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since 1847

† UPON RECEIPT OF THE OTTERBINDER Activate your Otterbein email and network account (see page 2)

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TABLE OF CONTENTS

Student Forms

These important forms require your immediate attention. All forms are due by the deadlines below two weeks after you've paid your enrollment fee.

† Orientation – Complete Online Registration by May 15

All students should sign up online at www.otterbein.edu/SOARForm for new student Orientation. You will select one of the available summer Orientation dates. The sooner you submit your online form, the more likely you will be to get your first choice of dates.

† Student Address Information Form – Complete online by June 1

All students, whether or not you are living on campus or at home for the 2023-2024 academic year must complete this online form at www.otterbein.edu/address or scan the QR code to the right. This form will collect your housing plans and emergency contacts, and guide you through requesting to live on campus, commute from home, live off-campus and/or selecting a meal plan.



† Student Housing Request Form – Complete online by June 1

Complete this online form at www.otterbein.edu/address or scan the QR code above.

† Application for Commuter Status and Parent Verification Form – Complete online by June 1

Only students who are planning to live at home with their parents and commute to Otterbein University during the 2023-2024 academic year should complete this online form at www.otterbein.edu/address or scan the QR code above.

Residence Hall Room and Board Plan Agreement – Due June 1

Students should submit a signed Room and Board Agreement if they wish to live on campus. The form is linked in the Address Information Form and can be returned via email to reslife@otterbein.edu or through U.S. Mail.

† Housing Accommodation Request Form – Due June 1

Students with a diagnosed disability needing an essential accommodation (including air conditioning) within campus housing should have their healthcare provider fax a completed Housing Accommodation Request Treating Practitioner Disability Verification form to Tracy Benner's attention at 614.823.3299.

† Immunization History Form – Due July 1

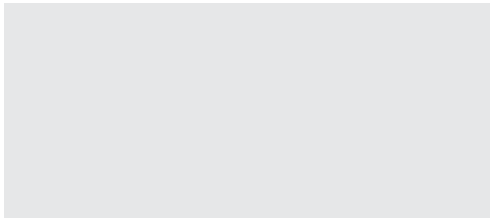
All students are required to return their Immunization History Form to Student Affairs through U.S. Mail or fax to 614.823.3299. Prepaid, addressed envelope provided in front of the Otterbinder.

† Student Athlete Health History Information – Due July 31

All student athletes must complete this information via Healthy Roster.
(See page 6 for instructions.)

Commuter & O -Campus Status Policy

All current, full-time, undergraduate students who are not planning to live on campus must submit an application for Commuter or O -Campus Status. Commuter Status is granted to students who are living at the primary home of their parent/guardian within a 30-mile radius of Otterbein's campus. O -Campus Status



Freshman

ORIENTATION

Are you ready to S.O.A.R.?

Student Orientation, Advising and Registration (S.O.A.R.) is designed to help you become familiar with Otterbein's campus and resources prior to your arrival as a student.

Otterbein also offers a special orientation program designed for parents and family members so they can join you as part of your S.O.A.R. experience.

We are excited for you to be a Cardinal! Get ready to S.O.A.R.!



Who can I contact about Orientation?

Student Success and Career Development
Towers Hall, room 27
614.823.1624
orientation@otterbein.edu
www.otterbein.edu/orientation

www.otterbein.edu/otterbinder/orientation

What is S.O.A.R.?

Student Orientation, Advising and Registration (S.O.A.R.) is a one-day session designed to prepare you to be a successful student at Otterbein. You will have the opportunity to meet with a faculty member about your academic schedule, learn about Otterbein's academic expectation, learn what it's like to be a student at Otterbein from those who are living it now, and build relationships with other new students.

S.O.A.R. is required for all new students and is offered on various dates. Parents and family members are welcome and encouraged to attend orientation as we have a separate program designed especially for them. While there is no cost for students, there is a guest registration fee.

More information about the orientation experience and how to register is available online at www.otterbein.edu/orientation.

First Flight

New students starting in fall term come back to campus prior to the start of classes for First Flight, Otterbein's new student program. First Flight is a week-long series of events — First Year Seminar/Transfer Year Seminar class sessions, department meetings, Convocation, service projects, friendly competition, group activities and more — designed to help you transition to college life. First Flight is required for all new fall term Otterbein students, so be sure to mark your calendars. More information is available online at www.otterbein.edu/orientation.

The Common Book

Since 1995, all new, incoming Otterbein students have participated in a shared reading experience through the Common Book program. Over the course of your first year at Otterbein, faculty members will discuss and utilize the Common Book to introduce you to the types of academic discussions and work that you will complete while at Otterbein.

The Common Book is distributed through the Orientation program for free to all students thanks to a gift from Mary B. Thomas and the Thomas Academic Excellence Fund.

To learn more about the Common Book program, including information about the First Year Seminar (FYS) assignment, visit www.otterbein.edu/CommonBook.

What is my Common Book?

You can learn more about your Common Book online at www.otterbein.edu/commonbook.

Will I get to meet the author-13 (dl1 Tf9 (n a)8)7 (y C)3 (omm54 281.7703 Tm [

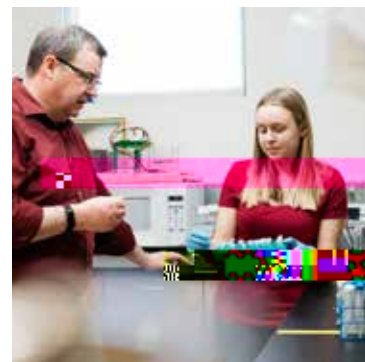
REGISTRATION

Are you ready for class registration?

When do I register for classes? Will I have someone to help me register? Will my prior courses and college credit transfer to Otterbein? These questions and more will be answered in the following pages.

Prior to orientation, you will receive a link to our online course registration survey. Your responses to the survey questions will help us create your first term schedule. If you have questions, a special team of advisors will be available throughout the registration process.

At Orientation, you will meet with a faculty advisor, who will review your course schedule with you. If changes are needed, the faculty advisor will work with you to make those changes before you leave.



Who can I contact about class registration?

Office of the Registrar
Towers Hall, room 27
614.823.1350
registrar@otterbein.edu
www.otterbein.edu/registrar

www.otterbein.edu/otterbinder/registration

What is the course registration survey?

The course registration survey gathers information regarding your intended major, First Year Seminar or Transition Year Seminar course preferences, and important information about math and modern language courses. Your responses to the survey questions provide valuable information to build your course schedule and will help improve the advising process in the future. It is important that you complete the survey within two weeks of receiving it.

How do I fill out the survey?

You will receive your individualized Course Registration Survey in your Otterbein email. You will complete and submit the survey online. You must set up your Otterbein email to receive your survey.

Is the course registration survey required?

Yes. You must complete the survey prior to your scheduled Orientation date and no later than two weeks after receiving it. We create schedules based on when you complete your survey, so the sooner you complete it, the more classes will be available. If you do not complete the survey, you will not be registered for courses.

Who should I contact if I'm having problems accessing my course registration survey?

If you cannot access or have problems with your course registration survey, please contact the Orientation team at 614.823.1624.

Who registers me for my courses?

FIRST YEAR STUDENT: Once you complete the course registration survey, Otterbein's team of advisors will review your survey and begin to build your preliminary course schedule.

TRANSFER STUDENT: Once you have made the decision to attend Otterbein you must complete the course registration survey and then you will be contacted by an advisor to collaboratively build your first term schedule.

What if I need accommodations for my disability?

We encourage all students who have a disability to contact DisabilityServices@otterbein.edu or 614.823.1610 to discuss accommodation requests and potential documentation requirements, which may vary by situation and individual. The Disability Services staff will determine appropriate accommodations through an interactive process based on discussion with the student, the student's history of accommodations, and documentation. See the Academic Support and Transition Services section for more information.

Advising at Otterbein

If you have declared a major, you will be assigned a faculty advisor from your academic department. If you have not declared a major, you will be assigned an advisor who will assist you with exploring major options. The faculty advisor with whom you meet at Orientation may not be your permanent faculty advisor.

When your school year officially starts, you will have the opportunity to meet your permanent faculty advisor. This advisor will be with you throughout your time at Otterbein to help you register for courses each year, make decisions about your personal and educational goals, and keep you on track until graduation.

Student responsibilities:

- Making an appointment for consultations during posted office hours, when possible, and keeping appointments.
- Consulting with your advisor at least once per semester.
- Seeking assistance with the decisions to be made rather than expecting the advisor to make them.
- Seeking additional counsel from other appropriate sources if necessary.
- Running a degree audit each term, in DegreeWorks, to check how you are progressing with your graduation requirements.

Advisor responsibilities:

- Understanding all aspects of Otterbein's grading policy.
- Understanding the mechanics of enrolling a student, such as scheduling, the add/drop process and closed section situations.
- Knowing where to refer students in case of special needs.
- Helping the student plan a complete course designed through personal interaction between the student and the advisor, utilizing career interests and academic records.
- Relaying information that they may have about extracurricular activities and career opportunities that could enhance the student's learning experiences.

What is the difference between a guidance counselor and advisor?

In high school you likely had a guidance counselor who was available to assist with your course scheduling and college planning. You may or may not have used this person very much, and such roles may have varied from school to school. Academic advisors at Otterbein are faculty members in your academic department (based on major). This person is both a resource for the logistics and mechanics of scheduling, but more importantly, they are also a guide and mentor to help you make the most of your education at Otterbein. They can help you think through what you want to do with your degree, what types of research or involvement you might like to pursue, and how to make the most of your time at Otterbein.

How often should I meet with my advisor?

You should meet with your advisor at least once per semester. Your advisor can help make your Otterbein experience richer and more meaningful by suggesting courses, activities and lectures in which you might be interested. You should also meet with your advisor at least once per semester to discuss your progress and to get feedback on your work. Your advisor can also help you find resources and opportunities that might be helpful to you. Your advisor can also help you find resources and opportunities that might be helpful to you.

Dual Enrollment/College Credit Plus/Advanced Placement (AP)/International Baccalaureate (IB)

Did you take college courses while in high school?

If you took college courses through College Credit Plus, Post Secondary Enrollment Options or Dual Enrollment, you must send an official transcript from the college or university that offered those courses. Although the courses might be listed on your high school transcript, we still need to receive an official college/university transcript in order to award transfer credit. It is very important to submit your college transcripts as soon as possible so the coursework can be reviewed for possible transfer credit prior to your first term course schedule being completed.

In order for your transcript to be considered official, it must be sent directly from the issuing institution to Otterbein. Please have your transcript sent to Otterbein University, 1 South Grove Street, Westerville, OH 43081, or as an electronic copy to enrollmentservices@otterbein.edu.

When should I send you a transcript?

It is important that you send an official transcript as soon as your course grades are posted so that we can evaluate your credits and let you know how they will apply to your Otterbein requirements. When building your schedule, knowing how your credits apply will help to avoid duplicate credit registrations.

If you have already completed some courses but are still taking courses, have a transcript sent now. That way we can evaluate the work that is already completed. Then, when the current term is completed and graded, have an updated transcript sent to the address shown above. Most schools will allow you to request a transcript before a term is completed — just be sure to indicate that the transcript should not be mailed until all grades are posted.

I have a copy of my transcript. Can I just bring it to you?

A transcript is only considered to be official when it is sent directly to Otterbein from the issuing institution, or if it is hand-delivered to us in an unopened, sealed, official envelope from the issuing institution. The easiest thing to do is have the other institution send the transcript directly to the address shown above.

How will my AP or IB classes transfer to Otterbein?

Information regarding applicable credit for Advanced Placement (AP) exams or International Baccalaureate (IB) credit can be found in the online Otterbein University Course Catalog (www.otterbein.edu/registrar/catalogs) under Academic Policies and Procedures.

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PLACEMENT

What placement exams do I take?

Placement exams and/or transfer credit help Otterbein University determine the correct math and modern language placement to help ensure your academic success.

If you have already completed college level work, your official transcript will be evaluated by the Office of the Registrar. Part of that review may indicate coursework in math and/or modern language which will provide answers on whether you need to take a placement exam in math and/or modern language.

On the following pages you will learn when you can take the exams, whether you need to take them, and more.



Who can I contact about placement exams?

Math Placement

Tess Schwarz

Administrative Assistant and Math Placement Coordinator

614.823.1218

tschwarz@otterbein.edu

Modern Language Placement

Dr. Amy Sheeran

Professor and Placement Coordinator

sheeran1@otterbein.edu

www.otterbein.edu/otterbinder/placement

Mathematics Placement

How is math placement determined?

Your mathematics placement is initially determined by your Math subscore on the ACT or SAT (your highest score within the last five years) and your intended major. For more information go to www.otterbein.edu/math-placement.

1. Find your highest Math score within the last five years (not Comprehensive score):		2. Select a mathematics course (see descriptions online at www.otterbein.edu/placement) required by your major.
ACT Math	SAT Math	Course options
27 or higher	620 or higher	Eligible to register for MATH 1500, 1700, or one of: MATH 1210, 1220, 1230, 1240, 1250 or PHRE 1200
24-26	560-610	Eligible to register for MATH 1250, Section B or one of: MATH 1210, 1220, 1230, 1240, 1250 or PHRE 1200 Successful completion of a summer math improvement tutorial is required to register for MATH 1500 or MATH 1700
23 or lower	550 or lower	Eligible to register for: MATH 1210, 1220, 1230, 1240 or PHRE 1200 OR MATH 1250, Section A (3 credit) AND MATH 0960 (1 credit)

*Students that were admitted under the test optional admission policy, but whose application information includes an ACT or SAT score, will be placed according to that score. Students who have submitted no ACT or SAT score, nor earned college credit for math will be required to take an ACCUPLACER test to determine math placement.

What are the options to improve my Math Placement?

If you do not feel your Math subscore on your ACT or SAT accurately represents your math ability, you have two options to improve your placement.

The first option is to complete an online summer tutorial called ALEKS (Assessment and Learning in Knowledge Spaces). This is a self-paced, mastery-based online tutorial. Please send an email to tschwarz@otterbein.edu if you would like to enroll in this tutorial. Registration information will be available in May for fall term start students.

The second option is to take an Accuplacer test. We use the Advanced Algebra and Functions test as a math placement test. You can reach out to Tess Schwarz at 614.823.1218 or tschwarz@otterbein.edu to schedule a time to come to campus to take it. You may also look on the Accuplacer website for locations available near you, though you will still need to contact Tess Schwarz for a testing voucher once your location is confirmed.

Modern Language Placement Exam

All Otterbein students are required to take 8 – 9 credit hours in general education level courses in any combination of the Modern Languages, Oral and Written Communication, and/or Experimental Laboratory Sciences categories.

Students interested in being considered for placement into a higher language level, or who feel their initial placement is not an accurate reflection of their abilities, must take the online Modern Language Placement Exam and may need to complete a speaking proficiency test with the Department of Modern Language and Cultures.

To learn more about the courses offered to meet the general education Skills Development requirements in modern languages visit www.otterbein.edu/language-placement.

To learn more about the Modern Language Placement Exam (for French, Spanish), please visit www.otterbein.edu/french-spanish-placement.

To learn more about the American Sign Language (ASL) Placement Exam, please visit www.otterbein.edu/ASL-placement.

You can learn more about Otterbein's Modern Language Skills Purpose and Goals at www.otterbein.edu/language-skills.

Modern Language Exam Details

Detailed information about how to access the exam, placement notification, etc., is found at www.otterbein.edu/language-placement. Reminders and updates will also be sent to fall term start students in the registration mailing.

The courses offered to meet general education Skills Development requirements in modern languages are listed below. Availability of courses may change depending on student interest/demand.

FINANCIAL AID

What do I need to know about financial aid?

We understand that your education is one of the most important investments you and your family will make. The following information is meant to be helpful and used as a reference after you have received your financial aid award from Otterbein University.

This information will help answer questions about your financial aid including federal student loans, private student loans, and Federal Work-Study.

Be sure to add any additional information regarding your financial aid to this section for your reference and safekeeping.



Who can I contact about financial aid?

Office of Student Financial Services
Barlow Hall (88 Cochran Alley)
614.823.1502
financialaid@otterbein.edu
otterbein.edu/financial-aid

www.otterbein.edu/otterbinder/financial-aid

How do I access my financial aid information online?

1. Log into My O-Zone(ozone.otterbein.edu) using your Otterbein network username and password.
2. Click on the Banner icon.
3. Click on the Financial Aid tab.
4. Click on Financial Aid Status.
5. Choose Aid Year from the drop-down menu.
6. On the Financial Aid Status for Financial Aid Year page:
 - If listed, click on “Unsatisfied Student Requirements” to view requirements for aid disbursement, hold status and/or satisfactory academic progress.
 - Click on “Cost of Attendance” to view your estimated education expenses.
 - Click on “Awarded” to view information about your specific award, electronic submission information and options to accept/decline offered loans.

Questions? Contact our office by phone at 614.823.1502 or email financialaid@otterbein.edu.

How do I apply for education loans?

The process for completing the various loan programs is outlined below. Federal Direct and Federal Direct Parent Loans (PLUS) require Entrance Counseling and Master Promissory Note completion before the loans may be disbursed. Direct loan applications are completed online at StudentAid.gov

Federal Direct Loan Process

Free Application for Federal Student Aid (FAFSA) must be submitted.

1. You must confirm the loan amount you wish to borrow from your offered Federal Direct Loan(s). You will need to Log in to your Banner account to accept/decline/partially accept your loan(s).
2. Complete Entrance Counseling (first-time Direct Loan borrowers only). This can be completed online by going to: studentaid.gov/entrance-counseling. Entrance Counseling helps you to understand your rights and the responsibilities of your loan.
3. Complete and sign your Master Promissory Note (MPN) online (first-time Direct Loan borrowers only). This can be completed online by going to: studentaid.gov. The MPN is a legally binding agreement to repay your loan to the U.S. Department of Education. To accomplish this you will need complete names, addresses and phone numbers of at least two references.

All three steps must be completed before we can make the first disbursement of your loan.

Federal Direct Parent Loan (PLUS) Borrowers (credit-based approval required).

Free Application for Federal Student Aid (FAFSA) must be submitted.

1. To submit a Federal Direct Parent PLUS Loan application, parent borrowers can log in to studentaid.gov with their parent FSA ID and password, not the student's credentials. We recommend that you submit your application several weeks before your bill due date.
2. Once the PLUS loan application is submitted, a credit decision is made and the school is notified by the U.S. Department of Education. If the credit decision status is declined, the parent borrower is notified by email and the student becomes eligible for additional unsubsidized loan funds depending on grade-level status. Other options for a denied credit status for the PLUS loan include pursuing an endorser (co-signer) or appealing the credit decision with the U.S. Department of Education.
3. Upon credit approval, the borrower needs to complete the MPN for parents. The U.S. Department of Education notifies the school electronically once this is completed.
4. If the credit decision changes from declined to approved, the borrower is required to complete PLUS Loan Credit Counseling.

Private Student Loans (credit-based approval required)

1. Go to the Loans page on the Otterbein Financial Aid website (

What is Federal Work-Study and how will I know if I qualify?

When you receive your financial aid award packet from Otterbein, it will indicate if you have qualified for Federal Work-Study. Federal Work-Study is a federally funded, need-based program, which provides on-campus or community service employment.

On-campus employment opportunities are listed through Handshake Job & Internship Network. Students eligible for Federal Work-Study will be emailed more information on how to log in and review the job postings prior to their first term of enrollment. Students may work up to 20 hours a week while classes are in session (not to be exceeded). Students will be paid on the 10th of each month for actual hours worked during the previous month.

To learn more, email studentemployment@otterbein.edu or visit www.otterbein.edu/workstudy.

What if I don't qualify for work-study but still want an on-campus job?

Limited opportunities are available to students who do not qualify for the need-based Federal Work-Study program. Interested students must apply and be approved by the hiring supervisor to be eligible to work.

Where do I send outside scholarships?

All outside scholarships should be sent to:

Otterbein University
Attn: Cashier's Office
1 S. Grove Street, Westerville, OH 43081

Financial Aid Timeline

Timeline Objective	Fall Starts	Spring Starts
Priority filing deadline for the FAFSA	Feb. 15	Dec. 1
Notify the Office of Student Financial Services about non-Otterbein scholarships received by the student	March 1	Dec. 1
First-time borrowers, complete Federal Direct Loan process	June 1	Dec. 1
Parent and Graduate Students complete PLUS loan application or Student and Parent Private Loans (if intend to borrow)	June 1	Dec. 1

Student Accounts generates electronic bills approximately six weeks prior to the start of the term. The payment of the bill is due according to the published academic calendar found here: <https://www.otterbein.edu/academic-affairs/academic-calendar/>

Important resources

Understanding Financial Aid
www.otterbein.edu/understandingyouraward

Free Application for Federal Student Aid
www.fafsa.gov

Otterbein School Code: 003110

Consumer Information
www.otterbein.edu/about/consumer-information

Direct Loan Program
studentaid.gov

Apply for Direct PLUS Loan and MPN
studentaid.gov/

MANAGING YOUR ACCOUNT

How do I pay my bill?

It's a very important question. Some other important questions about managing your student account might be: What payment plans are available? What is Otterbein's refund policy? What happens if I miss a payment? Answers to all of these questions and more can be found in this section.

You will also find information about Otterbein's online bill payment system, ePay, as well as step-by-step instructions on how to use this system to set up a payment plan, authorized users, direct deposit refunds and more.

If you have questions that are not answered in the section, please do not hesitate to contact Otterbein's Business Office.



Who can I contact about paying my bill?

Accounts Receivable
25 W. Home Street, first floor
614.823.1151
BusinessOffice@otterbein.edu
www.otterbein.edu/businessoffice

www.otterbein.edu/otterbinder/student-account

When will I receive my bill?

The Office of Student Accounts will email a bill to students and authorized users on the student's ePay account approximately six weeks prior to the first day of the term.

What is an authorized user on my account?

An authorized user is any individual a student adds to their ePay account for the purposes of viewing bills and making payments on behalf of the student.

When do I pay my bill?

For fall semester, fees and charges are due on August 1. For spring semester, they are due on December 14.

- All accounts must be paid in full or current within their payment plan in order to enroll in succeeding terms (semesters) or to receive copies of certificates, diplomas, and transcripts.
- Otterbein reserves the right to recover all costs involved with the collection and/or litigation of delinquent accounts.
- If an account must be sent to collection or litigation due to nonpayment of the outstanding balance, the University reserves the right to demand payment in full for subsequent terms (semesters) of enrollment prior to the beginning of each term.
- The University reserves the right to cancel the registration of any student if their prior term balance remains delinquent prior to the due date of the subsequent term. The University reserves the right to cancel the registration of any student if their current term balance is not paid in full and is not on a payment plan.
- The University reserves the right to demand payment in the forms of a certified check, money order, cash or credit cards in the event that one or more checks have been returned unpaid for any reason.

What is ePay?

ePay is Otterbein's online bill pay system. ePay allows you to:

- Pay your bill online using a credit card or electronic check. There is a minimal percent convenience fee
-

How do I review my billing statement in ePay?

1. Log into ePay.
2. Within home screen, select "View Statements"
3. Select "View" next statement to the date you wish to review
4. Control/P to Print

Please note that the statement is as of the statement date. If you have had registration and/or aid changes since the billing date, changes after this date are not reflected. To view current account activity and balances due, return to your Home screen in ePay and select "View Activity" next to your balance due.

How do I make a payment in ePay?

1. Log into ePay.
2. Select I would like to Pay
 - a) Option 1: Pay "Current Account Balance".
 - b) Option 2: Pay "Next Installment" (is option is for students who have already established a term payment plan).
 - c) Option 3: Pay "Other Amount" (is option gives you the ability to type over the current account balance with the amount you wish to pay. is is helpful if you need to split payments between multiple sources.)
3. After you have made your selection, click "GO!"
4. If you selected "Other Amount," the next screen will allow you to type over the Current Account Balance with the amount you wish to pay; continue to proceed to payment method.
5. Select Payment Method; Continue. If you are paying via credit/debit, you will be redirected to "Paypath" to complete your payment.
6. Continue through steps.
7. Agree to Terms and Conditions.
8. Submit Payment; Control/P to print a copy of your receipt.

A confirmation page with the payment detail will appear after the payment is processed. A confirmation email is sent to the student or authorized user submitting the payment.

How do I set up bank direct deposit for my refund?

1. Log into ePay.
2. Click on the "Refund" tab at the top.
3. Click on "Set Up Account".
4. Fill in the information requested in the form.

When a refund has been completed, you will receive an email alert that the University has processed your refund.

NEW STUDENT ACCOUNT & INFORMATION TECHNOLOGY

How do I get connected to campus technology? How do I activate my network account? You will find answers to these questions and more in this section.

Your network account gives you access to Otterbein's technology resources, such as Wi-Fi, Office 365, Outlook mail, Blackboard, and My O-Zone, the campus communication portal.

To set up your network account, you will need your Otterbein Username and Temporary password,

How do I activate my network account?

You will need your Otterbein Username and Temporary password, which have been provided to you in the Otterbein Network Information letter accompanying this binder or emailed to your personal email account. Go to <http://activate.otterbein.edu> and follow the step-by-step instructions. If you do not know your Username and temporary password, contact the Office of Admission at 614.823.1500.

How do I configure my Multi-Factor Authentication (MFA)?

Multi-Factor Authentication means you will be required to prove your identity to Office 365 using two factors. The two factors are something you know (your password) and a way to verify your identity via a notification on your phone or personal email. Please go to: www.otterbein.edu/information-technology/account-activation for further instructions on setting up MFA.

How do I access my Otterbein email and free Office 365?

Log on to Outlook email in Office 365 at mail.otterbein.edu by typing in your username@otterbein.edu (e.g., doe2@otterbein.edu). Then type in your network password.

Use the app launcher in the upper left corner of the page (waffle icon) for free access to the Microsoft Office suite and other apps. Install Office on your computers, tablets and smart phones for free. Every student has one free terabyte (TB) of storage in the OneDrive cloud.

What is My O-Zone?

My O-Zone is a secure area for students to access their network resources. It is located at [http://oz.e-12T1_2 1 ve12 \(e\)5 \(rb\)-11 \(e\)5 \(in.e\)-13 \(d\)5 \(u\)\]TJ /T1_2 1Tf 0 Tw 22.602 0 Td \[\(.\)](http://oz.e-12T1_2 1 ve12 (e)5 (rb)-11 (e)5 (in.e)-13 (d)5 (u)]TJ /T1_2 1Tf 0 Tw 22.602 0 Td [(.))

How do I get connected to the Otterbein network?

Wireless (phone, tablet, laptop) — To securely connect to the Otterbein network (while on campus), select either OtterbeinU or “Eduroam.” Logon is your username (e.g., smith1) and your email password. Eduroam additionally connects at thousands of higher education institutions across the world. See eduroam.org for a list of participating Eduroam institutions. Note: Wireless gaming, wireless printing, and wireless media streamers are not supported. Please use the wired Ethernet service in your residence hall for these devices. Use the local printer cable for printing. Use a media streamer that is Ethernet ready.

What software is available for free?

Otterbein faculty, staff, and students are provided a free Microsoft Office 365 account which includes 1 TB of free OneDrive storage through Microsoft’s ProPlus Program. For more information and directions on how to access these resources, please visit office.otterbein.edu.

What is the policy for using Otterbein technology?

It is the intent of Otterbein University to maintain a campus environment that facilitates access and sharing of information without fear that an individual’s work will be violated by misrepresentation, tampering, destruction and/or the . . . privilege of using Otterbein’s technology resources carries with it the responsibility and a policy for ethical behavior. Unethical behavior will not be tolerated. You agreed electronically to the policy when you activated your network account. Read Otterbein’s Acceptable Use Policy located on My O-Zone’s home page under the Policies and Forms link.

Students who engage in illegal downloading or unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. The Acceptable Use Policy is available online at www.otterbein.edu/information-technology/account-activation and includes information on copyright infringement, a summary of the penalties for violation of federal copyright laws, and legal alternatives to acquiring copyrighted material.

Please note: Otterbein Information Technology Services will NEVER ask for your password. Do not click on links or type in your credentials on fake IT or other similar types of emails you receive.

ACADEMIC SUPPORT AND TRANSITION SERVICES

What support is available for New Cardinals?

Making the transition to college is a big deal. Part of that transition is the experience of navigating the expectations in the classroom and having access to services to support your success. Otterbein is here to support your academic endeavors as you learn and grow.

From academic advising to disability services, the library, and buying your books, we are here to support your success.



Who can I contact about support resources?

Student Success and Career Development
Towers Hall, room 27
614.823.1624
studentsuccess@otterbein.edu
www.otterbein.edu/sscd

www.otterbein.edu/otterbinder/success

How do I know what books to buy?

Once you have your schedule for your first term, you will be able to look up the required and optional resources for your classes on the bookstore website. Students who have their textbooks by the first week of class are better prepared for the term and prepared to start from day one. More information about ordering textbooks, and spirit gear, from the Otterbein bookstore is available online at www.otterbein.edu/bookstore.

How will I navigate my academic major requirements and expectations?

In addition to learning how to manage the systems that will keep your requirements managed throughout your enrollment, your Academic Advisor will be a great resource to support your academic expectations. Additionally, Student Success and Career Development (SSCD) offers supplemental academic advising through individual assistance along your Otterbein journey.

What if I need tutoring or support in a specific class or subject area?

The Academic Support Center (ASC) helps students develop and strengthen the skills necessary to attain their academic goals. We support student learning and success through tutoring, teaching, disability services, and academic coaching. Professional staff and peer tutors in our tutoring programs work with students in a variety of settings — drop-in, small groups, and one-to-one tutoring. All services are free for Otterbein students. Please contact us by stopping by Courtright Memorial Library, Room #226 (on the second floor), emailing academicsupport@otterbein.edu, calling 614.823.1610, or visiting the ASC website at www.otterbein.edu/asc.

What if I need accommodations for my disability?

We encourage all students who have a disability to contact DisabilityServices@otterbein.edu or 614.823.1610 to discuss accommodation requests and potential documentation requirements, which may vary by situation and individual. The Disability Services staff will determine appropriate accommodations through an interactive process based on discussion with the student, the student's history of accommodations, and documentation.

Documentation from a student's previous school (verifying the diagnosis, the functional limitations, and the recommendations for/history of accommodations) is typically sufficient. A one-page registration form is available on the Disability Services website if a student does not already have documentation. While students may submit documentation and register at any point, we suggest that they do so prior to their first semester when possible. Additionally, informational meetings are available for future and current Otterbein students throughout the year to discuss the process and potential accommodations.

For students starting in fall term, our suggested registration timeline for incoming students is as follows:

- April: Submit documentation.
- May: Receive a follow-up email regarding transitioning to Otterbein; schedule Welcome Meeting for August.
- May/June: Return completed Pre-Welcome Meeting questions; Complete appropriate placement exams.
- June/July: Attend S.O.A.R. (Orientation).
- August: Attend Welcome Meeting.

More information can be found at www.otterbein.edu/ods. The Disability Services office is located on the second floor of Courtright Memorial Library, Room #228.

For students starting in any other term, any contact prior to the start of the term will allow us to best support you.

How can I get help with internship, job, or graduate school searches?

Student Success and Career Development (SSCD) offers holistic career advising. Through individual assistance and a variety of resources and programs we are here to help guide students along their journey toward their career goals.

For more information contact studentsuccess@otterbein.edu or call 614.823.1624.

What if I want to study abroad?

If you're thinking about studying abroad during your time at Otterbein, visit www.otterbein.edu/studyabroad, contactstudyabroad@otterbein.edu or call 614.823.1624 to learn more about Otterbein's study abroad programs.

What resources can the Otterbein Library provide?

CAMPUS LIFE

How can I make the most of being a New Cardinal?

Being an Otterbein student includes your experience outside of the classroom. From residence life to commuter student services, we are here to support the campus life of all students.

From dining on campus to getting involved, you will have opportunities to connect with other students and become immersed in the Otterbein community. Learn about the resources available to keep you healthy, safe, and well. In addition, explore our student organizations, activities, and ways to make a difference at Otterbein and in the local area.

Campus life will be what you make of it and we are here to support you and what that may be.

Counseling Center
146 W. Home St.
614.823.1333
counseling@otterbein.edu
www.otterbein.edu/counseling

Otterbein Police Department
194 W. Main Street
614.823.1222 (non-emergency)
police@otterbein.edu
www.otterbein.edu/police

Center for Student Engagement
614.823.3202
cse@otterbein.edu

Office of Student Affairs (back of Hanby Hall)
614.823.1250 (option2)
jsaker@otterbein.edu

What does my housing agreement mean?

Your housing agreement is your commitment to live in and pay for campus housing for the academic year. Housing and meal plan agreements are legally binding documents signed for the full academic year (fall and spring semester). Students are expected to abide by the agreement and remain in housing for both semesters after signing the agreement. Students who are unsure if they wish to live in campus housing should make their decision before signing an agreement.

Eating on Campus and Meal Plan Options

What am I going to eat?

Otterbein's dining service prepares locally sourced, made-from-scratch food for fresh and flavorful meals. Otterbein gives you healthy options at every meal. Many are low in fat, carbohydrates and sodium. Vegetarian entrées and sides are available at each meal. Gluten-free options are also available. Visit our Dining Services page Otterbeindining.catertrax.com for more information.

What if I have special dietary needs?

Since most of our food is made from scratch, Otterbein can accommodate most special dietary needs with advance notice. Just contact the Dining Services Director at 614.823.1855 for more information.

What are my meal plan options?

Otterbein offers four meal plans:

- 210 meals and \$150 Cardinal Dollars* (approximately 14 meals per week)
- 150 meals and \$225 Cardinal Dollars* (approximately 10 meals per week)
- 120 meals and \$260 Cardinal Dollars* (approximately 8 meals per week)
- Cardinal Plan** (approximately 19 meals per week, no Cardinal Dollars)

The three meal plans with meals and Cardinal Dollars provide the most flexibility. They allow students to eat their meals in the Cardinal's Nest (dining hall), the OtterDen or the Point Café. Cardinal Dollars are used like cash in any of the four dining locations on campus (Cardinal's Nest, OtterDen, OtterBean and the Point Café). Students can always check the balances of their meals and dollars or when making a purchase. Students who run out of meals or dollars during the semester can purchase additional dollars (Munch Money) as described below.

For students who want to maximize the number of meals they are offered, the Cardinal Plan provides students with the ability to eat a meal during every dining period when the dining services is open. While the Cardinal Plan does not provide flexibility, it provides lots of meals! Students who will regularly eat three meals a day are encouraged to consider this option. The plan allows students to eat meals in the Cardinal's Nest when open or use meals for meal exchanges in the OtterDen or Point Café. Students with the Cardinal Plan will not have any Cardinal Dollars on their plan, but can purchase Munch Money as described below for some flexibility.

*Number of meals and Cardinal Dollars are per fall/spring

**Number of meals per week, during fall and spring semester

Munch Money: You can add additional Munch Money to your Cardinal Card to be used in any Otterbein dining facility. Contact the Business Office at 614.823.1150 for more information.

Safety, Health, and Wellness

Making the transition to college life is a big deal. We have the resources to help you stay healthy and safe on Otterbein University's campus. In this section you will learn about the services provided by the Counseling Center, the Dean of Students and the Otterbein Police Department.

Where can I go if I get sick? What wellness programs are available? Do I need to register my vehicle? Who do I call for help? Answers to all of these questions and more can be found in this section.

As a member of the Otterbein community, you are automatically enrolled in Otterbein's Red Alert system, which sends campus emergency notices, campus closing information and weather alerts to your phone and email.

Does Otterbein offer student health services?

With a wide variety of local health resources to keep you well, you can focus on the important things in your daily life, like classes and friends. More information about the resources and partnerships with medical providers in the Westerville area are available online at www.otterbein.edu/healthcenter.

Where do I go if I have an emergency illness or injury?

If it's a life-threatening situation, please call 911.

OhioHealth hospitals (Riverside Methodist and Dublin Methodist), as well as the facilities listed below, are located just minutes from the Otterbein campus. You are advised to check your insurance coverage before using these services.

What wellness programming is available?

Otterbein offers a variety of programs to educate you on important wellness topics, including:

-

What services are provided by the Otterbein Police Department?

In addition to its law enforcement and patrol duties, the Otterbein Police Department (OPD) provides a variety of services to the campus community, including:

- Crime prevention education, including active shooter training.
- Security escorts.
- Facilities access if you forgot your Cardinal Card.
- Motorist assistance if you are locked out of your vehicle or need a jump start.
- Maintenance of a campus-wide lost and found.
- Registration of your valuable property.
- Registration of vehicles and bicycles.
- Administration of traffic and parking regulations.

Do I have to register my vehicle and/or bicycle?

All cars parked on campus are required to be registered with OPD. Students can purchase a parking decal on the OPD website at www.otterbein.edu/police. You can also register your bicycle at the website as well.

How can I report a crime or incident?

If you see, hear about or experience a crime on campus, please contact the authorities. For emergencies, dial 911. For non-emergencies, call OPD at 614.823.1222. If you wish to report a crime or incident anonymously, please submit a Silent Witness form. The form is available at www.otterbein.edu/silentwitness.

As required by the Federal Department of Education Clery Act, OPD maintains a Daily Crime Log of criminal incidents and alleged criminal incidents that are reported to the campus police. The Daily Crime Log is available to all students, parents and the general public. It includes, but is not limited to, such information as date, time, location, responding officer and outcomes of incidents. We include reports of all types of crimes, not just those required by the Clery Act. OPD also maintains an On-Campus Residential Housing Fire Log. The campus crime and fire logs, as well as OPD's Annual Campus Security and Fire Safety Report, are available at www.otterbein.edu/police.

Student Experience

Where can I attend worship services?

There are many opportunities to worship at Otterbein. Catholic students attend mass each Sunday morning, and there are a variety of protestant and non-denominational services on campus every week. As a United Methodist affiliated school, there are two United Methodist churches adjacent to campus. You are also encouraged to attend Westerville area churches, synagogues and mosques, many of which are within walking distance or just a short drive from campus. A listing of area worshipping communities is available from the Office of Religious and Spiritual Life, located at 82 W. Main St. on campus. If you don't see a group that represents your religious or spiritual tradition, the Chaplain is happy to help you start a new one!

Where can I work out?

The Clements Recreation and Fitness Center has a sanctioned six-lane, 200-meter indoor track; four practice courts for everything from basketball to tennis; four batting cages; and state-of-the-art Cybex weightlifting and Star Trac cardio equipment. The Rike Center's "O" Club weight room features York Barbell equipment and free weights. Access all of these facilities by swiping your Cardinal Card at the front desk located in the Clements Center.

Group fitness classes are offered free of charge during the semester in the Rike Center Fitness Studio, located across from the "O" Club Weight Room. For updated information on this programming and Clements Recreation Center, please visit www.otterbein.edu/fitness-recreation.

Otterbein is located adjacent to the 26-mile Westerville bikeway/leisure path. Visit westerville.org to learn more about the city's parks and recreation facilities. You can borrow a bike through Otterbein's Otterbike program to ride the paths or simply cross campus. Just stop by Otterbein's Courtright Memorial Library to ask about the program or rent a bike.

What sports are offered at Otterbein?

The Cardinals compete in 21 NCAA Division III sports and are part of the Ohio Athletic Conference. Visit otterbeincardinals.com to see a list of the men's and women's sports, rosters and schedules. Remember, just show your Cardinal Card at the ticket gate to get into home athletic events for FREE.

What resources are available to students on campus?

AROUND THE AREA

What is it like to live in Westerville?

Whether you commute or live on campus, Otterbein University will be a home away from home. Not only will you become familiar with campus but the surrounding cities of Westerville and Columbus, as well. So, what is there to do in Westerville and Columbus, Ohio? So much that you might not be able to experience it all during your time as a student!

From boutiques to co-eehouses, festivals to sports, music to theatre events, museums and more, there is something for everyone in the Westerville and Columbus areas. Welcome home!



Who can I contact for information about the area?

Visit Westerville
670 Meridian Way, Suite 128
Westerville, OH 43082
614.794.0401
www.visitwesterville.org
[Facebook.com/visitwesterville](https://www.facebook.com/visitwesterville)

Greater Columbus Convention
& Visitors Bureau
277 W Nationwide Blvd #125
Columbus, OH 43215
614.221.6623
www.experiencecolumbus.com
[Facebook.com/ExperienceColumbus](https://www.facebook.com/ExperienceColumbus)

www.otterbein.edu/otterbinder/area

Where is Otterbein University located?

Otterbein is located in Westerville, Ohio, a suburb of the capital city of Columbus. Westerville provides a warm, friendly atmosphere for Otterbein students, while remaining conveniently located close to a large metropolitan city that is full of cultural and social opportunities.

How do I get to campus?

These directions will take you to the Admission Office specifically. Once on campus you can navigate using the Campus Map available at www.otterbein.edu/campusmap and in the back of this binder.

From the NORTH take I-71 south to Gemini Place. Turn left on Gemini Place, follow the road as it turns to the right. Turn left on Polaris Parkway toward Cleveland Avenue (2 miles). Turn right on Africa Road, which becomes West Street. Travel approximately 1.5 miles on Africa Road/West Street. Turn left on Main Street.

From the SW take I-71 south to Gemini Place. Turn left on Gemini Place, follow the road as it turns to the right. Turn left on Polaris Parkway toward Cleveland Avenue (2 miles). Turn right on Africa Road, which becomes West Street. Travel approximately 1.5 miles on Africa Road/West Street. Turn left on Main Street.

Uptown Restaurants & Businesses

is is a sampling of the many locally owned businesses in Uptown. For a complete list, visit uptownmerchants.com. Many Uptown restaurants and businesses give Otterbein students a discount when you show your Cardinal Card.

RESTAURANTS AND FOOD

Asterisk Supper Club

14 N. State St.

Comfort food from scratch, a ernoon tea

614.776.4633

Barrel & Boar Westerville

8 N. State St.

Barbeque, brunch, gastropub

614.300.5014

Cardinal Pizza

10 E. Main St.

614.818.2697

DiCarlo's Pizza

20 S. State St.

Fusian

79 S. State St.

Sushi, Bowls, Salads

Dairy Queen

84 S. State St.

Ice cream, shakes, sandwiches, hot dogs, and more

614.899.2253

Espresso Air

25 N. State St.

Co eehouse, pastries and more

614.392.2944

Graeter's Ice Cream

1 N. State St.

Ice cream, shakes, ice cream cakes and more

614.895.0553

Java Central Café and Roaster

20 S. State St.

Co eehouse, boutique, live music and more

614.839.0698

Jimmy V's Grill & Pub

1 S. State St.

Burgers, gyros, pasta, salads and more

614.865.9090

Koble Greek & Italian Grill

7 N. State St.

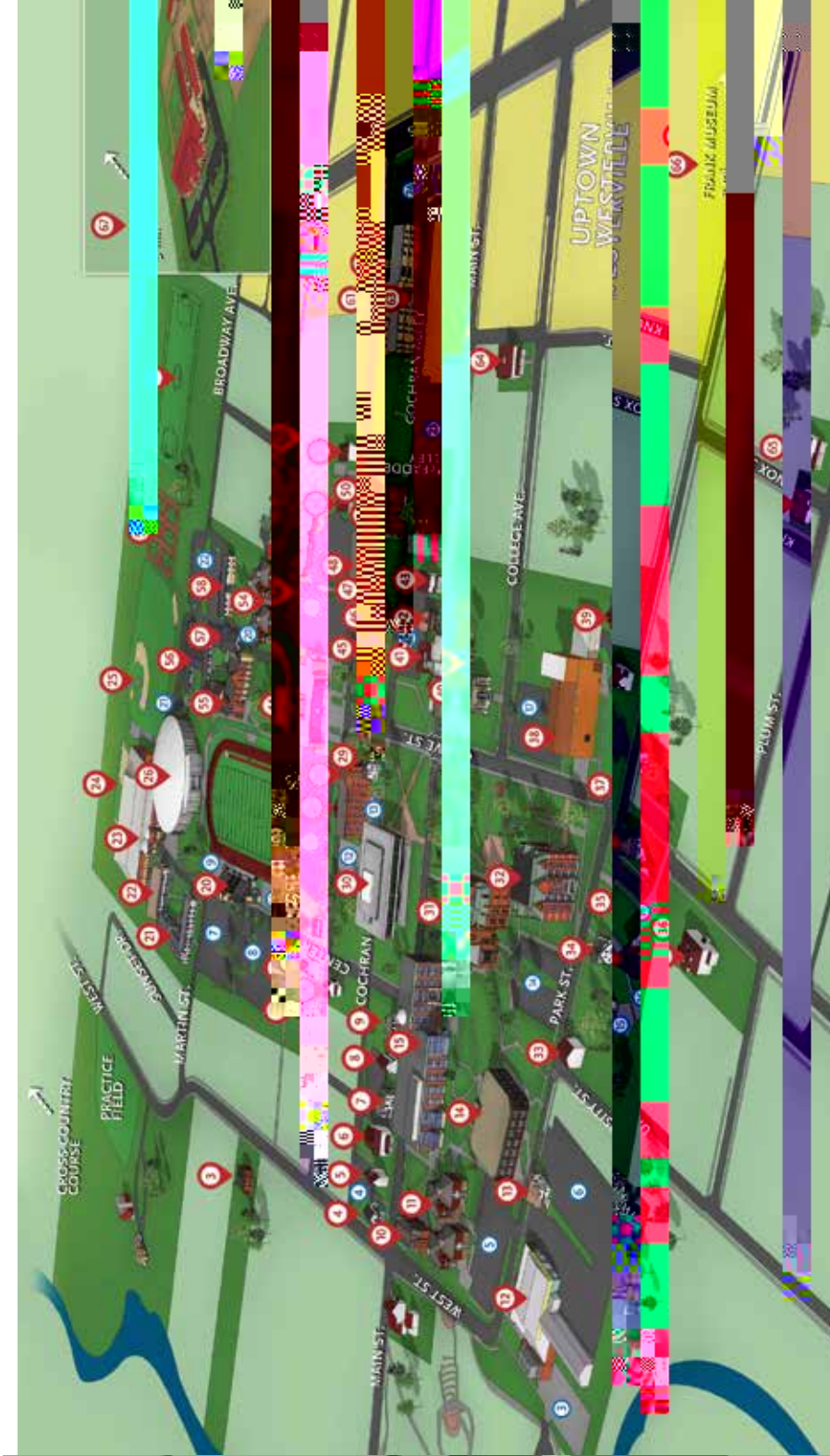
Greek salads, sandwiches, pasta and more

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What is there to do in Columbus?

Columbus is the 14th largest city in the United States, which means there are countless events, activities and destinations for you to explore. Otterbein is located just four miles from Polaris Fashion Place and eight miles from Easton Town Center — both are premiere shopping and entertainment destinations.

Catch a movie at Rave Cinemas Polaris 18 and XD (use your Cardinal Card to get a student discount or see a movie for \$5 all day every Tuesday!), go ice skating year round at the OhioHealth Chiller ice rink at Easton, explore science at COSI (the Center of Science and Industry) or history at the Ohio History Center, tour the gardens at



ALPHABETICAL

- 154 W. Home St./Theme (18)
- 155 W. Home St./Theme (16)
- 162 W. Home St./Theme (17)
- 25 W. Home St. Hall (61)
- 46 W. Home St./Theme (52)
- Art and Communication Building (1)

BY NUMBER

PARKING