceed to Lot H

DRIVING DIRECTIONS FROM THE SOUTH OR WEST

From Highway 75, exit on 71st Street
After crossing the Arkansas River Bridge, turn right (south) onto Riverside Drive
Follow Riverside until 81st Street and then turn left (east)
Follow 81st Street to Lewis Avenue and then turn left (north) onto Lewis Avenue
Take a right into the ORU campus at the Avenue of Flags, Billy Joe Daugherty Circle
Stay to your left and proceed to Lot H

TRANSPORTATION FROM THE AIRPORT TO ORU

On Normal Shuttle Days:

A clearly marked ORU van will park at the bronze statue that sits between the two terminals at the airport. It will arrive every hour, so please be prepared to wait. For questions, text the ORU Student Association Shuttle Coordinator at **918.430.5497**.

If you wait more than 1.5 hours, call Security at **918.495.7750** to inform them you are waiting and give them your name, a contact number and your location. They will contact the appropriate person.

On Standby Shuttle Days:

If you will be traveling during a “standby” shuttle day, call Student Association at **918.495.6320** and leave a message or e-mail **shuttles@oru.edu** in advance. ORU shuttles do not go to the airport on standby days unless notified.

On Days Without Shuttle Availability:

If you are traveling on a day when shuttles aren’t listed, we unfortunately cannot transport you to or from the airport. Please make arrangements with a friend or call a taxi service.

ARRIVING OR DEPARTING FROM THE GREYHOUND BUS STATION

ORU Student Association also provides shuttles to the Greyhound Bus Station. Arrival and/or departure request forms must be completed. Visit the Student Association shuttles website for either airport request or Greyhound request at **sa.oru.edu**.

Questions regarding bus shuttle service should be directed to the Student Association office by calling **918.495.6320** and leaving a message, or by e-mailing **shuttles@oru.edu**. If you encounter problems or have questions, text the ORU Student Association Shuttle Coordinator at **(918.430.5497)** on the day of your shuttle.

*Visit **sa.oru.edu** for the latest shuttle information and frequently asked questions.



THE ARMAND

NOW OPEN:

HAMMER

ALUMNI-STUDENT CENTER



TO DO ON CAMPUS ONCE REGISTRATION IS COMPLETED

1. Go to the Eagle Card Center to receive your Student ID Card, also known as your **Eagle Card**. You will use this card as your residential meal card, your library card and for access to the Aerobics Center and dorms. Students can add Eagle Bucks to their Eagle ID Card. Eagle Bucks can be used at the Campus Post Office, the University Store, the ORU Business Center, Student Health and off-campus restaurants, as well as for laundry and some vending machines. Make sure to bring your Driver's License, state ID, passport or military ID with you. You must be in dress code appropriate for class for your ID photo. Visit **www.oru.edu/eaglecard** for more information. The Eagle Card Center is located on LRC 3, **918.495.7256**.
2. Go to the Department of Public Safety and Security (DPSS) to receive your parking permit for motor vehicles, motorcycles and bicycles. You will need your Eagle Card, Driver's License and license plate number. Motor vehicles, motorcycles and bicycles must display a current parking permit to be parked on campus. DPSS is located on the ground floor of the Hamill Student Center, **918.495.7750**.
3. Go to the Academic Computer Lab if you need help with your ORU e-mail or with the settings on your computer to access the internet. The first part of your ORU e-mail address (before the @ symbol) and your e-mail password doubles as your Novell user name and password which you can use to access the ORU Network and the Current Students section of the Web site. The Academic Computer Lab and Student I.T. Service Desk are located on GC 2 in 2A01, **918.495.6321**.
4. Go to the University Store at ORU to buy your school books or check out their book rental program. If you purchase your books at the campus bookstore, it is helpful to bring a printed copy of your schedule from VISION. Books can also be purchased or rented online at **www.oru.bkstr.com** or on VISION. Click on the link "Purchase Books at the Bookstore." The University Store is located on LRC 3, **918.495.6566**.
5. If you are residing on campus, go to the Campus Post Office (CPO) to receive your CPO Box number and combination. Please bring your photo ID. The Campus Post Office is located in EMR (EM Roberts - Men's Residence Hall), ground floor. **918.495.6628**.

Note: All residential students are assigned a post office box and will receive departmental, faculty and staff mail. Oral Roberts University's CPO is set up for all your postal needs: shipping, receiving, stamps, envelopes and all postal supplies. For best service please advise family and friends to use UPS, FedEx, DHL, Express or other services with tracking capability when sending packages. The CPO offers services for commuter students as well.

TEMPORARY ID (EAGLE CARD)

The residence halls and cafeteria are open to students Saturday, August 10. Starting Thursday, August 15, the Eagle Card or Temporary ID card is required for access. Non-photo temporary ID cards are available in the Eagle Card Center for students who are still working to complete registration. The temporary card allows access to your dorm room and meals in the Cafeteria. Once you are fully registered, you must visit the Eagle Card Center to replace the temporary ID with a photo ID so that you will have access to your Sodexo Bucks.

FALL AUDITION SCHEDULE FOR MUSIC STUDENTS

Monday, August 12, 2013

To schedule a specific time for an audition, you must come by the Music Office in the Timko Barton Building Room 42, call us at **918.495.7501**, or e-mail us at **music@oru.edu**. These auditions include all Music Majors, Musical Theatre Majors, Worship Majors, Worship Leadership Minors and ensemble participation. Applications are required for all Music Majors, Musical Theatre Majors, Worship Arts Majors and Worship Leadership Minors and are available on our website at **music.oru.edu**.

Theory Placement Exam	1:00 pm–2:30 pm	TB 1*
Piano Placement Exam	2:30 pm–4:00 pm	TB 47*
Musical Theatre	1:00 pm–2:00 pm	TB 55*
Worship Arts Major/Worship Leadership Minor	1:00 pm–4:00 pm	TB PH**
Vocal (Music Major & Ensemble Auditions)	2:00 pm–4:00 pm	TB 50*
Instrumental (Music Major & Ensemble Auditions)	2:00 pm–4:00 pm	TB 58*
Jazz Ensemble Auditions (Instrumental Jazz Auditions)	4:00 pm–4:30 pm	TB 58*
Piano (Music Major Auditions)	4:00 pm–5:00 pm	TB 24*
Guitar (Music Major & Guitar Ensemble Auditions)	4:30 pm–5:00 pm	TB PH**

***TB = Timko Barton**

****PH = Performance Hall**

WE'RE HERE FOR YOU! WHO DO YOU NEED TO TALK TO?

Campus service offices are open to the public Monday - Friday, 9:00 a.m. - 4:00 p.m.

Admissions

Located: LRC 3
Contact: 918.495.6518 | 800.678.8876
fax: 918.495.6222
email: admissions@oru.edu
admissions.oru.edu

- Processes applications for entrance to the University
- Tracks submitted credentials
- Awards new student academic scholarships
- Tracks the status of applications
- Arranges campus visits
- Answers student life and general University questions
- Explains financial aid packages to new students

Career Services

Located: LRC 510
Contact: 918.495.6912
fax: 918.495.6710
email: careers@oru.edu
www.orugoldenhire.com

- Provides assessment resources for academic and career direction as well as information about on/off-campus internships and jobs. Provides help with résumé development, job search strategies or interviewing techniques
- Assists freshmen and sophomores with career direction and degree selection
- Assists juniors, seniors and graduate students with career prep and success plans for a smooth transition into a career
- Networks with potential employers to bring them on campus for interviews/career events
- Assists employers posting jobs online and searching ORU résumés through the Golden Hire Network, ORU's online job database
- Assists students in creating a profile within the Golden Hire Network to gain access to work

study, volunteer, internship and part-time or full-time employment opportunities

- Visit the Career Services website at **www.orugoldenhire.com**, a great resource for all things career-related

Note: All new students will establish a Placement File through their Whole Person Assessment course. (The Placement File is required if students plan to eventually seek faculty recommendations.)

Financial Aid Office

Located: GC 3.5 West
Contact: 918.495.6510
fax: 918.495.6803
email: orufinaid@oru.edu
<http://finaid.oru.edu>

- Awards financial aid according to eligibility
- Processes scholarship, grant and loan applications
- Processes verification

*Please note: The Financial Aid Office uses your ORU e-mail as the primary source of communication.

Housing

Located: Claudius Priscilla Roberts Hall
1st Floor East Wing
Contact: 918.495.7711
email: housing@oru.edu
<http://housing.oru.edu>

- Assists students with reserving residence hall rooms and selecting their meal plans. All unmarried undergraduate students under the age of 25 who are enrolled full time are required to live in on-campus housing. Students desiring to live off campus are required to complete a Petition for Policy Exception in the Office of Student Development, LRC 2.

International Student Services Office

Located: GC 3.5 East
Contact: 918.495.7190 | 800.678.8876
fax: 918.495.7193
email: intladmissions@oru.edu

All International students must check in with the International Student Services Office in order to complete the registration process. Please bring your passport, I-20 and I-94 to check in.

- Advises on maintaining status, University policies, immigration regulations, U.S. culture, customs and values, institutional resources and local opportunities
- Processes documents, forms and reports for USCIS and other federal agencies
- Checks in International students each semester and registers them with SEVIS

Please note: All new International students are required to attend the mandatory Federal Orientation session which will be announced upon arrival.

Registrar

Located: GC 2.5 East
Contact: 918.495.6549
fax: 918.495.6607
email: registrar@oru.edu
registrar.oru.edu

- Houses, researches, records and reports data pertaining to students' academic files including:
 - Official and unofficial transcripts
 - Transfer credit evaluations
 - Student enrollment verification information
 - Loan deferment needs
 - Certification for VA Educational Benefits
 - Interpretation of academic policies and procedures
 - Student status change requests (name, marital status & address)
 - Information on the Family Educational Rights and Privacy Act (FERPA)
 - Conducts degree audits for graduating students

Spiritual Formation

Located: Christ's Chapel
Contact: 918.495.7767
fax: 918.495.7722

- Missions & Outreach: Located in Christ's Chapel, 918.495.7728
 - Offers Missions and Community Outreach opportunities
- Student Counseling Services: Located on LRC 5, 918.495.6581
 - Provides free counseling services to ORU students including personal, pre-marital and marital counseling as well as referrals to other specialized services found within the Tulsa area
- Chaplains Program: Located in the Prayer Tower 918.495.7721/7726
 - Offers spiritual covering for students

Student Accounts

Located: GC 2.5 West
Contact: 918.495.6370
fax: 918.495.7187
email: studentaccounts@oru.edu

- Handles student payments, billing of charges, student refunds and finalizing students' registration
- Assists students with the interest-free monthly installment payments through Tuition Management Systems (TMS)
- Location for student payroll distribution
- Provides assistance with:
 - Statements of your personal student account and Federal 1098T tax information
 - Student health insurance cost and coverage
 - Invoicing for outside scholarships

Student Development

Located: LRC 2
Contact: 918.495.7707
fax: 918.495.7154
email: studentdevelopment@oru.edu

- Dean of Men/Dean of Women: Located on LRC 2
Dean of Men: 918.495.7701
Dean of Women: 918.495.7708
 - Oversees the Resident Advisor (RA) Program and assists with student life issues
- Student Experience: Located in the Armand Hammer Alumni-Student Center * 918.495.6241
 - Facilitates many school programs and activities through Student Association and student leadership programs

Student Health Services

Located: First floor of EMR
Contact: 918.495.6341
fax: 918.495.6274

Services provided for all currently enrolled students:

- Open Monday through Friday from 8:00 a.m. to 4:30 p.m. throughout the year
- Registered Nurse on duty full-time at the center to administer services such as care and dressing of minor injuries, consultation concerning medical problems and dispensing nonprescription medication for minor illnesses
- A physician or physician assistant is available Mondays and Fridays from 8:00 a.m. to 11:00 a.m. and Tuesdays, Wednesdays and Thursdays from 1:00 p.m. to 4:00 p.m. during the fall and spring semesters
- TB skin tests and Tetanus vaccinations are administered at Student Health

Student Loans

Located: GC 4 1/2 W
Contact: 918.495.6368
fax: 918.495.6114
email: perkinsloans@oru.edu

- Processes Perkins Master Promissory Notes

Student Resources/Disability Services

Located: LRC 5
Contact: 918.495.7018
fax: 918.495.7879

- Advises new incoming students and Bridge students
- Creates your initial class schedule prior to your arrival on campus
- Advises exploratory majors (EXP)
(Other majors and classifications will be assigned an advisor within the department of their majors)
- Services students with disabilities
- Directs Academic Peer Advisor (APA) Program
- Proctors Exams

Student Success and Retention

Located: GC 612
Contact: 918.495.7650
fax: 918.495.7698
email: sking@oru.edu

- Proactively assists students in maximizing their academic success and ORU experience
 - With an open door policy, students are free to walk in or make an appointment to receive prompt and comprehensive resolution to questions, concerns and needs in areas ranging from academics to campus life
 - Parent contact office
 - Success coaching and creation of academic plans available upon request

University Store at ORU

Located: LRC 3
Contact: 918.495.6566
fax: 918.495.6242
www.oru.bkstr.com

- Provides one stop shopping for all your text books and school supplies, snacks, drinks, apparel and gift items
- Has the best selection of book options including rental, used, new and digital
- Rent your books and save up to 50% off new book prices
- Accepts cash, check, credit cards and debit cards, Follett Bucks and Eagle Bucks

Books can be ordered or rented online at www.oru.bkstr.com or when registering for classes on VISION: look for the Purchase Books at the Bookstore link.

FREQUENTLY ASKED QUESTIONS

How can I find a job on campus or off campus?

Jobs are posted on the Golden Hire Network at **orugoldenhire.com**. Having a Golden Hire Network account will allow you to access internship positions and on-campus jobs as well as part and full time off-campus jobs. Please see registration step #16 on page 7 for additional information on on-campus or off-campus jobs.

If you are primarily looking for work study jobs on campus, visit **orugoldenhire.com** and follow the steps listed under the “Student Employment” section. All applications will be submitted online directly to the hiring manager.

Career Services, located on LRC 5, provides assessment resources for academic and career direction as well. Staff is available for many professional development and job search needs from résumé building to interviewing. Go to **orugoldenhire.com** for more information or contact Career Services at **918.495.6912** or **careers@oru.edu**.

How can I get involved in ministry?

Missions & Outreach: (Christ’s Chapel) **918.495.7728** or **oruoutreach.com**—offers weekly outreaches in Tulsa and domestic and international short term missions trips for ORU students.

How can I get internet connection?

When you register on VISION, you will receive a Novell login granting you access to the ORU network. The wired connection in your room is available as soon as you plug in your computer with an ethernet cord, or a wireless connection can be obtained throughout the University. Each dorm has its own SSID. For example “ORU-Claudius,” can be connected to without authentication. For the rest of the campus, the SSID for students is simply “ORU-Student.” In addition, you will be given a Web-based e-mail account on ORU’s e-mail system. Important University information, such as financial aid information, is regularly sent to your ORU email address. As such, it is important for you to regularly check your ORU e-mail. Students are required to use the ORU Web-based e-mail; ISP POP3 e-mail is not allowed for security reasons.

How can I determine if I need my own computer?

ORU strongly recommends that students own a computer. It is important that students check with the department of their major for current requirements or recommendations. Students may qualify for financial aid to cover the costs. Check with your Financial Aid counselor for more details. When you bring your own computer to hook up in your dorm room, you can plug into our wired network or use the wireless connectivity that is available throughout the dorms and across campus. If you need an Ethernet cable to plug into the network, they are available for purchase in the University Bookstore.

Where can I find help if I’m sick or have questions about immunizations?

Student Health: (EMR, east wing, first floor) **918.495.6341**—provides medical care to students. Student Health reviews immunization records and ORU medical assessment forms.

Nurse available:

Mon - Fri 8:00 a.m. - 4:30 p.m.

(Closed for lunch from 11:30 a.m.-12:30 p.m.)

Walk-in physician’s clinic:

Mon and Fri 8:00 a.m. - 11:00 a.m.

Tues, Wed, & Thurs 1:00 p.m. - 4:00 p.m.

Where can I find out about disability services?

Office of Student Resources: (LRC 5) **918.495.7018**—assures that no qualified individual with a disability will be denied reasonable accommodation in modification of policies, practices and procedures in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Students who wish to access services should contact the Office of Student Resources. Services include an intake interview during which reasonable accommodations are identified for students with a documented disability.

Reasonable accommodations offered to students on an individual basis include: alternative testing, electronic textbooks, adaptive Health, Physical Education & Recreation (HPER), sign language interpretation, note-taking, text enlargement, parking/access services and academic adjustments. Other appropriate and reasonable accommodations may be provided.

Each student is encouraged to act as his or her own advocate and has the responsibility for securing assistance. Early and regular contact with the Student Resources Office will help ensure the timely identification and arrangement of services and accommodations.

How can parents have access to their student's records?

All students are automatically considered independent as it pertains to educational records regardless of their age or status on your tax return.

FERPA Alert Especially for Parents | Family Educational Rights and Privacy Act:

Parents: when your student is using VISION to go through the registration steps, remind him/her to declare independent or dependent status based on YOUR most recent IRS tax forms. Students who are your dependents should choose dependent status. In addition, they must list your name and contact information (address and phone number) as part of their next-of-kin address in the Personal Information section of VISION.

If your student chooses:

Dependent Status: You will be permitted to access your student's educational records.

Independent Status: You will not be permitted to access your student's educational records unless the Registrar's Office receives a written release by the student authorizing you to receive your student's educational records. You may also fax a copy of your most recent tax return listing your student as a dependent to **918.495.6607**. Please indicate that you are submitting this for FERPA documentation.

Contact the Registrar's Office at **918.495.6549** with additional questions.

Where can I use the Sodexo Bucks that came with my meal plan?

You may use Sodexo Bucks at any on-campus dining location.

- **The Deli** — Serving breakfast & lunch, weekdays; GC 3rd Floor
- **Chick-Fil-A** — Serving lunch & dinner from noon to six, Monday through Saturday; Hamill Student Center, lower level
- **Freshens Eagle's Nest** — Serving healthy smoothies, yogurt & snacks; Hamill Student Center, lower level
- **Hava Java** — Serving coffee & drinks on weekdays; LRC 3rd Floor
- **Green Cuisine** — Serving organic foods on weekdays; LRC 3rd Floor
- **Freshens LRC** — Serving healthy smoothies, yogurt and snacks weekdays; LRC 3rd Floor
- **The Squeeze** — Serving healthy drinks in the Aerobics Center

- **Moe's Southwest Grill** — Serving a variety of fresh, made-to-order southwest fare, as well as vegetarian and low-calorie options; Armand Hammer Alumni-Student Center
- **Jazzman's Café and Bakery** — Serving specialty coffee beverages and fresh pastries, cookies and muffins, as well as sandwiches, hot-pressed paninis, fresh soups and garden salads; Armand Hammer Alumni-Student Center
- **Mama Delucca's Pizza** — Serving lunch and dinner; CityPlex Towers 1st Floor
- **Subway** — Serving breakfast, lunch, and dinner; CityPlex Towers 1st Floor

Can I remain on campus during Fall and Spring breaks?

Yes, you may stay. Your Sodexo Bucks will be valid at Hava Java, Subway at CityPlex Towers and Mabee Center concession stands. Eagle Bucks are accepted at several off campus restaurants.

Visit www.oru.edu/eaglecard for a list of participating restaurants that accept Eagle Bucks.

Can I remain on campus during Christmas break?

No, you must vacate the residence halls at that time. Your belongings, however, may remain in your room.

Can I get a meal plan if I'll be a Commuter student?

Yes, you may purchase a block of meals* good for yourself and your guests in the student Cafeteria. It's a non-refundable, non-transferable plan that expires at the end of the academic school year. Meals may be purchased at the Eagle Card Center on LRC 3 or at Student Accounts. Commuter students may qualify to charge their block of meals against their student account (see Student Accounts for details).

Block of 10 - \$56.00	10 Meals + 100 Sodexo Bucks - \$159.00
Block of 25 - \$133.50	25 Meals + 50 Sodexo Bucks - \$165.00
Block of 50 - \$244.50	50 Meals + 25 Sodexo Bucks - \$253.00

*Meal plan prices are subject to change. For the most up-to-date information, visit oru.edu/dining.

You may also use Eagle Bucks for your food purchases so that you may eat at any on-campus dining location. (Students receive a 5% discount and do not pay sales tax on their on-campus food purchases. That's an approximate 13% savings when using Eagle Bucks instead of cash at on-campus dining locations.) You can purchase Eagle Bucks online at www.oru.edu/eaglecard or stop by the Eagle Card Center on LRC 3.

What are Eagle Bucks?

Eagle Bucks are monies spent using your Eagle Card (student ID). Eagle Bucks can be drawn on to make purchases at many campus locations and several off campus restaurants.

This is a suggested Eagle Bucks budget (per semester) for students living on campus:

Laundry: \$75	Copies/Copy Center: \$50
Vending: \$25	Off-Campus Dining: \$100

Funds can be added to the Eagle Card in the office on LRC 3 or online by the student or approved user at www.oru.edu/eaglecard.

What are Follett Bucks?

Follett Bucks are monies that can be used in the University Bookstore to purchase any items including books, apparel and snacks. Students who have excess funds from their financial aid may be able to transfer the excess funds to their Eagle Card in the form of Follett Bucks. Students can transfer funds online on VISION

during the first two weeks of the semester. After that two-week period, funds may be transferred to Follett Bucks at Student Accounts. Unused Follett Bucks will roll over to the next semester.

Where can I receive and send faxes or find help typing or proofreading papers?

ORU Business Center: Document Preparation Services (LRC 3) **918.495.6848**; fax: **918.495.6033**—offers fax services and will type papers, memos, letters, transcriptions, forms, contracts, PowerPoint presentations, brochures, graphics, data files, etc. for a fee. Proofreading services are also available.

Where can I have copies made?

ORU Business Center: Copy Services (LRC 3) **918.495.6847**—The ORU Business Center is place to go to have all your copying needs met. Besides offering copying, they provide lamination, binding, transparencies, labels and more. FedEx shipping services are also available.

Find more Frequently Asked Questions answered at
WWW.ORUFAQ.COM

ACADEMIC CALENDAR

FALL SEMESTER 2013

Date	Event	
Saturday	August 10	New Student Move-in (Harbor 2013)
Mon. - Wed.	August 12 - 14	Registration
Thursday	August 15	Classes begin
Wednesday	August 28	Last day to enroll or add classes/sections
		Last day to request pass/fail option
		Last day to withdraw without recording
		Last day to change from credit to audit
Monday	September 2	Labor Day – No classes
Monday	October 7	Group Advisement meeting
Mon. - Fri.	October 7 - 11	Spring and Summer 2014 Advisement and Enrollment Week
Friday	October 11	Fall Break begins after last class
Monday	October 21	Classes resume at 7:50 a.m.
Friday	November 8	Last day to withdraw from a class
Tuesday	November 26	Thanksgiving vacation begins after last class
Monday	December 2	Classes resume at 7:50 a.m.
Mon. - Fri.	December 2 - 6	Spring and Summer 2014 Registration Week
Friday	December 6	Fall classes end
Saturday	December 7	Fall examinations begin
Friday	December 13	Fall examinations end

SPRING SEMESTER 2013

Date	Event	
Sunday	January 5	New and Returning Student Move-in
Monday	January 6	Classes begin
Friday	January 17	Last day to enroll or add classes/sections
		Last day to request pass/fail option
		Last day to withdraw without recording
		Last day to change from credit to audit
Monday	January 20	Martin Luther King Day – No classes
Monday	February 24	Group Advisement Meeting
Mon. - Fri.	February 24 - 28	Summer and Fall 2014 Advisement and Enrollment Week
Friday	March 14	Spring Break begins after last class
Monday	March 24	Classes resume at 7:50 a.m.
Friday	March 28	Last day to withdraw from a class
Friday	April 18	Good Friday – No classes
Mon. - Fri.	April 21 - 25	Summer and Fall 2014 Registration Week
Friday	April 25	Spring classes end
Saturday	April 26	Spring examinations begin
Friday	May 2	Spring examinations end
Saturday	May 3	Commencement

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MAKE NO
LITTLE PLANS
HERE

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