

ORAL ROBERTS UNIVERSITY
Chillicothe Recording Workshop Checklist

1. Call the Recording Workshop's toll-free number to verify an opening for the semester you plan to attend. 1-800-848-9900
2. ☒ Download the following pages from the ORU Music Dept. web site:
 - ☐ ***Planned Course of Studies While at the Recording Workshop***
 - ☐ ***Waiver of Liability***
 - ☐ ***Approval for Study at the Recording Workshop***
 - ☐ ***Undergraduate Census Record*** (both pages)
3. ☐ Meet with your major advisor, who will help you complete the form entitled ***Planned Course of Studies While at the Recording Workshop***. Have the advisor sign the attached approval page.
4. ☐ Complete the ORU ***Waiver of Liability Form; Recording Workshop Registration*** form (yellow form), and Capital University ***Undergraduate Student Census Record: Non-Degree Students***.
5. ☐ Have Dr. Waters review your application and sign the attached approval page.
6. ☐ Have the Major Department Chair sign the attached approval page.
7. ☐ Take your completed application with you and meet the following people. If they approve of your proposal, have them sign the attached approval page.
 - ☐ Meet with Financial aid regarding any aid available to you. Any of your current external grants, loans, and scholarships (such as Pell grants) should apply to this program. Internal (ORU) grants (academic scholarships, etc.) normally do not apply to off-campus study programs of this nature.

* Ask if aid is available in the current semester to cover deposits totaling \$925 (\$300 deposit to RecW, \$625 credit fees to Capital U). If aid is available, apply for a refund.

* Be sure to get a ***Consortium Agreement*** form to send to Capital.
 - ☐ Meet with Student Accounts regarding your account and the process you will need to complete prior to your departure.
 - ☐ If you are a non-USA student, you need to meet with the International Admissions Advisor in the ORU Admissions Office.
 - ☐ If you are an athlete, you need approval from your athletic advisor.
8. ☐ Make 3 copies of your completed Recording Workshop form, which should include:
 - ☐ ***ORU Approval Form***
 - ☐ ***Waver of Liability form***
 - ☐ ***Planned Course of Studies While at the Recording Workshop***
 - ☐ ***Capital Application and Consortium Agreement***, and deposit checks.

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- ___ Give one copy to Dr. Waters.
 - ___ Give one copy to Dr. Skinner (GC-5A04).
 - ___ Save the 3rd copy for the Registrar (see point 10 below).
9. ___ Mail your applications.
 - Capital: *Census Record, consortium*, & check
 - RecW: *Application form*, check
 10. ___ You should register for ORU classes as usual, just in case the Recording Workshop does not accept your application.
 11. ___ Also register for COM 451 if you will be taking an internship in the same semester.
 12. ___ If accepted, bring a copy of your materials (point 7 above) to the Registrar's Office. Here you will enroll for an 8 to 11 hour block at ORU, called **PRF 311: Chillicothe Music Workshop**.
 13. ___ Once your Consortium papers are back to Financial Aid, proceed to validate with Student Accounts. You must be validated prior to leaving for the Recording Workshop or your aid will not be released.
 14. ___ Approximately one week before classes start, a refund check will be made out to you by Student Accounts. You are responsible for paying all bills at the Recording Workshop.
 15. When the Recording Workshop is completed, you must initiate the transfer of your grades from Capital University to ORU.
 - ___ Download the *Capital Transcript Request Form* from the ORU Music Dept. web site.
 - ___ Complete the form and send in with the required fee.
 - ___ Check with the ORU Music Office in a few weeks to verify that your credits have been successfully transferred.