

ORU College of Theology and Ministry  
Dr. Raymond K. Smith  
Director of Student Development  
Preferred contact:  
[rsmith@oru.edu](mailto:rsmith@oru.edu)

## **ATTENDANCE**

**Oral Roberts University requires all full-time students (9 hours or more) to attend Chapel.** If you are part-time, chapel services are not mandatory.

**Please be sure that your ID is scanned prior to every chapel service.** This is to ensure that your chapel attendance is recorded. When there is no record of you scanning in, you are considered to be **absent**.

Students are also required to attend any *special services* (i.e. revival chapel services, group advisement) unless otherwise indicated.

If you are living in the dormitory or involved in the music or chapel ministry, please have your dorm director or supervisor email Dr. Raymond K. Smith at [rsmith@oru.edu](mailto:rsmith@oru.edu) to indicate that he/she will be keeping record of your chapel attendance.

If you are *late* and you are unable to scan in, you will be marked absent. Please fill out an excuse form to indicate that you were late. **Do not sign the undergraduate late sheet.**

If you were **enrolled late** at the beginning of the semester, you may be marked absent until you are officially enrolled. If so, please fill out an excuse form to notify the office.

If you drop below full time student status during the semester, please inform the office so that the necessary adjustments can be made to your chapel attendance records.

All excuses must be submitted to Dr. Smith within **48 hours after absence**.

## **TIME AND LOCATION:**

Chapel services take place on Wednesdays and Fridays @ 11 am – 12-noon in Christ Chapel.

## **SEATING**

Graduate Students are assigned to sit in the Balcony Sections DD, EE, and the top half of FF.

## **ABSENCES**

Students are allowed (2) unexcused absences from Chapel per semester, but three (3) unexcused absences will result in your account being fined \$50.00 for every three chapels that you miss.

If you miss a chapel please fill out the chapel excuse online form. **The online form is located in the Grad Theology Class Pages, Student Development/ Chapel Info.** Certified excuses should be submitted online to Dr. Smith within 48 hours. Select “one time” under the type of excuse.

If you are unable to attend chapel regularly during the semester please fill out the chapel excuse form. Select “one semester” under the type of excuse. Reasons for semester chapel excuse allowed include (but are not limited to) work schedule conflicts or internship/ practicum schedule conflicts. It is also

required to submit a letter from your employer/ site supervisor and a copy of your current semester schedule along with your petition. **Petitions are only effective for one semester**. Please submit a **new** petition at the beginning of each semester if you are still unable to attend chapel services.

### **FINES**

Students are allowed (2) unexcused absences from Chapel per semester, BUT three (3) unexcused absences will result in your account being fined \$50.00 for every three chapels that you miss.