



SPRING 2016

REGISTRATION

GUIDE

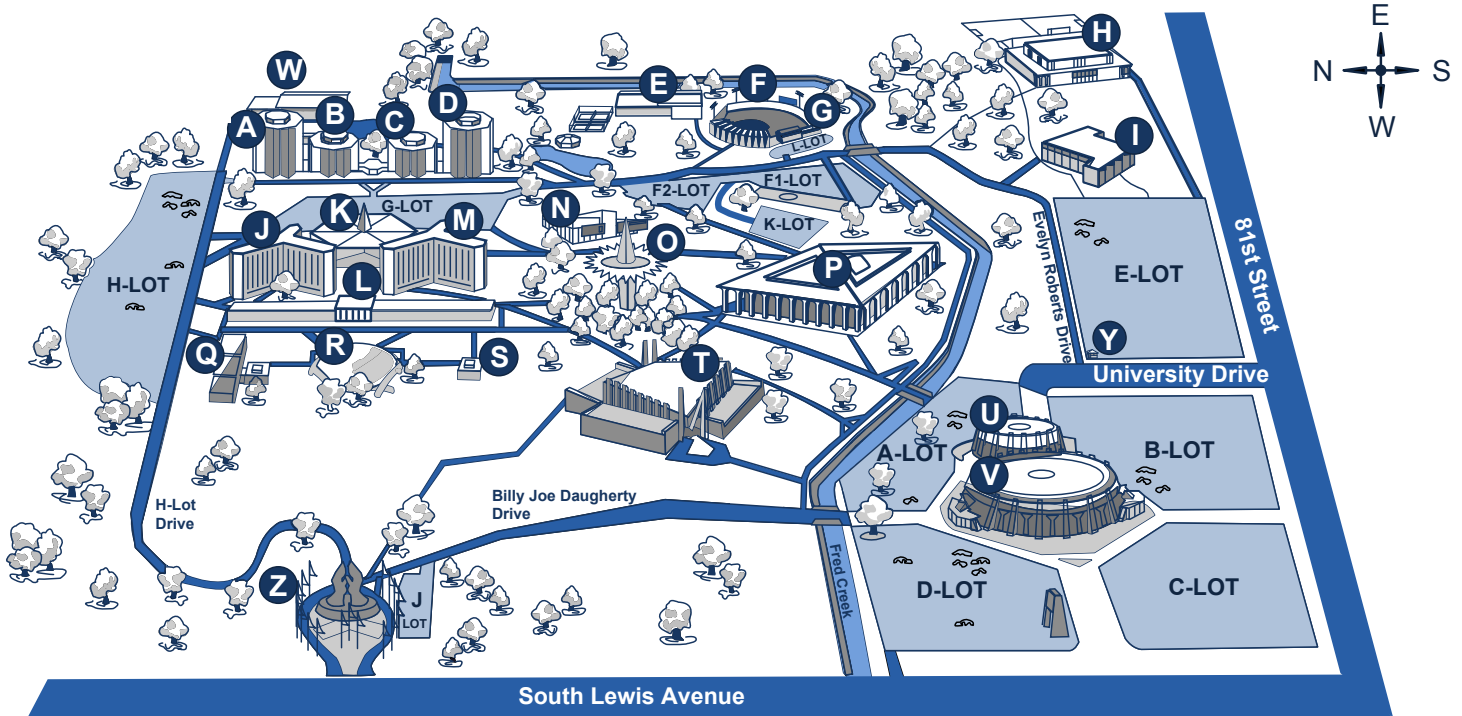
ORU

ORAL ROBERTS UNIVERSITY

ORU

MAKE NO
LITTLE PLANS
HERE

CAMPUS MAP



Revision: October 2014 - ORU Department of Public Safety and Security - Derek E. Fritz (dfritz@oru.edu)

- A. Michael Cardone Hall, "Michael"
- B. Wesley Luehring Hall, "Wesley"
- C. Susie Vinson Hall, "Susie"
- D. Frances Cardone Hall, "Frances"
- E. H.A. Chapman Indoor 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 Center (Security/Campus Dining Offices, Student Lounge & Dining Hall)
- L. Timko-Barton Hall, "Timko"
- M. Claudius Priscilla Roberts Hall, "Claudius"
International Center Office
- N. Armand Hammer Alumni Student Center, "Student Center," "The Hammer"
- O. Prayer Tower
- P. Learning Resources Center, "LRC," & Graduate Center, "GC"
- Q. Gabrielle Christian Salem Hall, "Gabby"
- R. Howard Auditorium, "Howard"
- S. Braxton Annex
- T. Christ's Chapel
- U. Studio One, "Baby Mabee"
- V. Mabee Center
- W. Lloyd Rocky Roberts Maintenance Facility
- Y. Information Center
- Z. Billy Joe Daugherty Circle

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YOUR “THINGS TO DO BEFORE ARRIVING ON CAMPUS” CHECKLIST

- ☐ **LOCATE YOUR “Z NUMBER”**
Your first task is to locate your “Z number” (ex. “Z12345678”) on your acceptance letter. Your Z number uniquely identifies you, so keep it nearby, store it in your phone and remember it because you’ll need it throughout the registration process.
- ☐ **PAY YOUR ENROLLMENT FEE**
Now that you have your Z number, it’s time to secure your spot by paying your one-time \$250 enrollment fee. To make your payment, visit payonline.oru.edu (choose Online Payment Option #2, log in, then choose the eDeposits tab in the upper right-hand corner) or call us at **918.495.6518**.
- ☐ **LOGIN TO VISION**
It’s time to explore VISION—the site where ORU students do everything from completing their registration steps to checking their grades! To access your VISION account, visit vision.oru.edu and select “Login with Z-Number & Pin.” Type your Z number (ex. “Z12345678”) and your password, which is your six-digit birthday (ex. “120191”). This will be your password until you change it. To begin your registration steps, click the “Registration Quick Links” tab. Once there, click “Registration Steps/Online Bookstore” and enter your term of entry. For most students, this will be “Spring 2016.”
- ☐ **SET UP YOUR ORU EMAIL ADDRESS**
Once you’ve located “Registration Steps” in your VISION account, you’re ready to set up your ORU email address and password! To do this, click “Address Verification,” and follow the prompts. Once your email account has been set up, you can easily access your inbox at mail.oru.edu. It’s important that you check your student email frequently because all email communication from ORU will be sent to your student email address.
- ☐ **FILE YOUR FAFSA**
(U.S. Students Only) If you haven’t already, and if you intend to apply for need-based grants and loans, you need to file the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Make sure you have the results sent to ORU by entering **ORU’s code (003985)** when prompted for the school code.
- ☐ **CHOOSE A DORM ROOM**
Now it’s time to complete the online Housing Application to select which residence hall and room you want to live in. Tiered pricing for student housing is available with four tiers of double room pricing and six tiers of single room pricing. The housing application can be found through VISION by clicking on “Select Housing.” Please be sure to select the appropriate application.

Housing Rate Structure, per semester

Room Options	Claudius, EMR	Gabrielle 3rd Floor	Gabrielle Floors 1-2	Towers
Standard Double Room	\$1,825	\$2,000	\$2,085	\$2,200
Private Room	\$2,650	\$2,850	\$3,950	\$3,200
Suites/Special Rooms	\$3,800	-	\$2,085	-

☐ **SEND MEDICAL ASSESSMENT AND IMMUNIZATION RECORDS**

If you are enrolling as a full-time student, you're required to provide a Medical Assessment form completed by a physician. This includes a medical history, a physical examination, physician's recommendation for exercise and immunization records. Required immunizations are below.

If you are enrolling as a part-time student, you're required to provide immunization records for the MMR series, Hepatitis B series, Meningococcal vaccine and a TB Skin Test. If you're a part-time student enrolled in any HPER class, then an Medical Assessment form is also required.

You can download the Medical Assessment form at **studenthealth.oru.edu**. Please have your Medical Assessment form and copies of immunization records emailed to **studenthealth@oru.edu**.

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 recommended but not required:

1. Varicella (If student has not had chicken pox)
2. Hepatitis A series

☐ **SELECT A MEAL PLAN**

While you're selecting your housing, you will also be prompted to select a meal plan from among five options. The meal plans include three "Flexible All Access" plans that provide unlimited access to the student cafeteria. These plans allow you to dine as many times as you want per day, as part of the continuous dining program. The two basic plans are designed for students who require fewer on-campus meals.

The cafeteria operating hours are 7 a.m. to 7 p.m., Monday through Friday (open continuously) and 10:30 a.m. to 2 p.m. (early brunch and brunch), and 4:30 p.m. to 6:30 p.m. (dinner) on the weekends. Sodexo bucks - which can be used any time, particularly for late-night retail dining - are included, either \$300, \$450 or \$600, respective to the chosen tier.

Basic plans include a 10-meals per week option and a 14-meals per week with \$100 Sodexo bucks option, allowing use of any of the 31 meal periods offered per week based upon the allotted meals of your plan.

FLEX PLANS

Flex Gold	(All Access* + \$600 Sodexo Bucks/semester)	\$2,795/semester
Flex Plus	(All Access* + \$450 Sodexo Bucks/semester)	\$2,645/semester
Flex One	(All Access* + \$300 Sodexo Bucks/semester)	\$2,495/semester

(For only \$200 more than the basic plus, you get \$200 additional Sodexo bucks, plus unlimited dining with the Flex One Plan)

BASIC PLAN

Basic One	10 meals/week in cafeteria	\$1,995/semester
Basic Plus	14 meals/week + \$100 Sodexo Bucks/semester	\$2,295/semester

(For only \$300 more than the Basic One, you get \$100 in Sodexo Bucks, plus an approximate 64 more meals per semester)

*All Access - unlimited access to the ORU Dining Hall continuous dining program in the Hamill Center.

Sodexo Bucks may be used at other restaurants on campus such as Chick-fil-A, Moe's, Hava Java, the Deli, etc. For more information about Sodexo Bucks, see the Frequently Asked Questions on page 18.

For the most up-to-date information, visit **oru.edu/dining**.

Meal Plans Include	Flex Gold	Flex Plus	Flex One	Basic Plus	Basic One
Number of Cafeteria Visits Per Week	Unlimited	Unlimited	Unlimited	14	10
Sodexo Bucks included	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> \$600	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> \$450	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> \$300	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> \$100	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> \$0
Great Fit For	The most choices for students who regularly eat at retail locations, especially for late night.	A great plan for residential students who want added flexibility for late night retail dining.	A great fit for everyone! Eat at the cafeteria as often as you want and enjoy retail dining with Sodexo Bucks. Only \$200 more than the Basic Plus!	Designed for those with only basic on campus dining needs.	Designed for students with limited on campus dining needs.
Price Per Semester	\$2,795	\$2,645	\$2,495	\$2,295	\$1,995

● BEST VALUE ●

	Breakfast	Late Breakfast	Lunch	Late Lunch	Dinner	Early Brunch	Brunch
	Mon.-Fri. 7-9 a.m.	Mon.-Fri. 9-10:45 a.m.	Mon.-Fri. 10:45 a.m.-2 p.m. (closed during chapel)	2- 4:30 p.m.	Mon.-Fri. 4:30- 7 p.m. Sat. & Sun. 4:30 - 6:30 p.m.	Sat. & Sun. 10:30 a.m.-12 p.m.	Sat. & Sun. 12-2 p.m.
Beverage & Milk Stations	✓	✓	✓	✓	✓	✓	✓
Waffle Bar						✓	✓
Hot Cereal	✓	✓				✓	✓
Cold Cereal Station	✓	✓	✓	✓	✓	✓	✓
Whole Fruit	✓	✓	✓	✓	✓	✓	✓
Granola-Yogurt Bar	✓	✓					
Canned Fruit	✓	✓					
Whole Cooked Eggs	✓	✓				✓	✓
Omelets & Fried Eggs	✓					✓	✓
3 Types of Scrambled Eggs	✓						
2 Breakfast Meats	✓						
Breakfast Potatoes	✓						
Biscuits and Gravy	✓						
Hot Breakfast Entrée, pancake or french toast, etc.	✓					✓	✓
Bakery & Bread Items	✓	✓	✓	✓	✓	✓	✓
Soup & Bread Station			✓	✓	✓	✓	✓
Salad Bar			✓	✓	✓	✓	✓
Simple Protein Station with fresh made rice and beans			✓		✓	✓	✓
Build Your Own Sandwich Bar			✓	✓	✓		
Pizza Station			✓	✓	✓		
Grill Station			✓	✓	✓		
Made to Order Deli Counter			✓		✓		
Classic Entrée			✓		✓	✓	✓
International Entrée			✓		✓		
Vegetarian or Vegan Entrée:			✓		✓		
Soft Serve Ice Cream			✓	✓	✓	✓	✓

☐ **HAVE YOUR OFFICIAL TRANSCRIPTS SENT**

When you were admitted, you submitted transcripts for classes that were in progress. Once you've completed that coursework, you need to 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.

☐ **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 emailed to you at your ORU email address and is also viewable on VISION. If you would like to request changes before you arrive on campus, you may do so up to two weeks prior to school starting by emailing 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.

☐ **ORDER YOUR TEXTBOOKS**

Consider ordering your books early from the University Store at ORU. You can find a quick link in VISION on the "Registration Steps/Online Bookstore" page. Click on "Purchase books" and decide whether you want to purchase, rent or acquire digital books. If you order in advance, books will be ready for you to pick up when you arrive on campus! If using extra financial aid funds to purchase books, you must approve moving your funds to your Eagle Card. Funds can be moved on VISION.

☐ **HEALTH INSURANCE**

All full-time students at ORU are required to carry their own health insurance or be covered under a parent's insurance plan. If you have health insurance, login to VISION and click "Insurance" under "Registration Steps" to input your information. If you don't have health insurance, you will need to secure coverage in order to complete registration.

ORU has partnered with Consolidated Health Plans to provide students with an affordable option. ORU's Student Injury & Sickness Insurance Plan offers year-round coverage at an affordable rate of \$1,282 per year. Unlike other insurance options, students are able to use their financial assistance to cover the annual cost of insurance. Students who want health insurance through ORU can enroll through VISION or by contacting Student Accounts at **918.495.6370** or studentaccounts@oru.edu.

Students with this plan have access to the First Health nationwide network of health care professionals, including primary care and specialist doctors, and Travel Assistance Services and Worldwide Medical coverage while traveling abroad. For a list of providers please visit www.firsthealth.com.

☐ **COMPLETE YOUR FINANCIAL AID FILE**

This step includes selecting or declining individual financial aid offers as 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 next to "Registration Steps." Once you've decided which offers to accept, more requirements will be generated and will appear on VISION for you to complete. ***For example, Direct Loan borrowers will need to complete master promissory notes and entrance counseling. Parents applying for PLUS loans also need to complete a PLUS loan request and master promissory note, which are separate documents. Financial Awareness counseling is required for students who accept additional unsubsidized loans resulting from a Parent Plus loan denial. To avoid registration delays, we encourage you to complete any outstanding requirements prior to campus.***

☐ **FEDERAL PROCESS OF VERIFICATION**

About one in three students will be selected for the federal process of verification. If you were selected, you'll see notices on VISION and in your ORU email of what documentation ORU Financial Aid needs in order to verify the information submitted on your FAFSA. You may send these documents to Financial Aid by scanning them as an attachment to orufinaid@oru.edu or by faxing them to **918.495.6803**. Please submit your verification documents as soon as possible and 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. ***Not all students will be selected for the federal process of verification. 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.***

☐ **PAY OFF YOUR BALANCE OR BEGIN A TMS PAYMENT PLAN**

Payment of student charges is due by the first day of the semester. Students may pay their charges (tuition, fees, room and board) utilizing verifiable financial aid, monthly installment payments on the TMS payment plan (more information below), cash, check, credit card, money order or wire transfer. Payment may be made online through your VISION account with credit card or electronic check (ACH). For International Students we recommend peerTransfer (www.peertransfer.com) which offers payment options with guaranteed low rates for currency conversion.

TMS is an optional payment plan that divides your outstanding balance into 12 monthly installments without charging interest. TMS is **not** financing and does not affect credit. Each student receives an individual Welcome Package from TMS which details the student's payment plan and guides them through TMS services. Students can access their TMS account by visiting www.afford.com/oru or calling **800.722.4867**. This method of payment is optional, and students can choose to withdraw from TMS at any time in order to pay their charges with one of the alternative methods listed above.

☐ **COMPLETE REGISTRATION**

To confirm you have completed all registration steps for the Spring 2016 semester, go to "Registration Steps" in VISION and make sure you have completed all steps and they are now blue. The last one, #9, is what completes your registration. When you have met all the requirements to complete your registration, you will receive a copy of your registration worksheet at your ORU email address. You can double-check the emailed worksheet or in VISION to be sure it says "**COMPLETE**" across it. Please keep the completed worksheet for your records.

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

If all registration steps are completed, including payment arrangements, but you are delayed in arriving, please contact **STUDENT ACCOUNTS** (studentaccounts@oru.edu or **918.495.6370**) for a temporary completion to avoid the late registration fee pending your International check-in.

☐ **FIND AN ON-CAMPUS JOB (OPTIONAL)**

Before you begin looking for a work-study job on campus, you must complete registration and accept the work-study award in your financial aid package. Then, follow our step-by-step instructions on how to find a job, apply and get hired. To find these instructions, go to www.hireORUgrads.com, click Students and then Work-Study Jobs.

Important: You will need to bring original identification with you to campus to complete the Federal I-9 (see step 5). Questions? Contact Career Services at careers@oru.edu or 918.495.6912.

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

- Go to vision.oru.edu
- Click "Login with Z-Number & Pin"
- Click "Registration Quick Links"
- Choose "Registration Steps/ Online Bookstore"
- Select term "Spring 2016"

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
- Weather appropriate gear for the variable Tulsa climate: umbrella, coat, scarf, gloves, boots, etc.
- 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 (without exposed heating element), popcorn popper, coffee pot with automatic shut-off
- Approved adhesive for hanging items on your wall: 3M Command Adhesive
- Claudius/EMR residence halls—recommend fan for residence hall room

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 residence halls)

*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 Monday, January 4.
Classes begin Wednesday, January 6.**

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 227 toward Lewis Avenue
Merge onto E Skelly Drive
Turn left onto Lewis Avenue
Follow Lewis Avenue for approximately 2.8 miles
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, please call the ORU Student Association Shuttle Coordinator at **918.495.6333**.

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 **918.495.6333** 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 are not 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 **orusa.net**.

Questions regarding bus shuttle service should be directed to the Student Association office by calling **918.495.6333** and leaving a message, or by e-mailing **shuttles@oru.edu**. If you encounter problems or have questions, please call the ORU Student Association Shuttle Coordinator at **(918.495.6333)** on the day of your shuttle.

*Visit **orusa.net** for the latest shuttle information and frequently asked questions.



THE ARMAND

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 residence halls. Students can add Eagle Bucks to their Eagle 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. The Eagle Card Center is located on LRC 3, **918.495.7256**. Visit **www.oru.edu/eaglecard** for more information.
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 Center, **918.495.7750**.
3. Go to the IT Concierge Desk (LRC 3) or the IT Help Desk (GC 4.5 East) if you need help with your ORU email or with the settings on your computer to access the internet. The first part of your ORU email address (before the @ symbol) and your email password doubles as your network username and password which you can use to access the ORU Network and the ORU web applications such as VISION and D2L. Students can contact IT through **studenthelpdesk@oru.edu** or by calling **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.orustore.com** or on VISION. Go to Registration Steps/Online Bookstore, scroll to the bottom of the page and click on the link "Purchase Books at the Bookstore." The University Store is located on LRC 3, **918.495.6566**.
5. If you would like to move funds from your ORU account to your Eagle Card in order to purchase books or other products from the University Store, please see "Follett Buck FAQ" on page 21.
6. 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 on the 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.

SPRING 2016 AUDITION SCHEDULE FOR MUSIC STUDENTS

Monday, January 4, 2016

You must come by the music office in the Timko Barton Building Room 42 or call us at 918.495.7501 to schedule a specific time for an audition, or email 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 www.music.oru.edu.

Theory Placement Exam	11:00 a.m. – 12:30 p.m.	TB 1
Piano Placement Exam	11:00 a.m. – 12:30 p.m.	TB 24
Musical Theatre	11:00 a.m. – 11:30 a.m.	TB 55
Worship Arts Major/worship leadership minor	11:00 a.m. – 11:30 a.m.	TB PH
Vocal (Music Major and ensemble auditions)	11:00 a.m. – 12:00 p.m.	TB 50
Instrumental (Music Major & ensemble auditions)	11:00 a.m. – 11:30 a.m.	TB 58
Piano (Music Major auditions)	11:00 a.m. – 12:30 p.m.	TB 24
Jazz ensemble auditions (instrumental jazz auditions)	11:30 am. – 12:00 p.m.	TB 58
Guitar (Music Major & Guitar Ensemble auditions)	11:30 a.m. – 12:00 p.m.	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 Welcome Center

- Located: LRC 3
Contact: 918.495.6518 | 800.678.8876
fax: 918.495.6222
email: admissions@oru.edu
web: admissions.oru.edu
- Arranges campus visits and offers campus tours daily
 - Enrollment counselors receive applications for admission to ORU and assist admitted students through the process of enrolling and registering for classes at ORU

Career Services

- Located: LRC 510
Contact: 918.495.6912
fax: 918.495.6710
email: careers@oru.edu
web: hireORUgrads.com
- Provides assessment resources for academic and career direction
 - Assists with resume development, job search strategies, and interviewing techniques
 - Hosts dozens of career events to provide students with job and internship opportunities
 - Coordinates employers posting part-time, full-time, internship, summer, volunteer, and work-study opportunities on the Golden Hire Network (ORU's online job database)
 - Helps students create and utilize a profile within the Golden Hire Network
 - Processes all work-study paperwork for on-campus jobs

Financial Aid Office

- Located: GC 3.5 West
Contact: 918.495.6510
fax: 918.495.6803
email: orufinaid@oru.edu
web: 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 email as the primary source of communication.

Housing

- Located: LRC 2 West
Contact: 918.495.7711
email: housing@oru.edu
web: housing.oru.edu
- Assists students with reserving residence hall rooms and selecting meal plans. All unmarried undergraduate students under the age of 23 and traditional freshmen 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 Life, LRC 2.

International Admissions 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 Admissions Office in order to complete the registration process. Please bring your passport and I-20 with you 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 a mandatory Federal Orientation session. The date and time of this meeting will be announced upon your arrival to campus.

International Center

Located: First Floor of Claudius

Contact: 918.495.6892

- Proactively assists international students in acclimating to ORU
- Serves as an information hub about global cultures for the general student body
- Works with students to provide global learning opportunities abroad

Registrar

Located: GC 2.5 East

Contact: 918.495.6549

fax: 918.495.6607

email: registrar@oru.edu

web: 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 or **oruoutreach.com**
 - Offers Missions and Community Outreach opportunities
- ORU Worship Center: Located in Christ's Chapel, 918.495.7729 or **oruworship.com**
 - Offers opportunities for on-campus and overseas worship ministry. Auditions take place at the beginning of each semester.
- 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

- Chaplain Leadership Program: Located in the Prayer Tower, 918.495.7721/7726
 - The directors of the program are the Men's and Women's Chaplains, whose offices are located in the Prayer Tower. The Men's Chaplain can be contacted at ext. 7767, the Women's Chaplain at ext. 7726.
 - This office provides spiritual oversight through the leadership of the Men's and Women's Chaplains in partnership with the Student Chaplains serving on their wings/floors and the Graduate/Commuter Chaplains who serve the graduate and commuter students. The Chaplains' office also provides oversight for the Prayer Tower and Prayer Rooms and the ORU Prayer Movement.

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 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 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. No appointment necessary. There is no charge for ORU students to be seen by our physician/staff.
- TB skin tests and Tetanus vaccinations are administered at Student Health

Student Life

Located: LRC 2 West
 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 Leadership Development: 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 Loans

Located: GC 4.5 W
 Contact: 918.495.6368
 fax: 918.495.6568
 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 614
 Contact: 918.495.7650
 fax: 918.495.7111
 email: success@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
 web: orustore.com

- Provides one stop shopping for all your textbooks 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, debit cards, Follett Bucks and Eagle Bucks

Books can be ordered or rented online at **orustore.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?

Before you begin looking for a work-study job on campus, you must complete registration and accept the work-study award in your financial aid package. Then, follow our step-by-step instructions on how to find a job, apply, and get hired. To find these instructions, go to **www.hireORUgrads.com**, click *Students* and then *Work-Study Jobs*.

Important: You will need to bring original identification with you to campus to complete the Federal I-9 (see step 5). All on-campus and off-campus job openings are posted in the Golden Hire Network, ORU's online job database (see step 1). Questions? Contact Career Services at **careers@oru.edu** or **918.495.6912**. *Keep in mind before accepting off-campus employment, freshmen have a 1:00 a.m. curfew.*

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 network 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 campus. To connect to ORU's wireless internet, please use the "ORU-Student" network.

How can I access my email?

You will be given a web-based email account on ORU's email 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 email. Students are required to use the ORU web-based email which can be accessed at **mail.oru.edu**. All official communication from the University must come through this email system 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 residence hall room, you can plug into our wired network or use the wireless connectivity that is available throughout the residence halls 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 their parents' 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; Hamill Center, lower level
- **Freshens Eagle's Nest** — Serving healthy smoothies, yogurt & snacks; Hamill 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?

Please contact the Housing Office (Claudius, east wing, first floor) at **918.495.7711** or housing@oru.edu after the start of the semester if you are needing Christmas break accommodations. Information regarding Christmas break accommodations will be announced during weekly Community Meetings.

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 Meals - \$61.00	10 Meals + 100 Sodexo Bucks - \$161.00
Block of 25 Meals - \$145.50	25 Meals + 50 Sodexo Bucks - \$179.00
Block of 50 Meals - \$265.50	50 Meals + 25 Sodexo Bucks - \$274.00

*Meal plan prices are subject to change. For the most up-to-date information, visit www.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 you deposit on your Eagle Card (student ID). Eagle Bucks can be drawn on to make purchases at many campus locations and several off-campus restaurants/merchants.

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 your Eagle Card at the Eagle Card Center 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.

To transfer funds to your campus card, use the following instructions:

1. Go to **vision.oru.edu** and log in.
2. Click Registration Quick Links.
3. Click Registration Steps/Online Bookstore.
4. Select the term and submit.
5. Scroll down and click “transfer excess funds to Eagle/Follett Bucks.”

Follett Bucks can be used for any purchase in the bookstore. Unused funds do not expire.

Spring funds can be transferred beginning the second Monday in December through the last day of drop/add. Fall funds can be transferred beginning the first Monday in August through the last day of drop/add.

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. The ORU Business Center accepts Eagle Bucks.

Where can I have copies made?

ORU Business Center: Copy Services (LRC 3) **918.495.6847**—The ORU Business Center is the 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. The ORU Business Center accepts Eagle Bucks.

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

ACADEMIC CALENDAR

SPRING SEMESTER 2016

Date	Event	
Monday	January 4	New and Returning Student Move-in
Monday–Tuesday	January 4–5	Registration
Wednesday	January 6	Classes begin
Tuesday	January 19	Last day to enroll or add classes/sections
		Last day to request pass/no pass option
		Last day to withdraw from a class without recording
		Last day to change from credit to audit
Monday	January 18	Martin Luther King Day—NO CLASSES
Monday	February 22	Group Advisement Meeting
Mon.–Fri.	February 22–26	Summer and Fall 2016 Advisement and Enrollment Week
Friday	March 11	Spring Break begins after last class
Monday	March 21	Classes resume at 7:50 a.m.
Friday	March 25	Last day to withdraw from a class
Friday	March 25	Good Friday—NO CLASSES
Friday	April 22	Spring classes end
Saturday	April 23	Spring examinations begin
Friday	April 29	Spring examinations end
Saturday	April 30	Commencement

TUITION REFUND POLICY FOR SPRING 2016

For students dropping a class or withdrawing from the University, the following tuition refund rate schedule applies. Refunds will only be considered once the appropriate withdrawal form has been processed either in the Registrar's Office or the Office of the Dean of Men or Women.

Date	Refund
Prior to January 6	100%
January 6–19	90%
January 20–February 2	50%
February 3–23	25%
After February 23	0%

NOTES:

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