

International Student Resource Guide

by



ORU

INTERNATIONAL STUDENT CENTER

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WELCOME TO ORU

ORU is one of the largest, most influential Christian liberal arts universities in the world. We are a multicultural, global campus with more than 4,000 students representing well over 100 nations and all 50 states. We invite you to read and understand all of the information in this Resource Guide so that you get to know your campus.

VISION

Oral Roberts University is a Spirit-empowered university, founded in the fires of evangelism and upon the unchanging precepts of the Bible. The university was founded as a result of the evangelist Oral Roberts' obeying God's mandate to build a university on God's authority and the Holy Spirit.

God's commission to Oral Roberts was to:

“Raise up your students to hear My voice, to go where My light is dim, where My voice is heard small, and My healing power is not known, even to the uttermost bounds of the earth. Their work will exceed yours, and in this I am well pleased.”

MISSION

To develop Holy Spirit-empowered leaders through whole person education to impact the world

ISC'S PURPOSE

The International Student Center offers international students support and encouragement to grow academically, culturally, and spiritually while creating global awareness across the university.

International Student Center

918.495.6281

isc@oru.edu

<https://oru.edu/life-at-oru/international-student-center/index.php>

ORU App> Student Life>International Student Resources

ON-CAMPUS OFFICES

DEPARTMENT	LOCATION	SERVICES OFFERED	PHONE
Admissions	GC3 Room 318	New Student Enrollment	918-495-6521
Campus Post Office	Underneath EMR	Manage the receiving and shipment of letters and packages	918-495-6628
Career Services	GC Room 314	Aid in finding employment opportunities	918-495-6912
Copy Services	GC2 Room 2A01	Printing center to print assignments and projects	918-495-6302
Counselling Services	NEC 250	Individual and couples counseling, premarital counseling Crisis Intervention, Educational Workshops	918-495-6581
Eagle Card Center	GC3 Room 300	Print Eagle Cards, Commuter meal plans	918-495-7256
Financial Aid	Financial Aid	Aids students with scholarships, loan and financial questions	918-495-6510
Housing	LRC2	On campus room applications, Off campus petition Room change applications, Meal plan changes	918-495-7711
Information Technology	GC4 Room 4D01 Half Floor	Help for computer problems, D2L questions E-portfolio Student emails, and tech questions	918-495-6215
International Admissions	GC3 Room 3E01 Half Floor	Enrollment for international students	918-495-7448
International Student Center	Ground floor of Claudius	Connects international students to involvement opportunities and cultural events	918-495-7017 918-495-6281
ORU Security	Under Saga on EMR side	Campus Security	918-495-7750
Registrar's Office	GC2 Room 2E01 Half Floor	Registration, Student Records, Transcripts, Major change, Graduation	918-495-6549
Student Accounts	GC2 Room 2D01 Half Floor	Loan payments Refund check pickup	918-495-6370
Student Development	LRC2	Help for Residence Life, Spiritual Formation, Student Experience, and Student Resources	918-495-7701
Student Health	First floor of EMR	Location for health issues, Forms for doctor recommendations, Forms for admin excuses	918-495-6341
Student Success	GC3 Room 314	Provides academic support & resources, Emotional and spiritual support	918-495-6912

GETTING READY FOR YOUR FIRST SEMESTER

Before classes begin for this semester, it is important to know about several resources and tools available to you as a student at ORU. Below you will see instructions on different links and pages that you should familiarize yourself.

The most helpful site for this semester is: <https://oru.edu/current-students/index.php> - Be sure to bookmark this page and review its contents. Don't forget to scroll down. There are many helpful resources, so please take the time to look through them. Below three of those resources will be highlighted: Vision, ORU E-Mail, and D2L.

VISION - vision.oru.edu

Vision is an enrollment and registration system where you can complete required paperwork such as signing up for classes, completing registration, making payments, ordering official transcripts, selecting housing etc. Check out the following link for Registration Steps. <https://oru.edu/current-students/my-enrollment/registrar/registration-steps.php>



Login with Username & Password Login via ORU Single Sign-On with your username and password (Recommended)	Select Housing Housing information and application	General Financial Aid Financial Aid application and information links	Course Schedule View the current schedule of classes (sections, days and times)
Login with Z-Number & PIN ***NEW STUDENTS LOGIN HERE*** Login with your Z-Number and PIN if you do not have an ORU username. (Alternative)	How to Enroll at ORU Steps to Enroll and Complete Registration	Academic Calendars and Final Exam Schedules Click here to visit the Registrar's website for Academic Calendars and Final Exam Schedules.	Admissions Apply for Admissions
Summer Schedule View the course offerings for the upcoming summer term.	Official Transcript Order an Official Transcript		

ORU E-Mail - mail.oru.edu

The following instructions will help you create, use and modify your ORU username and e-mail account. You will not have access to your class until you create an email. Most of the correspondence you receive will go to this email, so be sure to check this regularly. Once you activate your ORU email account, you will have an ID and password that can be used to log in to ORU computers, to access your ORU email, and to view the student intranet online for library databases, research databases, and students.oru.edu. It is recommended that you set up email on your phone or desktop/laptop as well.

To activate your ORU Username and Email account:

1. Go to vision.oru.edu
2. Enter your student ID (Z-Number) and PIN.
3. Click the tab "Personal Information."
4. Click on "Update E-mail Address."
5. Your ORU email address will be listed on the screen if you already have one. Create a new one or move to the next step.
6. When prompted, create and repeat a password of 7-15 alpha-numeric characters.

Please note: This process could take up to 24 hours to complete in the creation or change of a Novell/e-mail account. Please do not attempt to create or change anything during this time period. If you still continue to have trouble, please call the Student Help Desk phone numbers listed above.

Now you have successfully created or changed your ORU Novell Account and email address and are able to check your ORU email.

If you have problems activating your Novell Login or accessing your ORU email account, contact the Student IT HelpDesk, X6321 (from any on-campus phone) or 918.495.6321.

To check your email, follow these steps:

1. Go to mail.oru.edu.
2. Enter Username with no "@oru.edu" and password.
3. Click on the "Login" button.
4. E-mail messages are listed on the opening Novell GroupWise Web Access screen. If messages are not displayed, click on "Mailbox."
5. Click on a message to view its contents or click "New" to create an email.

To change your email password:

1. Login to your email.
2. Click the "Options" button.
3. Click the "Password" tab.
4. Type your old password.
5. Type your new password.
6. Confirm your new password.
7. Click "Save."

D2L -d2l.oru.edu

The main tool for your classes will be D2L (Desire to Learn, AKA Brightspace). It is advisable that you access this webpage each day to look at your classes, print your syllabus, and submit your assignments. Please take the time to learn how to use this tool for your classes. You can access D2L at any time you wish. What you have to keep in mind is to follow your **Course Syllabus** and **Course Calendar** and make notations in your own calendar, so that you can submit your assignments as well as your quizzes on time. Always check the **NEWS** item because it is one of the ways for your professors to let you know upcoming assignments/assessments and lessons.

Check out the following links to learn more about D2L or visit oru.edu > Menu > Student Hub > Scroll down to “Academic Resources.”

- D2L: Navigate and Submit Assignments
https://www.kaltura.com/index.php/extwidget/preview/partner_id/1911221/uiconf_id/31778252/entry_id/0_z2yp7kwa/embed/dynamic
- D2L: Discussions <https://www.youtube.com/watch?v=9WAYt5jQAqc>
- D2L: Quizzes <https://www.youtube.com/watch?v=l-tnxjSasVQ>
- D2L: Notifications <https://www.youtube.com/watch?v=JyVYtIzpoI0>
- D2L: Content <https://www.youtube.com/watch?v=IZtzwWJnIXU>
- D2L: Grades <https://www.youtube.com/watch?v=XfCet4t8b5Q>

LIFE ON CAMPUS

Housing

For housing options, policies, and application, check out the following links.

- <https://handbook.oru.edu/section-2/housing/>
- <https://oru.edu/life-at-oru/housing-and-dining/index.php>

On-Campus Dining

For more details and service hours, check out:

- https://handbook.oru.edu/section-2/housing/#meal_plans
- <https://oru.sodexomyway.com/>

Getting Involved On Campus

Being away from home can be very stressful and lonely, one way to combat the difficulties that present themselves with culture shock and being homesick is to get involved with activities and groups. ORU has many different clubs and groups that anyone is welcome to join based on their interests from prayer to chemistry to sports, to arts and music, you name it! The best way to stay abreast with the different events and activities happening here on campus is by downloading the “Oral Roberts University (Student Life) App”. You can login using your ORU single sign-in information.

Clubs and Organizations: <https://oru.edu/life-at-oru/get-involved/clubs-organizations.php>

ACADEMIC LIFE

College Lingo

Here is a set of words that are unique to the higher education environment in the United States.

Add/Drop period: period of time at the beginning of each semester when students can add or drop courses without financial or academic repercussions

Advisor: university official who assists students in choosing appropriate coursework

Audit: taking a course for no credit

Bachelor degree: typically requires 120-130 hours of courses to complete

Blue book: literally a blue book containing writing paper; used for essay tests

College: contains and administers several academic departments; for example, the College of Business and Technology, the College of Liberal Arts, and the College of Mathematics, Science, and Health Science

Course number: identifies the course with an abbreviation of the department and a number (ex. BIO 101)

Credit hour: typically referred to as an “hour”; the equivalent of one hour of class per week in a regular 16-week course; the higher the number, the more rigorous the workload is.

Cumulative GPA: includes grades from every undergraduate course ever taken

Dean: each college has one who is in charge

Fees: required financial charges placed on student accounts upon enrollment in courses

Finals: last week of each semester, in which every course has a final test

Full-time student: enrolled in a minimum of 12 hours per Fall or Spring, or 6 hours in Summer

General education: courses every student is required to take, regardless of major; English, math, science, history, etc.

GPA: short for Grade Point Average; measure of student’s academic achievement; calculated by dividing total number of grade points received by total number of hours attempted

M,T,W,R,F: Monday, Tuesday, Wednesday, Thursday, Friday

Major: primary course of study a student wishes to pursue

Minor: secondary course of study a student wishes to pursue

Paper/Term Paper: essay

Part-time student: student who is enrolled in fewer than 12 credit hours in a fall or spring semester, or fewer than 6 hours in summer

Plagiarism: using another’s work, whether directly quoted or summarized, without giving credit to the author; results in serious consequences

Pre-requisite: sometimes referred to as a “pre-req”; course that must be taken prior to enrolling in another course (ex. College algebra is a pre-requisite for calculus)

Registrar: university official who maintains academic records for all students

Section number: identifies specific class (time, day, instructor) within a course (ex. General Biology may have section numbers of 001, 002, 003, etc)

Semester: portion of the academic year; fall and spring are 16 weeks, summer is 8 weeks

Syllabus: outline of what is expected in each class; given to student by instructor on first day of class

Term GPA: GPA for each individual semester

Transcript: official academic record of every course student has taken, along with grades and GPA

Tuition: charges for classes applied to student account upon enrollment

Undergraduate: student who has not yet earned a Bachelor's degree

Withdraw: after the add/drop period; student receives a "W" on transcript; "W"s have no effect on a GPA

Transfer Information

Please check out the following link for transfer information. <https://oru.edu/current-students/my-enrollment/registrar/transfer-info/index.php>

Library

A Fully Equipped Resource to Facilitate and Enhance Your Education

The ORU library is the gateway to information resources that reach well beyond the campus and certainly beyond the "physical" constraints of any building. The physical library collection of over half a million items is located on the fourth and fifth floors of the Learning Resources Center, and includes books, journals, microforms, DVDs, audiobooks, audiovisuals and other resources. Through the library's website, tens of thousands of online journals and ebooks can be accessed 24/7 from anywhere in the world through the online catalog and databases. <https://oru.libguides.com/library>

The library information commons includes:

- Computers for online research
- Group study rooms
- Reference collection of key resources
- Periodicals collection, including current magazines and scholarly journals
- Library instruction lab for hands-on instruction in research skills
- Ask-a-librarian service (personal research assistance in person, online, or by phone)

Other key collections include:

- **Theology Library** which, in addition to materials in circulating collection, also includes three special collections: the Elmar Camillo Dos Santos Collection, the William Sanford LaSor Collection and the Jewish Theological Seminary Collection.
- **The Holy Spirit Research Center** featuring a non-circulating collection of some 12,000 books, 120 periodical titles, pamphlets and newsletters and 8,000 audiotapes related to the Holy Spirit and the Pentecostal/charismatic movement. It is one of the largest and most comprehensive collections of its kind.
- **Curriculum Media Center** featuring a children's literature collection, media for grades K-12, audiovisuals and other materials for curriculum development.
- **Music Listening Room** providing a collection of primarily non-circulating materials including records, tapes, compact discs and scores.

LIBBIs

LIBBIs, or Library student workshops, are designed to help you be a successful student, who also develops lifelong information literacy skills--the ability to define, retrieve, evaluate and use information ethically and legally. LIBBIs cover research essentials using ORU Library resources and are intended to support your research efforts. Most LIBBIs last 50 minutes; Composition 102 LIBBIs are 1 hour and 15 minutes. To attend some LIBBIs you may need to sign up in Vision.

Where do we meet?

LIBBIs are held in the Library Instructional Lab, or LIL, which is located on the LRC-4th floor in the back area beyond the periodicals. The LIL is equipped with 30 virtual machines to offer each student a hands-on experience.

Who can attend a LIBBI?

Some LIBBIs are optional and open to all students; others are restricted and/or a course requirement. For example, LIBBI-499ILL is an optional workshop available to all senior paper students while LIBBI-102COMP-1 and -2 are two required sessions for Composition 102 students.

How do you sign up?

If you are required to sign up for a LIBBI, follow the links in Vision to the Library Seminar pages. Sign-up is possible up to 30 minutes prior to a session. After you sign up just show up on time in the LIL.

To view step-by-step instructions on how to sign up, change to a different session, or find out what session you signed up for, use the "How To" tab on this page.

You will need your ORU network login (your email address minus @oru.edu) to participate. Please make sure it works prior to attending the LIBBI session. For help, contact the IT Concierge Desk at studenthelpdesk@oru.edu, call 918.495.6321, or go to the it.oru.edu website).

Questions? Inquire at the One-Stop Library Services Desk, LRC-4th floor (918.495.6887) or contact **Myra Bloom** (918.495.7174).

Group Study Room Policies

Reserve a group study room in the Library INFORMATION Commons (LINC) for your group of three or more persons to meet and collaborate on research or academic/course-related projects. Rooms A and H have three computers in each, rooms B, C, D and E have one computer in each.

To reserve a Group Study Room:

- Go to the Library Website. <https://oru.libguides.com/library>
- Go to Group Study Room.
- Select the date from the calendar.
- Select the room and each 30-minute segment for the time needed from the schedule grid.
- After reading the policies, click "Continue" to indicate your agreement, then enter the required information (NOTE: only email addressed in ORU.edu domain can be used).
- You will receive an email when your request has been approved.

Plagiarism

What is Plagiarism?

There are two types of plagiarism. "Unintentional" plagiarism occurs when a student is not trying to cheat or plagiarize but fails to properly cite summarized, quoted, or paraphrased sources. "Intentional" plagiarism is the act of purposefully misrepresenting someone else's work or ideas and using it as one's own, and according to the Purdue Online Writing Lab, "intentional" plagiarism includes "buying, stealing, or borrowing a paper; hiring someone to write your paper for you; and copying large sections of text from a source without quotation or proper citation."

University Syllabi Plagiarism Statement

"Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: 'I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments.' Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:

1. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
2. Failing to meet group assignment or project requirements while claiming to have done so;
3. Failing to cite sources used in a paper;
4. Creating results for experiments, observations, interviews, or projects that were not done;
5. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines."

Plagiarism has consequences:

- "Penalties for [plagiarism]... may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines" Plagiarizing taints your current reputation, your future reputation, and ORU's reputation.
- In the end, it affects your relationships as well. Not only could you lose the trust of current teachers, but you could lose the preliminary trust of future teachers.

In addition to breaking the honor code, you hurt yourself when you plagiarize. By suppressing independent thinking, creativity, and individualism, plagiarism limits your growth. Ultimately, you rob yourself of an opportunity to mature and become a knowledgeable, unique, and enlightened individual.

Check out:

- How to Avoid Plagiarism: <https://oru.edu/current-students/my-academics/resources/plagiarism/howto-avoid.php>
- What is Plagiarism?: <https://oru.edu/current-students/my-academics/resources/plagiarism/index.php>
- Why Avoid Plagiarism?: <https://oru.edu/current-students/my-academics/resources/plagiarism/why-avoid.php>

Academic Calendar

Please download academic calendars and refund schedules on your computer so that you don't miss important due dates. Downloadable calendars and refund schedules can be found at <https://oru.edu/current-students/my-enrollment/registrar/academic-calendar.php>

EMPLOYMENT

On-Campus Jobs

Getting a Work-Study Job

During the fall and spring semesters students can work on-campus through the Student Work-Study Program. To participate in this program, you must be enrolled full-time, complete registration, and have received a work study award from financial aid.

In addition to the normal work-study steps listed below, international students will also need the following items to work on campus:

- Passport
- I-20
- I-94 Admission Number
- Social Security Card

For more details, check out: <https://oru.edu/current-students/work-study.php>

Getting a Social Security Number

1. Meet with Lisa Edwards on (GC-3 ½), after an I-9 has been completed.
2. Lisa will provide you with a letter. Take this letter to the Social Security Office (4750 S Garnett Rd, Tulsa). If you need a ride to the Social Security Office, contact the International Student Center at 918.495.6281 or isc@oru.edu.
3. Bring your Social Security application receipt to the office of Student Employment.
4. Once you receive your Social Security Card, bring it to Student Employment immediately.

OPT, CPT & Taxes

OPT- Optional Practical Training

Optional Practical Training is designed to give the students work experience in their field of study before they go back to their home country.

CPT - Curricular Practical Training

Curricular Practical Training is designated for students that require work experience in their field of study. This work authorization primarily takes the form of internships. CPT is only available prior to students receiving their academic degree.

For more information, contact: Lisa Edwards, International Student Manager at 918.495.6488 direct | 918.495.6222 fax | ledwards@oru.edu

Taxes

This document is produced for informational purposes only and should not be considered tax, financial or legal advice. Please consult your own tax or financial advisor with any questions.

Who must file a U.S. income tax return (Federal and State?)

Anyone who receives income generally must file a federal and state income tax return between January and April 15th of the following tax year.

- Nonresident aliens (NRAs) for U.S. tax purposes are taxed on income that is considered U.S. source.
- Resident aliens are taxed on their worldwide income the same as U.S. citizens and permanent residents.

What tax reporting documents will I receive from Oral Roberts University and when?

- Type of income Nonresident alien Resident alien
- Employment W-2
- OPT Employment W-2
- IRS Form W-2 is mailed by ORU to employees by January 31st

* 1040 and 1040NR Tax forms are available at the local Post Office or www.irs.gov

* Free tax return: <http://www.freetaxactrefund.com>

For more information on filing taxes as an International Student, please visit www.internationalstudent.com/tax

SURVIVAL SKILLS

Helpful Websites

Currency Conversion.....	www.xe.com
Dictionary.....	www.dictionary.com
Encyclopedia/Dictionary/Atlas.....	www.britannica.com
Local News.....	www.tulsaworld.com
Maps.....	maps.google.com
Movie Rental.....	www.netflix.com
Translator.....	translate.google.com
Tulsa.....	www.cityoftulsa.org
Things to do in Tulsa.....	visittulsa.com
US Postal Service.....	www.usps.com
World News.....	news.bbc.co.uk
Weather.....	www.weather.com

Getting a Driver's License

You are eligible to drive a motor vehicle while residing in the United States. However, if you wish to operate a vehicle you must successfully apply for and receive a driver's license. Driving a car without a driver's license is illegal. To acquire a driver's license, you must apply for one at your local Department of Motor Vehicles (DMV).

These steps include:

- Waiting 10 days after arriving in the United States to apply for a driver's license so that your Form I-94, "Arrival/Departure Record," information can update in all the government systems.
- Obtaining a Social Security number (SSN), if required by your state or territory.
- Visiting and submitting the proper documentation to the DMV.

The DMV may need to verify your nonimmigrant student status to determine if you are eligible for a driver's license. To verify your status, the DMV may use the Systematic Alien Verification for Entitlements (SAVE) Program. To find out more about this program, please visit the [Checking Your SAVE Case Status](#) page.

Required Documentation

When you apply for a driver's license at your local DMV, make sure to bring original copies of the following documents:

- All signed versions of your Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."

- A valid passport and your most recent student visa (Please note that you do not need a visa if you are from a visa-exempt country, such as Canada or Bermuda).
- Proof of residence. This varies from state to state and you should check your local DMV's website to ensure you understand what is needed to fulfill this requirement.
- If your state requires it, an SSN card or a Form SSA-L676, "Refusal to Process SSN Application."
- If you are on optional practical training, bring your Form I-766, "Employment Authorization Document." The DMV will use the A number on this card to verify your status.

After a successful application process, a DMV official will explain the next steps for attaining your driver's license. It is normal for some nonimmigrants to only get temporary licenses. In addition, you may receive the license immediately or you may have to wait several weeks, depending on the state.

Banks and Stores near Campus

Banking

There are many banks. You will need to bring your passport, I-94 card, I-20, a secondary form of identification, and enrollment verification letter from ORU to open a bank account. Most banks have special student checking accounts that do not charge monthly service fees. If you want to earn some interest on your account, you should open a saving account. The following banking terms will be useful:

- **CHECKING ACCOUNT:** a bank account to write checks
- **SAVINGS ACCOUNT:** a bank account where you can earn interest on your money
- **ATM MACHINE:** a bank machine where you can withdraw your money
- **ATM CARD:** a card you use to deposit or withdraw money from an ATM machine
- **DEBIT CARD:** an ATM card that works like a credit card. Your debit card subtracts the amount directly from your bank account.
- **PIN:** personal identification number. This is your secret number so you can use an ATM machine.

Banks Near Campus

- **Bank of America Financial Center:** 7110 S Lewis Ave, (918) 481-3427
- **Prosperity Bank:** 7100 S Harvard Ave, (918) 748-4770
- **Arvest Bank:** Walmart Supercenter- 2019 E 81st St, (918) 631-1024
- **Chase Bank:** 6140 S Lewis Ave, (918) 293-4300
- **MoneyGram:** Walmart Supercenter- 2019 E 81st St, (918) 488-8791
- **Western Union:** Walgreens, (918) 481-0666

Stores Near Campus

- **Walmart:** 2019 E 81st St
- **Walgreens:** 7111 S Lewis Ave
- **CVS:** 7111 S Lewis Ave
- **Dollar Tree:** 4818 E 80th St Ste C
- **Target:** 7437 S Olympia Ave W
- **Woodland Hills Mall:** 7021 S Memorial Dr.
- **Tulsa Hills Shopping Center:** 7336 S Olympia Ave
- **Supermercados Morello's (Int'l Supermarket):** 5147 S Peoria Ave

Counseling Services

The ORU Counseling staff want you to know that:

- They care
- They will listen without judgement
- No matter how you're feeling or what you're facing, it is possible to feel better

College students experience many changes during their years at school. There are the pressures that inevitably come with academic life, combined with social, emotional, and financial pressures, along with spiritual challenges. It can begin to feel overwhelming, sometimes leading to anxiety, depression and self-doubt. Seeking an objective and professional perspective is a mature response when you begin to feel overwhelmed. Please visit and bookmark the following link. <https://oru.edu/current-students/my-services/counseling-services/>

Emergency Numbers and Campus/Public Safety

- Dial 911 or X7750 from any campus phone
- If using a cellular phone dial 918.495.7750

Please review and bookmark the following link. <https://oru.edu/current-students/my-services/public-safety/emergency-numbers.php>

Campus Maps and Directions

<https://oru.edu/about-oru/visit-us.php>

<https://oru.edu/campus-map/the-elsing-museum/directions.php>

APPENDIX 1: CLOTHING AND SHOE SIZE

WOMEN

CLOTHING

American	6	8	10	12	14	16	18	20	22
Asian	5	7	9	11	13	15	17	19	21
British	28	30	32	34	36	38	40	42	44
European	34	36	38	40	42	44	46	48	50

SHOES

American	6	6.5	7	7.5	8	8.5	9
Asian	23	23.5	24	24.5	25	25.5	26
British	4.5	5	5.5	6	6.5	7	7.5
European	36	37	38	38	38	39	40

MEN

CLOTHING

American	34	36	38	40	42	44	46
Asian	S		M		L		XL
British	34	36	38	40	42	44	46
European	44	46	48	50	52	54	56

SHIRT COLLAR SIZE

American	14	14.5	15	15.5	16	16.5	17
Asian	36	37	38	39	40	41	42
British	14	14.5	15	15.5	16	16.5	17
European	36	37	38	39	40	41	42

SHOES

American	5.5	6.5	7.5	8.5	9.5	10.5	11.5
Asian	24.5		26		27.5	28	29
British	5	6	7	8	9	10	11
European	39	40	41	42	43	44	45

APPENDIX 2: METRIC CONVERSIONS

LENGTH

1 inch = 2.54 cm	1 cm = 0.394 inches (in)
1 foot (12 inches) = 30.48 cm	1 m = 3.28 feet (ft)
1 yard (3 feet) = 91 cm	1 m = 1.09 yard (yd)
1 mile = 1.61 km	1 km = 0.62 miles

AREA

1 square cm (cm ²) = 0.1550 in ²	1 square km (km ²) = 100 ha = 0.3861 mile ²
1 square meter (m ²) = 1.1960 yd ²	1 square inch (in ²) = 645.16 mm ²
1 hectare (ha) = 10,000 m ² = 2.4711 acres	

MASS (WEIGHT)

1 ounce = 28.4 g	1 tonne (t) = 1,000 kg = 1.1 short tons
1 pound = 453.6 g = 16 oz	1 kg = 35.27 ounce (oz) = 2.2 pounds

LIQUID (VOLUME/CAPACITY)

1 pint = 0.47 lit. = 2 cups	1 lit. = 2.11 pints = 1.06 quart = 0.26 gallons
1 quart = 2 pints = 4 cups	1 fl oz = 29.57 ml
1 gallon = 4 quarts = 8 cups	10 ml = 0.34 fl oz

TEMPERATURE

CONVERSION OF °F TO °C

Subtract 32 & Divide by 18	80 - 32 = 48
EXAMPLE: To convert 80 °F to °C	48 ÷ 1.8 = 26.66 °C

CONVERSION OF °C TO °F

Multiply by 1.8 & Add 32	27 x 1.8 = 48.6
EXAMPLE: To convert 27 °C to °F	48.6 + 32 = 80.6 °F

ENERGY

1 horsepower = 0.746 kilowatt	1 calorie (dieticians') = 4.1855 kilojoules
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VELOCITY AND FUEL CONSUMPTION

Miles/hour = 1.61 kilometers/hour or 0.87 international knots
Miles/US gallon = 0.43 kilometers/liter
US gallon/mile = 235.2 liters/100kilometers

Metric Conversion Table

Length

1 centimeter (cm)	=	10 millimeters (mm)
1 inch	=	2.54 centimeters (cm)
1 foot	=	0.305 meters (m)
1 foot	=	12 inches
1 yard	=	3 feet
1 meter (m)	=	100 centimeters (cm)
1 meter (m)	≈	3.281 feet
1 furlong	=	660 feet
1 kilometer (km)	=	1000 meters (m)
1 kilometer (km)	≈	0.62137119 miles
1 mile	=	5280 ft
1 mile	=	1.61 kilometers (km)
1 nautical mile	=	1.85 kilometers (km)

Area

1 square foot	=	144 square inches
1 square foot	=	929.03 square centimeters
1 square yard	=	9 square feet
1 square meter	≈	10.76104 square feet
1 acre	=	43,560 square feet
1 hectare	=	10,000 square meters
1 hectare	≈	2.47 acres
1 square kilometer	=	100 hectares
1 square mile	≈	2.59 square kilometers
1 square mile	=	640 acres

Speed

1 mile per hour (mph)	≈	1.467 feet per second (fps)
1 mile per hour (mph)	=	1.61 kilometers per hour
1 knot	≈	1.15 miles per hour
1 foot per second	≈	0.68 miles per hour (mph)
1 kilometer per hour	≈	0.62 miles per hour (mph)

Volume

1 US tablespoon	=	3 US teaspoons
1 US fluid ounce	≈	29.57 milliliters (ml)
1 US cup	=	16 US tablespoons
1 US cup	=	8 US fluid ounces
1 US pint	=	2 US cups
1 US pint	=	16 US fluid ounces
1 liter (l)	≈	33.81 US fluid ounces
1 liter (l)	=	1000 milliliters (ml)
1 US quart	=	2 US pints
1 US gallon	=	4 US quarts
1 US gallon	=	3.785 liters

Weight

1 milligram (mg)	=	0.001 grams (g)
1 gram (g)	=	0.001 kilograms (kg)
1 gram (g)	≈	0.035 ounces
1 ounce	=	28.3 grams (g)
1 ounce	=	0.0625 pounds
1 pound (lb)	=	16 ounces
1 pound (lb)	=	0.45 kilograms (kg)
1 kilogram (kg)	=	1000 grams
1 kilogram (kg)	≈	35.27 ounces
1 kilogram (kg)	≈	2.2 pounds (lb)
1 stone	=	14 pounds
1 short ton	=	2000 pounds
1 metric ton	=	1000 kilograms (kg)

Temperature

