



All the information you need to be a **NEW CARDINAL**.

OtterBinder

2022-2023



OtterBinder Checklist

☐ **UPON RECEIPT OF THE OTTERBINDER** – Activate your Otterbein email and network account (see page 41)

MAY ☐ **Early May** – Course Registration Survey emailed to student's Otterbein email account. The Course Registration Survey is due within two weeks of receiving it.

☐ **May 15** – Registration deadline for Summer Orientation, Advising and Registration (S.O.A.R.)*. Online request form at www.otterbein.edu/SOARform.

JUNE ☐ **If you are attending the June 16* or June 18* Orientation**, make sure your Course Registration Survey is completed. If necessary, take the Modern Language Placement Exam at least two weeks in advance of Orientation.

☐ **Early June** – A link to the online Education Module for New Students, focused on choices related to alcohol/drugs and sexual misconduct, will be sent to student's Otterbein email account.

☐ **June 1** –

- Complete the online Address Information Form at www.otterbein.edu/address or scan the QR code to the right. This form includes a request for on-campus housing, commuter status or off-campus status.
- Return the completed Health History and Immunization Record Form
- If needed, have your healthcare provider submit the completed Housing Accommodation Request for diagnosed disabilities (including requests for air conditioning).



☐ **June 15** –

- All students accept desired loan amounts online through Banner.
- First-time borrowers complete Direct Loan Promissory Notes and Entrance Counseling.
- Complete Parent PLUS application and Private Loans for students and parents.

☐ **June 16** – New student S.O.A.R. session (Orientation)*.

☐ **June 18** – New student S.O.A.R. session (Orientation)*.

JULY ☐ **If you are attending the July 8 Orientation***, make sure your Course Registration Survey is completed. If necessary, take the Modern Language Placement Exam at least two weeks in advance of Orientation.

☐ **July 8** – New student S.O.A.R. session (Orientation)*.

☐ **July 31** – Student Athlete Health History Information due via Healthy Roster (see instructions on page 9).

☐ **Late July** – Housing assignments emailed to student's Otterbein email account.

AUG ☐ **Submit physical exam/updated vaccination records.**

☐ **If you are attending the Aug. 16 Orientation***, make sure your Course Registration Survey is completed. If necessary, take the Modern Language Placement Exam at least two weeks in advance of Orientation.

☐ **Aug. 9** – *U Got This!* On-Line Education Module for New Students is due.

☐ **Aug. 14-17** – Nurturing Educational Success and Transitions (N.E.S.T.) optional transition program specifically designed for first-year students who self-identify as multicultural.

☐ **Aug. 16** – New student S.O.A.R. session (Orientation)*.

☐ **Aug. 17** – New student Move-In Day.

☐ **Aug. 17-21** – First Flight (see page 12).

☐ **Aug. 22** – First day of classes!

* Students attend one of four Summer Orientation, Advising and Registration (S.O.A.R.) dates offered.

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Student Forms

These important forms require your immediate attention. Two prepaid envelopes to return these forms are provided in the back of this binder. **All forms are due by the deadlines below OR 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 2022-2023 academic year must complete this online form at www.otterbein.edu/address or scan the QR code below. This form will collect your housing plans, emergency contacts and guide you through requesting to live on campus, commute from home, live off-campus and/or selecting a meal plan.

☐ Student Health History and Vaccination Record – Due June 1

All students must complete this form and return to Otterbein University, Student Affairs Office, 1 S. Grove St., Westerville, OH 43081. This form is to be completed by the student/guardian. It does not require a medical provider for completion, but you may need to ask your medical provider for your vaccination records.

☐ 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.

☐ Student Housing Request Form – Complete online by June 1

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

☐ 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 2022-2023 academic year should complete this online form at www.otterbein.edu/address or scan the QR code below.

☐ Residence Hall Room and Board Plan Agreement – Due at check-in

Students residing on campus will be required to sign this form when checking into their residence hall assignment in August. Students who will not be 18 years old at the time of check-in and will not have a parent/guardian with them, should bring this signed agreement with them to check-in or submit in advance via email to reslife@otterbein.edu.

☐ Student Athlete Health History Information – July 31

All student athletes must complete this information via Healthy Roster.
(See page 9 for instructions.)



Commuter & Off-Campus Status Policy

All current, full-time, undergraduate students who are not planning to live on campus must submit an application for Commuter or Off-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. **Off-Campus Status** is granted to rising seniors or students who meet one of the other criteria listed below and wish to live in an off-campus house or apartment.

Both **commuter and off-campus living requires an application and verification** that the appropriate requirements for eligibility have been met. Students must re-apply each year. All full-time, traditional freshmen, sophomores and juniors are required to live on campus, unless they meet one of the criteria below.

To qualify for Commuter Status:

- The student must reside with a parent or legal guardian within a 30-mile radius of Otterbein University. A parent or legal guardian signature will be required on the application to verify at-home residency. Mileage is calculated from the campus address (1 South Grove St, Westerville, OH, 43081) via **freemaptools.com**.
- The home address must match the address provided on the original application to the University or FAFSA. Addresses not matching will require a copy of the parent's Ohio driver's license or state ID for verification.

Any student who meets eligibility for Commuter Status and submits a complete **Application for Commuter Status and Parent Verification Form** by June 1, will be approved. Students admitted after June 1 must submit an application within two weeks of admission. Formal approval will be sent to the student's Otterbein email within two weeks of the application being received.

To qualify for Off-Campus Status students must meet one of the following criteria:

- Have completed at least 90 semester credit hours (senior class standing) by the first day of fall semester based on their Otterbein transcript and have not signed a housing agreement with the University
- Will be 22 years of age prior to the first day of classes of fall semester
- Are legally married, or a single parent with their child, residing within a 30-mile radius of Otterbein University
- Have lived in Otterbein or other college/university residence halls for three full years (nine quarters or six semesters, excluding summers)
- United States military veterans with 18 months or more of active military service

After the **Application for Off-Campus Status** has been received, formal approval will be sent to the student's Otterbein email within two weeks of the application being received. **No student should sign an off-campus lease until formal approval has been received.**

Application Deadline:

All new, full-time, undergraduate students who are not planning to live on campus must submit an application for Commuter or Off-Campus Status to the Office of Residence Life by June 1, or within two weeks of acceptance to Otterbein if accepted after June 1.

Any student who has not submitted an application and been approved for Commuter or Off-Campus Status by June 1 will automatically be assessed the on-campus room and board fees.

Any student who has not been approved for Commuter or Off-Campus Status and is found living in a location that has not been approved (e.g., an approved Commuter to be found living in an off-campus house) will automatically be assessed full room and board charges for the entire academic year.

Special Residency Exemption:

Students who do not meet any of the criteria above, but feel they qualify for an exemption due to a special circumstance, must complete a Housing Obligation Exemption Petition and submit it to the Office of Residence Life stating their reason(s) for being eligible for the exemption. The request can be found on the Residence Life page on My O-Zone or in the Office of Residence Life. Petitions should be submitted by June 1.

Applications are due to the Student Affairs Office within two weeks of acceptance. Applications may be faxed to 614.823.3299.

Incoming Otterbein Student Health Check List

All incoming students must provide a **Health and Vaccination History by June 1** (or within two weeks of admission) and submit a **Physician's Examination Form by September 1**.

This is a checklist for all incoming students. Please read this page carefully and follow the steps listed. If you have questions, please leave a message at 614.823.1345 and allow 3-5 business days for a return call. The Student Health Center is closed during the summer months, but voicemail is checked each week.

☐ 1. Health and Vaccination History

Please complete the attached two-page Health and Vaccination History. This should be completed by the student and their parent/guardian. It outlines many important health concerns, special needs, allergies, surgeries, and current medications. A copy of the student's COVID-19 vaccination card along with full vaccination history (typically provided by the medical provider's office or county health board) should be submitted along with this form by June 1.

☐ 2. Physician's Examination form

This form is to be completed by the physician or healthcare provider who completes your routine, annual physical. Immunizations should be updated at this time (TDaP if not given within 10 years, MMR, and TB skin test with results). An updated copy of your vaccination history should be submitted with this form by September 1.

☐ 3. TB Testing

Every student must take a Tuberculosis (TB) test and include the results from the past 12 months. If the results are more than 12 months old, a new test will need to be performed.

☐ 4. Consent for Care

Required for all students who will be under 18 years of age upon arrival at Otterbein University. This consent is included on the Health and Vaccination History form.

☐ 5. Chronic/Ongoing Medical Conditions

If you are an incoming student with medical issues and have further documentation regarding your care, please contact the Student Health Center at **614.823.1345**.

COVID-19 Vaccination Statement:

Otterbein University will require all students, faculty and staff to be fully vaccinated against COVID-19 unless granted an exemption for medical or religious reasons. To demonstrate proof of vaccination, students should submit a copy of the vaccine card to **covid@otterbein.edu** by June 1. Students wishing to request an exemption should email **covid@otterbein.edu** indicating which type of exemption form they are requesting, medical or religious. Exemption forms should be submitted by June 1. The health and safety of our community has always been our highest priority, and our partners at Franklin County Public Health and OhioHealth agree that this data-driven, science-based decision is the best way to protect all members of our community.



HEALTH AND VACCINATION HISTORY

PLEASE RETURN BY **JUNE 1** TO:

Otterbein University
Student Affairs Office
1 South Grove St.
Westerville, Ohio 43081
614-823-3299 (FAX)

- ☐ Freshman
- ☐ Sophomore
- ☐ Junior
- ☐ Senior
- ☐ Transfer
- ☐ Nursing
- ☐ Graduate

MEDICAL HISTORY

TO BE COMPLETED BY **STUDENT** (please print)

Last Name First Name Middle Name (Maiden) Preferred Name

Street Address City State Zip Code

Phone (Home) Phone (Cell)

Date of Birth _____ Gender ☐ M ☐ F Email Address _____
Month / Day / Year

Emergency Contact _____ Relationship _____
Name

Street Address City State Zip Code

Phone (Home) Phone (Cell)

VACCINATION AND IMMUNIZATION HISTORY

Record dates for each on this form. **Include a copy of your COVID-19 Vaccination card with this form and a copy of your full immunization history** which may include additional vaccinations/tests.

COVID-19: Pfizer/Moderna (2 dose) #1: _____ #2: _____
J&J/Janssen: _____

TDaP _____ (Tetanus/Diphtheria/Pertussis required in last 10 years)

Polio #1 _____ #2 _____ #3 _____ #4 _____ **OR** submit copy of titer

Measles/Mumps/Rubella (MMR): 2 required #1 _____ #2 _____ **OR** submit copy of titer

Tuberculin Skin Test in the Past 12 months: Date: _____

Mantoux Only Negative: _____ Positive: _____ (If positive, submit chest x-ray results)

Meningitis vaccine: _____

ALL STUDENTS: PLEASE CONSULT YOUR PHYSICIAN ABOUT RECEIVING A MENINGITIS VACCINE.

Among your blood relatives, is there any history of, or present illness of any of the following:

CHECK EACH ITEM	YES	NO	RELATIONSHIP
CANCER			
HEART DISEASE			
HIGH BLOOD PRESSURE			
STROKE			
TUBERCULOSIS			

CHECK EACH ITEM	YES	NO	RELATIONSHIP
DIABETES			
NERVOUS OR MENTAL DISEASE			
ASTHMA OR HAY FEVER			
CONVULSIONS			

☐ Mother Living? ☐ Father living? No. of brothers living _____ No. of sisters living _____

If deceased, give relationship and cause of death _____

Occupation: Father _____ Mother _____

(continued on other side)

MEDICAL HISTORY CONTINUED

To be completed by student (please print)

Last Name	First Name	Middle Name	(Maiden)	Preferred Name
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Have you ever had or do you now have any of the following:

CHECK EACH ITEM	YES	NO	CHECK EACH ITEM	YES	NO	CHECK EACH ITEM	YES	NO	CHECK EACH ITEM	YES	NO
ADD/ADHD			DIZZINESS/FAINTING SPELLS			HIGH BLOOD PRESSURE			SEVERE HEAD INJURY		
ALLERGIES (DRUGS, OTHER)			DRUG OR ALCOHOL ABUSE			INTESTINAL/RECTAL DISEASE			SEVERE/RECURRENT ABDOMINAL PAIN		
ANEMIA OR BLOOD DISEASES			EAR, NOSE, THROAT TROUBLE			KIDNEY/BLADDER TROUBLE			SEXUALLY TRANSMITTED DISEASE		
ANXIETY			EATING DISORDER			MALARIA			SINUS DISEASE		
ARTHRITIS			EPILEPSY/SEIZURES			MEASLES			SKIN DISEASE		
ASTHMA			FREQUENT/SEVERE HEADACHES			MONONUCLEOSIS			THYROID TROUBLE		
BROKEN BONES			GALL BLADDER TROUBLE			MUMPS			TUBERCULOSIS/POSITIVE TB SKIN TEST		
CHICKEN POX			HEART DISEASE			NERVOUS/MENTAL DISEASE			TUMOR/CANCER		
DEPRESSION			HEPATITIS/JAUNDICE			PNEUMONIA/CHRONIC COUGH					
DIABETES			HERNIA			RHEUMATIC FEVER					

- Are you allergic to or have any sensitivity or intolerance to any medication?

☐ no ☐ yes

- Do you regularly take any medication?

☐ no ☐ yes

- Have you ever been a patient in any type of hospital?

☐ no ☐ yes

- Include any operations and age at which they occurred (state when, where, and why)

- Have you ever been hospitalized due to emotional problems?

☐ no ☐ yes (if yes, state when, where, and diagnosis)

- Have you ever taken an overdose or seriously considered or attempted suicide?

☐ no ☐ yes

- Have you ever been refused employment, unable to hold a job, couldn't take physical education or participate in sports because of your health?

☐ no ☐ yes

- Have you ever had any serious illness, injury or operation not listed above?

☐ no ☐ yes

- If you answered yes to any of the above questions, please give details

FOR STUDENTS UNDER 18 YEARS OF AGE, CONSENT FOR HEALTH CENTER TREATMENT TO BE SIGNED BY PARENT OR GUARDIAN.

I hereby give my consent for my son/daughter to be treated by the Otterbein University Health Services.

Date	Signature	Relationship
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PHYSICIAN'S EXAMINATION FORM

PLEASE RETURN BY **SEPTEMBER 1** TO:

Otterbein University
Student Affairs Office
1 South Grove St.
Westerville, Ohio 43081
614-823-3299 (FAX)

- ☐ Freshman
☐ Sophomore
☐ Junior
☐ Senior
☐ Transfer
☐ Nursing
☐ Graduate

PHYSICIAN'S EXAMINATION

TO BE COMPLETED BY HEALTH CARE PROVIDER AND RETURNED IN ENVELOPE PROVIDED BY SEPTEMBER 1.

Student Name (Print) _____ Date _____
Last Name First Name Middle Name (Maiden)

Student ID # _____

1. Sex _____ Height _____ Blood Pressure: _____ BMI: _____
Age _____ Weight _____ Pulse: _____

2. **HEARING:** Left ____/15 Right ____/15
(optional)

3. **VISION:** Right 20/ ____ Color Vision _____
(optional) Left 20/ ____ **CORR TO:** Left 20/ ____ Test Used _____

CHECK EACH ITEM IN PROPER COLUMN	NORMAL	ABNORMAL
4. HEAD, NECK, FACE AND SCALP		
5. NOSE AND SINUSES		
6. MOUTH, TEETH, GINGIVA, AND THROAT		
7. EARS GENERAL (CANALS, DRUMS, ETC.)		
8. EYES GENERAL (LIDS, PUPILS, MOTIONS, ETC.)		
9. LUNGS, CHEST, AND BREASTS		
10. HEART		
11. VASCULAR SYSTEM (INCLUDE VARICOSITIES)		
12. ABDOMEN AND VISCERA (INCLUDE HERNIA)		
13. ANO-RECTAL AND PILONIDAL		
14. ENDOCRINE SYSTEM		
15. GENITO-URINARY SYSTEM		
16. UPPER EXTREMITIES		
17. LOWER EXTREMITIES		
18. SPINE, OTHER MUSCULO-SKELETAL		
19. SKIN AND LYMPHATICS		
20. NEUROLOGICAL SYSTEM		
21. PSYCHIATRIC (PERSONALITY DEVIATION, ETC.)		
22. IF FEMALE, GIVE MENSTRUAL HISTORY		
NOTE: Give details of each abnormality. Enter corresponding item number before each comment.		
23. ANY SPECIAL TESTS USED FOR YOUR CLINICAL EVALUATION? (BLOOD, EKG, ETC.)		
24. Should physical education or intramural activities be restricted? YES _____ NO _____ If limited, please explain _____		

PLEASE ATTACH COMPLETE COPY OF STUDENT'S IMMUNIZATION HISTORY INCLUDING THE FOLLOWING

- TETANUS/DIPHTHERIA/PERTUSSIS (TDAP)
- POLIO
- MEASLES/MUMPS/RUBELLA (MMR)
- TUBERCULIN SKIN TEST
- MENINGITIS

In addition to above:
ATHLETES (required): Sickie Cell Testing Neg ____ Trait ____ Disease ____

In addition to above:
NURSING (required): A Tuberculin skin test, a 2-step Mantoux, is required. The second step **MUST** be given between 7 and no longer than 14 days after the first step.

Date - 1st skin test _____ Reaction _____ Date read: _____
Date - 2nd skin test _____ Reaction _____ Date read: _____
Varicella:
Dates of (2) vaccine 4-8 weeks apart _____
OR Varicella Antibody IgG titer required for students with a history of chicken pox. Date of titer _____ Results _____
Hepatitis B vaccine:
Dates of series #1 _____ #2 _____ #3 _____
OR Quantitative HBSAb titer. Date of titer _____ Results _____
(Copy of all titers must be submitted)
Influenza vaccine: _____

Physician Signature _____
Street Address _____
City, State, Zip _____
Phone (include area code) _____
Physician's Name _____ *please print or stamp*

THIS FORM IS REQUIRED TO BE COMPLETED BY ALL INCOMING FULL-TIME STUDENTS, ATHLETES AND NURSING MAJORS.

Return this form to:

Otterbein University • Student Affairs Office • 1 South Grove Street, Westerville, OH 43081 • 614-823-1250 (PHONE) 614-823-3299 (FAX)



Connecting Otterbein Athletes and Coaches to Athletic Trainers

Healthy Roster is a **FREE** mobile app/software program connecting athletes and coaches with their athletic trainers from **OhioHealth Sports Medicine** and **Otterbein University Athletics**.

Healthy Roster Mobile App Includes:

- Digital access to your athletic trainer
- Injury documentation and updates
- HIPAA-Compliant — safe and secure

To get started using **Healthy Roster**, look for an email invitation to your **Otterbein University Email** coming prior to your sports season or the start of school. If you did not receive one and would like to be invited, please contact your **OhioHealth Sports Medicine** or **Otterbein University athletic trainer**.



Frequently Asked Questions Regarding Privacy

What is Healthy Roster? Healthy Roster is an app/software program used by OhioHealth Sports Medicine and Otterbein University Athletic Trainers to document and communicate about injuries.

Healthy Roster is HIPAA-Compliant: As medical professionals, athletic trainers are responsible for keeping patients' medical and personal information secure. Being HIPAA compliant means all personal health information (PHI) is stored securely. Many safeguards are in place to keep access highly limited.

Who has access to my profile? You and the sports medicine staff have access to your profile just as they do now. In addition, coaches have basic information related to participation status and critical notes related to overall health and safety such as allergies.

What happens once I sign up? After signing up for Healthy Roster, you have control over who else can access your profile.

Can users of Healthy Roster share my injury information with other people who do not have access? Absolutely not! You will work directly with the sports medicine staff when you need to coordinate care.

What happens to my information when I graduate? The information is archived and the medical record is kept secure.

For additional info about Healthy Roster and our Privacy Practices, please visit www.healthyroster.com

OhioHealth Sports Medicine works with athletes of all levels — from students to professionals, from yoga moms to triathletes. We are comprised of more than:

- + 45 Sports Medicine physicians
- + 20 concussion-management experts, using the most current scientific research
- + 120 athletic trainers supporting more than 60 high/middle schools and 8 colleges

ORIENTATION

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

Summer Orientation, Advising and Registration (S.O.A.R.) is designed to help you become familiar with Otterbein University's campus and resources prior to your arrival this fall.

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?

Center for Student Involvement

Campus Center, first floor

614.823.3202

orientation@otterbein.edu

www.otterbein.edu/orientation

What is S.O.A.R.?

S.O.A.R. (Summer Orientation, Advising and Registration) is a one-day session designed to prepare you to be a successful student at Otterbein. Throughout the day, you will have the opportunity to meet with an advisor to review your fall course schedule, learn about Otterbein's academic expectations from department representatives, learn what it's like to be a student at Otterbein from those who are living it now, and build relationships with other new and current students.

When do I attend S.O.A.R.?

You can register for one of these four dates:

- Thursday, June 16
- Saturday, June 18
- Friday, July 8
- Tuesday, Aug. 16 (recommended for students unable to travel to Westerville during June and July)

How do I register?

Sign up online at www.otterbein.edu/SOARForm by May 15.

You will select one of the dates listed above when filling out the online form. The sooner you submit the form, the more likely you will be to get your first choice of dates.

Is S.O.A.R. required?

Yes! S.O.A.R. is required for all new Otterbein students.

Are parents and families invited to S.O.A.R.?

Yes. Parents and families are welcome - and encouraged - to attend. There is a separate program designed especially for guests and family members.

Is there a fee to attend S.O.A.R.?

There is not a fee for students to attend the session; however, there is a fee for family members and guests. This fee is \$40 for the first guest and \$20 for each additional guest (maximum four guests per student). This guest fee covers meals and snacks, materials, speaker fees and other general operating costs.

If you have family members or guests attending S.O.A.R. with you, you can pay by credit card when filling out the S.O.A.R. registration form online. If you have a concern with this option of payment, please contact the Center for Student Involvement at 614.823.3202 or orientation@otterbein.edu.

I am a transfer student. Do I really need to attend?

Yes, all incoming students should attend orientation. Transfer students will be placed into an orientation group with other transfer students and will have the opportunity to hear some information specific to the transfer student experience.

How long is S.O.A.R.?

Check-in will begin at 8 a.m. and your day will conclude around 5:30 p.m.

How do I know which session I will attend?

You will receive a confirmation postcard at your permanent address, as well as a more detailed message sent to your Otterbein email account.

What if I can't attend?

S.O.A.R. is required for all new students. If you have a schedule conflict, contact the Center for Student Involvement at 614.823.3202 or orientation@otterbein.edu.

First Flight

After you attend S.O.A.R., we will be anxiously awaiting your arrival back on campus for First Flight, Otterbein's new student program, Aug. 17-21. First Flight is a week-long series of events — full of Cardinal Pride, motivational speakers, First Year Seminar class sessions, service projects, friendly competition and more — designed to help you transition to college life. First Flight is **required for all new Otterbein students**, so be sure to mark your calendar.

Nurturing Educational Success and Transitions

The Office of Social Justice and Activism sponsors a transition program, Nurturing Educational Success and Transitions (N.E.S.T.), specifically designed for first-year students who self-identify as multicultural or first-generation.

This program gives you the opportunity to meet your peers and upper-class students, become familiar with campus prior to First Flight, interact with faculty and staff and learn about the many resources available to you at Otterbein.

N.E.S.T. will be held Aug. 14-17. Participants will be able to move in early! N.E.S.T. participants will move in on Saturday, Aug. 14.

Students will receive an invitation via mail and email in June. For more information about this program or to register, please contact us at 614.823.1312.

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.

What is my Common Book?

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

Do I need to purchase the Common Book?

No. All incoming students will receive a complimentary copy of the book during their summer orientation session. Students who are planning to attend the August orientation session will be mailed a copy in late July.

Do I really need to read the Common Book?

Yes. Along with your copy of the Common Book, you will receive a writing assignment based on the book. The book will also be discussed and the summer writing assignment handed in to your First Year Seminar (FYS) instructor during First Flight in August. This writing assignment will serve as your official academic introduction to your FYS course. Even if your FYS course isn't until spring semester, your instructor will still collect your assignment and host a book discussion during First Flight.

When will I receive my summer writing assignment?

You will receive your summer writing assignment during your orientation session. By mid-June, the writing assignment will also be posted online on the orientation website (www.otterbein.edu/orientation).

Will I get to meet the author?

Yes. Each year the author of the Common Book visits campus to present an all-campus lecture, sign books, interact with Otterbein students, and more.

How is the Common Book selected?

Each year a committee of students, faculty and staff read a list of books that have been nominated for the Common Book program. Nominations are taken all year from anyone on campus. The committee narrows down the list of nominations until it selects a book that will best fit the Common Book program. Maybe you will volunteer to serve on this committee as a student! A full list of previous years' books and the selection criteria can be found at www.otterbein.edu/commonbook.

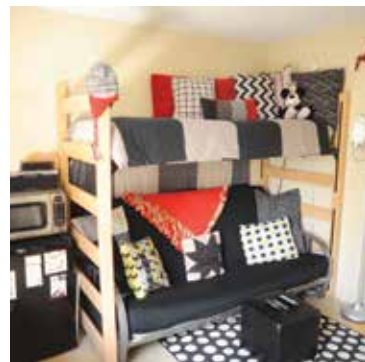
RESIDENCE LIFE

Are you ready to live like a Cardinal?

When can I move in? When will I get my housing assignment? What should I bring? What's included in my room? What am I going to eat? All of these questions and more will be answered in this section.

Otterbein University's 10 residence halls, two apartment complexes and four theme houses offer 1,295 students the opportunity to live and learn on campus.

This section also contains information and answers to commonly asked questions about Otterbein's dining service and meal plan options.



Who can I contact about residence life?

Office of Residence Life
Student Affairs Office (back of Hanby Hall)
614.823.1250
reslife@otterbein.edu
www.otterbein.edu/residencelife

Do I have to live on campus?

All full-time, traditional first-year students, sophomores and juniors are required to live on campus unless married, 22 years of age or commuting from their parents' home within a 30-mile radius of campus. More than 85 percent of first-year students live on campus.

Students may request housing using the Student Housing Request Form, apply to commute using the Application for Commuter Status or apply to live off-campus using the Application for Off-Campus Status.

What does my housing agreement mean?

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.

When will I receive my housing assignment?

You will receive your housing assignment via your Otterbein email in late July.

Are the residence halls air conditioned?

Unfortunately, **most residence halls are not air conditioned** (except Garst Hall). Students are encouraged to bring fans to help move air. Students who need air conditioning for a medical reason must submit the Housing Accommodation Request form which is completed by their physician and should be returned by June 1. The request is available for download at www.otterbein.edu/accommodationform or via email at reslife@otterbein.edu.

When can I move in?

New student move-in is Wednesday, Aug. 17 from 9 a.m. to Noon. Please check in by no later than Noon to have enough time to unload and say good-bye to your family before First Flight activities begin at 4 p.m.

Sports teams and other groups moving in early will receive the exact date and time for their early arrival with their housing assignment information via email in late July.

What amenities are in my residence hall and room?

Otterbein provides an XL twin bed and mattress, desk and chair, drawer and closet space, Internet jacks, mini blinds and carpet (except in Engle Hall and select other rooms on campus).

Every hall has wireless Internet, a free laundry facility with high-efficiency washers and dryers, vending machines and a lounge with flat-panel TV. Most halls also have a pool table. All residence halls are secured 24 hours a day and accessed by residents with their Cardinal Card (student I.D.).

What should I leave at home?

Students should leave a lot of items at home, including pets, candles, air conditioners, any electrical appliances which can easily start a fire and many more items covered in the Campus Life Handbook's Residence Life and On-Campus Housing section available online at www.otterbein.edu/CLH.

What's my campus mailing address?

You will receive your Student Mail Center (SMC) number via your Otterbein email. The address you should provide to family and friends is: **Your Name**

Otterbein University

1 South Grove Street

SMC# _ _ _ _ _

Westerville, Ohio 43081-2004

Can I choose my own roommate?

Many students choose to allow the residence life staff to pair them with a roommate using the lifestyle preferences provided through the online housing request. If you are already friends with another student planning to attend Otterbein, you may choose each other using the “Mutual Roommate Request” section on your online housing request (contained in the Address Information Form). Both roommates must choose each other and provide each other’s name and Otterbein ID number on their forms. If you are willing to separate from a mutual roommate request due to space limitations in themed communities, please indicate this. Otherwise, your mutual roommate request will be deemed as taking precedence over all other requests.

Which activities are available in my residence hall?

Each residence hall offers a variety of social and educational activities, as well as weekly newsletters (Stall Stories) and monthly bulletin boards. You will be encouraged to get involved with the Resident Student Association to assist in planning hall activities, designing hall t-shirts and creating new traditions in your residence hall.

When are residence hall closing and opening dates for school breaks?

- The residence halls will close after fall semester on Friday, Dec. 9, at 8 p.m. You may leave your belongings in your room during winter break unless you are studying abroad or not returning for spring semester.
- The residence halls will open for spring semester on Sunday, Jan. 8, at Noon.
- If you need to remain on campus during winter break, you may sign up for break housing for a small fee. Students will be consolidated into specific buildings for break. Exact information regarding break housing will be sent to your Otterbein email before winter break.
- If you know you’ll be on campus during winter break, you are encouraged to request Continuous Housing on your Housing Request Form. Requesting Continuous Housing will allow you to be assigned permanently to the hall open for winter break and to remain in your room during break for a small fee.
- The residence halls will close after spring semester on Friday, April 28, at 8 p.m.
- Housing for summer will be available for a daily fee in one or more halls.

What is the smoking policy?

Smoking, including e-cigarettes, is prohibited in the residence halls, all campus buildings and within 20 feet of any building door, window or air intake area.

Where can I read more about campus and residence hall policies?

The Campus Life Handbook is always available online at www.otterbein.edu/CLH. Students and parents should read the handbook before arriving on campus.

What are Themed Communities?

We offer three themed communities in the halls for first-year students.

Honors Housing in Mayne Hall: All incoming students who are part of the Honors Program are invited to live in Mayne Hall. The Kneading Minds service program, coordinated by the Honors Program, is housed in Mayne Hall. Students and faculty bake bread once a month with proceeds from the sales are donated to a local charity. Priority for housing in Mayne will be given to students based on the date their housing request form is received and if part of a mutual roommate request, where both roommates are in the Honors Program.

Open Space: Started in 2015, Open Space is for students of all genders and sexualities interested in living in a LGBTQIA+ supportive environment.. As this community continues to evolve, students will have the opportunity to develop annual traditions and participate in both hall and campus activities.

Creativity & Culture Community: This community is for students who are intellectually curious and creative, who see the arts and humanities as of central meaning and value, and who crave a fun and inclusive living environment. Students interested in the arts and the humanities (Art, Art History, Dance, English, Global Studies, History, Legal Studies, Music, Philosophy, Political Science, Religion, Race and Ethnic Studies, Spanish and Latin American Studies, Theater, and Women's, Gender and Sexuality Studies) participate in an early arrival program to explore, engage and connect with the local arts scene, with humanities faculty, and with other arts and humanities students. Activities promote student involvement in hall and campus-wide activities, and focus on issues in the arts and humanities.

Which Residence Halls are for First Year Students?

Davis Hall is located on the northwest side of campus near the stadium, Rike and Clements Centers and houses up to 115 students including six Resident Assistants. Davis Hall has two floors with men typically located on the first floor and women on the second floor. All rooms are double rooms with the exception of one single room per floor. Each floor has two community bathrooms and a lounge. The first floor also has a kitchen (sink, oven, fridge, microwave), the laundry room and the hall staff office. An Assistant Directors of Residence Life (ADRLs) lives on the first floor.

Dunlap-King (DK) Hall is located on the southwest side of campus near the Science Building and Battelle Fine Arts Center and houses up to 94 students including five Resident Assistants. DK has four floors with men typically located on the ground and first floors and women on the second and third floors. All rooms are doubles except for four triple rooms located on the third floor. Each floor has one community bathroom. The lounge, a study room, kitchen (sink, stove/oven, fridge, microwave), the laundry room and the hall staff office are located on the ground floor.

Engle Hall is located on the northeast side of campus and houses up to 44 residents including two Resident Assistants. Engle Hall is a single sex building, typically housing men only, with all rooms being doubles. Engle Hall has two floors with a community bathroom and lounge on each floor. The second floor has a kitchenette (sink, microwave, fridge) and the first floor has a laundry room.

Garst is located on the northeast side of campus near the Rike Center and houses up to 73 students including three Resident Assistants. Garst Hall is a single-story building with five wings and all rooms are doubles. Garst Hall has central air and one lounge located on the north side of the building with the hall staff office located on the south side of the building. The building is co-ed by wing and an Assistant Director of Residence Life (ADRL) lives in the middle wing.

Hanby Hall is centrally located across from the Campus Center with four floors housing up to 120 students including 6 Residents Assistants on gender specific floors and one Area Director of Residence Life living on the first floor. Overflow for the Honors Housing Community live in Hanby with the remaining rooms being filled by upperclassmen. Most rooms in Hanby are doubles with one triple located on each upper floor. Two accessible singles with their own attached bathroom are located on the first floor along with the kitchen/laundry room and main lounge area featuring a pool table, large screen TV and a fireplace. Upper floors each have a study lounge and community bathrooms. Hanby Hall is connected to Clements Hall through the west stairwell.

Mayne Hall, home to the Honors Housing community, is located in the center of campus beside the Library and houses up to 137 students including seven Resident Assistants. Mayne has four floors with men living on the 2nd floor, women on the 3rd and 4th floors. The first floor alternates based on the incoming class size. All rooms are doubles, except for one single on the first floor and each floor has one or two community bathrooms. A number of doubles on the 2nd, 3rd, and 4th floors can be converted into triples when additional space is needed. Mayne Hall has study lounges on the upper floors with a large, main lounge on the first floor along with a laundry room, kitchen (sink, ovens, fridge, microwave) and hall staff office. Kneading Minds, a bread baking community service project coordinated by the Honors Program, takes place in the hall kitchen and main lounge most months of the academic year. Students join faculty to bake bread and proceeds are donated to a local charity.

Scott Hall is the smallest residence hall and is located on the northeast side of campus between Garst, Engle and DeVore Halls. Scott Hall houses up to 36 residents including two Resident Assistants on one floor with a lounge, community bathroom and laundry/kitchenette (sink, microwave, fridge) all located in the center of the building.

What can I bring?

Please remember that not all students need to bring all items on this list. Roommates are strongly encouraged to discuss which items they can share to avoid duplication of large items.



Desk/School Supplies

- ▷ backpack/bookbag
- ▷ paper (pads & computer)
- ▷ notebooks, folders
- ▷ pens, pencils
- ▷ highlighters
- ▷ stapler
- ▷ calendar/planner
- ▷ masking/Scotch tape
- ▷ hole punch
- ▷ glue/glue sticks
- ▷ paper clips
- ▷ tacks, pins, corkboard
- ▷ rubber bands
- ▷ ruler
- ▷ scissors
- ▷ envelopes



Eating Utensils

- ▷ spoons, forks
- ▷ storage containers
- ▷ plates, bowls
- ▷ cups/mugs
- ▷ can opener



Extra Room Furnishings

- ▷ study lamp
- ▷ storage crates
- ▷ wastebasket
- ▷ posters/pictures/photos



Health and Hygiene

- ▷ soap/soap dish
- ▷ shampoo/conditioner
- ▷ deodorant
- ▷ shaving lotion/cream
- ▷ razor
- ▷ toothbrush, toothpaste
- ▷ mouthwash
- ▷ dental floss
- ▷ cotton balls, Q-tips
- ▷ tissues
- ▷ nail care supplies
- ▷ hand lotion
- ▷ shower bucket
- ▷ cold medicine/cough syrup
- ▷ prescription medicine
- ▷ thermometer
- ▷ brush/comb
- ▷ first aid kit



Special Clothing

- ▷ umbrella/raincoat
- ▷ rain/snow boots
- ▷ hat, gloves
- ▷ shower shoes
- ▷ bathrobe



Electrical Appliances

- ▷ surge protectors (no extension cords)
- ▷ fan
- ▷ alarm clock
- ▷ non-ionic hair dryer*
- ▷ curling iron/flat iron
- ▷ computer
- ▷ refrigerator (up to 4 cu. ft.)
- ▷ microwave (up to 800 watts)
- ▷ extra batteries

*Ionic hair dryers set off the fire alarms.



Bedding and Linens*

- ▷ towels/washcloths
- ▷ XL sheets
- ▷ XL blanket/comforter
- ▷ pillows
- ▷ XL mattress pad

*"Our Campus Market" provides high quality linens to students by mail. Items available include XL twin sheets, blankets, comforters and mattress pads in a wide variety of colors and patterns. Order online at: www.ocm.com/ott



Cleaning and Laundry Supplies*

- ▷ laundry detergent
- ▷ fabric softener/dryer sheets
- ▷ laundry basket/bag
- ▷ dishwashing liquid
- ▷ dishcloths/dishtowels
- ▷ disinfectant spray/wipes

*No quarters needed — laundry is free!

6 WAYS TO BE GREEN:

1. Rent a bike.

Otterbein's Library has an OtterBike bike share program. Stop by the Library to check out a bike using your Cardinal Card! A one-time \$5 fee allows you to check out a bike for 7 days at any time during the semester.

2. Bring reusable water bottles, mugs, bowls, plates, etc.

3. Purchase recycled paper (notepads and computer paper).

4. Use "green" household and personal care products.

5. Carry reusable canvas bags for shopping.

Dining Services & 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 at 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 five 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 Cardinal's Nest 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 breakfast, lunch and dinner in the Cardinal's Nest Monday – Friday and brunch and dinner on weekends. If they wish, students may use a lunch for a meal combo in The Point Café (entrée, side and soft drink). 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.

Can I switch my meal plan if I need more meals?

You may switch your selected meal plan until July 1 for fall semester, and by December 1 for spring semester.

REGISTRATION

Are you ready to learn?

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. Beginning in early May, you will receive a link to our online course registration survey. Your responses to the survey questions will help us create your fall schedule.

If you have questions, a special team of advisors will be available throughout the registration process.

At Orientation, you will be assigned 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 Orientation.



Who can I contact about registration?

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

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 your advisor while building your course schedule and 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 Center for Student Involvement at 614.823.3202.

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 registration survey and then you will be contacted by an advisor to collaboratively build your fall schedule.

How will I know the classes for which I'm registered?

During Orientation, you will meet with a faculty advisor, who will review your preliminary course schedules with you. If there are any changes that need to be made, the faculty advisor will work with you to make those changes before you leave Orientation. You will also receive appropriate contact information should you have additional questions about your schedule after Orientation.

How do I get an advisor?

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 you are assigned to at Orientation may not be your permanent faculty advisor. When you return to campus, 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.

What if I need accommodations for my disability?

We encourage all students who have a disability to contact Kera Manley at KManley@otterbein.edu or (614) 823-1618 to discuss accommodation requests and potential documentation requirements, which may vary by situation and individual. The Disability Services Coordinator determines 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.

Our suggested registration timeline for incoming students is as follows:

- **April:** Submit documentation
- **May:** Receive a follow-up email regarding transitioning to Otterbein; schedule intake for August
- **May/June:** Return completed DS Intake Prep Form to Kera; Complete appropriate placement exams
- **June/July:** Attend SOAR (orientation)
- **August:** Attend DS intake/registration appointment

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.

Advising at Otterbein

All students are assigned an Academic Advisor to help guide them through their educational journey at Otterbein. You will meet with a temporary advisor at Orientation, but will meet your permanent advisor early in the fall semester. Advisors and students work together and both have responsibilities to make the relationship work.

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 Self-Service Banner, 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 may 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 their role may have been different in every 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. He/she can recommend how to handle different academic situations and resolve scheduling issues. Ultimately, your advisor may be someone who helps you find an internship, writes you a letter of recommendation for graduate school or serves as a reference for your first job.

What if I want to change my advisor?

If you need to change advisors, you can pick out another advisor with whom you'd like to work. Ideally, you will pick someone in your field of interest, from whom you have taken one or more classes, with whom you have spoken outside of class, and who has a communication style/personality that meshes with yours. The Registrar's Office will be more than happy to help you facilitate an advisor change if you decide you'd like to make one.

Is my advisor the only person that can help me with my academic plans?

No. Otterbein has many people who want to help you succeed. Your advisor is your official guide when it comes to academic planning, but you can also seek advice and guidance from other faculty in your department or with whom you've taken classes, and staff from various departments on campus. Student Success and Career Development can be a great starting point for any questions or concerns.

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 Option 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 freshman 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 **enrollment@otterbein.edu**.

How do I know if Otterbein will accept my transfer credits?

Otterbein will accept transfer courses from schools that have regional accreditation. If you aren't sure, just check with the school or look on its website. You must receive a grade of C- or better in order for a course to transfer to Otterbein.

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 (**otterbein.edu/registrar/catalogs**) under Academic Policies and Procedures.

If you listed Otterbein University as a recipient, your AP score report will be sent automatically. Credit, based on exam and score, will be posted to your academic record at that time. If you did not list Otterbein as a recipient of the AP score report, please contact the College Board and request that a copy be sent to the Otterbein University Registrar's Office.

IB transcript information is downloaded by the Office of Admission during the summer following your high school graduation. Contact the Otterbein University Office of Admission (614-823-1500) if you did not request that the information be provided to Otterbein.

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.

I am taking classes now. Can I just send my transcript when everything is done?

If you have already completed some courses and a transcript with grades is available, please 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.

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 Registrar's Office. Part of that review may indicate coursework in math and/or modern language which will provide answers on whether or not 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. Kristina Escondo

Professor and Placement Coordinator

614.943.3726

kescondo@otterbein.edu

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**. (See the following pages for a description of the Otterbein Mathematics Placement Requirements). *If you do not feel your test score accurately reflects your math ability, you will have the opportunity to complete an online improvement tutorial during the summer.*

1. Find your highest Math score within the last five years (not Comprehensive score):		2. Select a mathematics course (descriptions on page 30) 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 PHIL 1200
24-26	560-610	Eligible to register for MATH 1250, Section B or one of: MATH 1210, 1220, 1230, 1240, 1250 or PHIL 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 PHIL 1200 OR MATH 1250, Section A (3 credit) AND MATH 0960 (1 credit) Students are welcome to take Math 0900 if they feel as though their algebra skills need improvement (see below) and/or if they want to register for MATH 1250, Section B.

**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(s) to determine math placement.*

What are the options for students who need additional math support?

Students who feel their high school algebra skills need improvement are welcome to take MATH 0900.

A successful completion of this course will allow a student to take MATH 1250 Section B which doesn't require the supporting section of MATH 0960. It is important to note that neither MATH 0900 nor MATH 0960 count towards graduation, and might delay the completion of a four-year program depending on the major of choice.

What is the difference between MATH 1250, Section A and Math 1250, Section B?

MATH 1250, Section A: Designed for students who, based on their Math ACT Subscore, will benefit from some additional, built-in support for academic success in math. Students who have a Math subscore of 23 or lower are required to register for **both** MATH 1250, Section A which is 3 credit hours **and** MATH 0960 which is 1 credit hour. (Note that the 1 credit hour MATH 0960 does not count toward graduation).

MATH 1250, Section B: Students eligible for Section B do not need to register for MATH 0960.

What are the options to improve my Math Placement?

If you do not feel your ACT subscore accurately represents your math ability, you will have the option to complete an online summer tutorial called ALEKS (Assessment and Learning in Knowledge Spaces).

Students whose major requires beginning MATH 1700 but are not eligible for that course should plan to complete this option during the summer. More information about this online tutorial will be provided in May.

What if I have taken a mathematics course at another institution?

Be sure your official college or university transcript has been sent to the Otterbein Registrar. (A high school transcript is **not** sufficient.) Once the transcript has been evaluated, appropriate transfer credit will be assigned. Until your transcript has been evaluated, it is best to move forward based on your ACT score. Final math placement is determined by your **best** option from your math ACT or transfer credit.

Mathematical Foundations Courses Required for Certain Majors

Although *any* of the Mathematical Foundations Courses satisfy the general Otterbein Mathematics Requirement for graduation, certain majors *require* a specific 1200 level mathematics course(s). Refer to the online Otterbein University Catalog (catalog.otterbein.edu) for the most up-to-date information.

Mathematical Foundations Course Descriptions

- **MATH 1210 – The Nature of Mathematics**

This course explores the question “What is mathematics?” from a liberal arts perspective. Content modules (in topics such as number theory, set theory and group theory) provide students a variety of opportunities to experience the power of abstraction, the use of logic and deduction, and connections between this science and other disciplines. Through investigations of mathematics as both an art and a tool, students develop creative and communicative skills. Most importantly, the course seeks to raise awareness of mathematics as a worthwhile human endeavor, the benefits of which can be used and appreciated.

- **MATH 1220 – Quantitative Reasoning**

This course explores the question “Why mathematics?” from a modern-day perspective. Mathematical topics encountered on a day-to-day basis (such as percentages, statistics and exponential models) are studied through real-life problems and situations. This course seeks to make students aware of the importance of mathematics to their daily lives and to help them become more mathematically literate members of society.

- **MATH 1230 – Discrete Mathematics**

Discrete mathematics includes material from such areas as set theory, logic, number theory, induction and recursion, and combinatorics. An essential aspect of the course is developing an ability to create and understand mathematically rigorous arguments and/or proofs.

- **MATH 1240 – Statistics I**

A study of non-calculus-based descriptive and inferential statistics, as well as the principles of probability, including discrete and continuous distributions. Statistical data analysis is emphasized involving graphical data displays, confidence intervals and hypothesis testing for means and proportions, and basic correlation and regression analysis.

- **MATH 1250 – Mathematics for Calculus**

A study of the behavior of functions: polynomial, rational, radical, exponential, logarithmic, trigonometric and inverse trigonometric; solving equations and inequalities, and applications of elementary functions.

- **PHIL 1200 – Symbolic Logic**

An introduction to symbolic logic, including propositional logic and first-order predicate logic with multiple quantifiers and the identity function. Emphasis will be on construction derivations, with some focus on translating arguments from ordinary English in symbolic notation.

**Math ACT 27 or better allows completion of the Otterbein Mathematics Requirement through two other course options:*

- **MATH 1500 – Introduction to Mathematical Thought** (recommended over MATH 1210 at this level)

A first-time experience with true mathematical thinking, this course offers a challenging and intriguing experience. Unlike other introductory courses, we explore the “why” of mathematics, instead of the more traditional how. Interesting and fundamental results from calculus, set theory and abstract algebra are explored, as are possible careers available to students who excel in the kinds of analytic thinking required by mathematics.

- **MATH 1700 – Calculus I** (recommended over MATH 1250 at this level)

Differential calculus and an introduction to integral calculus of elementary functions. Topics include limits, continuity, derivatives, differentiation rules, Lagrange mean value theorem, L'Hospital's rule, applications of differential calculus, antiderivatives, definite integrals, fundamental theorem of calculus and integration by substitution and by parts.

Mathematical Foundations Courses Required for Certain Majors (*Degrees*)

Although *any* of the Mathematical Foundations Courses satisfy the general Otterbein Mathematics Requirement for graduation, certain majors **require** a specific 1200 or 1700 level mathematics course(s), noted in the table below. Majors (degrees) **not** listed might recommend, but not require, a specific course. Refer to the online Otterbein University Catalog for complete information regarding degree requirements.

Actuarial Science (BS)	MATH 1250 - Mathematics for Calculus (or MATH 1700 - Calculus I, if placement allows)
Allied Health (BS & BA)	MATH 1240 - Statistics I
Athletic Training (BS)	MATH 1240 - Statistics I and MATH 1250 - Mathematics for Calculus (or MATH 1700 - Calculus I, if placement allows)
Biochemistry/Molecular Biology (BS)	MATH 1250 - Elementary Functions (or MATH 1700 - Calculus I, if placement allows)
Biology (BA & BS)	MATH 1250 - Mathematics for Calculus (or MATH 1700 - Calculus I, if placement allows)
Business Administration & Management (BS)	MATH 1240 - Statistics I
Business Analytics (BS)	MATH 1240 - Statistics I
Chemistry (BA & BS)	MATH 1250 - Mathematics for Calculus (or MATH 1700 - Calculus I, if placement allows)
Computer Science (BA)	MATH 1230 - Discrete Mathematics
Computer Science (BS)	MATH 1230 - Discrete Mathematics
Criminology and Social Justice Studies (BA)	MATH 1240 - Statistics I
Early Childhood Education (BSE)	MATH 2100 - Math for Early Childhood Education
Economics (BA)	MATH 1240 - Statistics I
Engineering Physics (BS)*	MATH 1250 - Mathematics for Calculus (or MATH 1700 - Calculus I, if placement allows)
Engineering, Systems (BS)*	MATH 1700 - Calculus I
Environmental Health and Safety (BS)	MATH 1240 - Statistics I
Environmental Science (BA & BS)	MATH 1250 - Mathematics for Calculus (or MATH 1700 - Calculus I, if placement allows)
Equine Pre-Vet/Pre-Graduate Studies (BS)	MATH 1250 - Mathematics for Calculus (or MATH 1700 - Calculus I, if placement allows)
Finance (BS)	MATH 1240 - Statistics I
Global Studies (BA)	MATH 1240 - Statistics I
Integrated Science Education (BSE)	MATH 1700 - Calculus I
International Business/Management (BS)	MATH 1240 - Statistics I
Marketing (BS)	MATH 1240 - Statistics I
Mathematics (BA & BS)	MATH 1250 - Mathematics for Calculus (or MATH 1700 - Calculus I, if placement allows) and MATH 1500 - Introduction to Mathematical Thought and MATH 1240 - Statistics I
Mathematics (BA & BS) w/Teaching License	MATH 1250 - Mathematics for Calculus (or MATH 1700 - Calculus I, if placement allows) and MATH 1500 - Introduction to Mathematical Thought and MATH 1240 - Statistics I
Mechanical Engineering (BS)*	MATH 1700 - Calculus I
Nursing (BSN)	MATH 1240 - Statistics I
Philosophy (BA)	PHIL 1200 - Symbolic Logic
Physics (BA & BS), Physics 3+2 (BA)	MATH 1250 - Mathematics for Calculus (or MATH 1700 - Calculus I, if placement allows)
Public Accounting (BS)	MATH 1240 - Statistics I
Sociology (BA)	MATH 1240 - Statistics I
Sport Management (BA)	MATH 1240 - Statistics I
Zoo & Conservation Science (BA & BS)	MATH 1250 - Mathematics for Calculus (or MATH 1700 - Calculus I, if placement allows)

**Indicates the major assumes eligibility for MATH 1700 (Calculus) beginning Fall Semester. If your Math ACT places you into MATH 1200, you MUST successfully complete a summer improvement option PRIOR to the freshman year to allow first semester entrance into calculus. Failure to do so will result in a five year program for these majors, due to scheduling of the sequential offerings in math or science.*

Modern Language and Culture Requirement

The **Academic Skills Development Core**, which complements the Integrative Studies Core of Otterbein's General Education program, requires students to take 8 – 9 credit hours to develop skills in any combination of **Modern Languages, Oral and Written Communication**, and/or **Experimental Laboratory Sciences** categories.

For students not transferring Modern Language credit and interested in taking Modern Language courses (toward Skills Development requirements, toward a language minor or major, or as general electives), placement into the appropriate Modern Language course will be determined:

- (1) by the number of years of high school work the student has completed or is currently completing; and/or
- (2) the results of placement testing in their language of interest.

Students are not required to study the same language studied in high school. See page 30 for a list of languages offered that fulfill the Skills Development requirement.

High School Years of Language	Otterbein Placement
0 to 2 years of language completed (or in progress)	LANG 1000
Between 2.5 – 3 years of language completed (or in progress)	LANG 1000 or 1100 – Given the vast differences in language instruction at this level, students should take the online Modern Language Placement Exam prior to orientation for the most accurate placement level (ASL, French, and Spanish only). – If the student does <u>not</u> take the placement test, they will automatically be placed into 1000 .
3.5 years or more of language completed (or in progress) <i>and/or</i> Any student who has had a significant learning experience outside of the classroom (native language speaker, heritage speaker, experience abroad, etc.) may opt for this placement option.	1100 Level course or higher – You may qualify for placement into a higher level course. Students interested in placing into courses higher than 1100 should take the online Modern Language placement exam prior to orientation. – Students who place into Semester 4 or higher (French or Spanish) must also complete a speaking proficiency test to ensure that their placement level is accurate. – If the student does <u>not</u> take the Modern Language Placement Exam, they will automatically be placed into 1100 .
Otterbein University will verify years completed upon receipt of the student's final transcript.	

Opportunities for improved placement:

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.

AP Credit:

Please note that a score of 3 on an Advanced Placement (AP) Language and Culture test means a student is proficient in LANG 1100 and is thus automatically eligible for a 2000 level course (French and Spanish only). In this case, the language placement test is not necessary unless the student wishes to place higher.

Note: College credit is not awarded for a score of 3; an AP score of 4 or 5, however, does grant college credit for LANG 1000 and 1100.

Course Registration Information

All students will be asked to complete a **Course Registration Survey**. The survey will be sent to the student's Otterbein email address in early May. Results of the survey will assist our team in creating each student's schedule. On the survey, students will be asked to indicate which language they are interested in studying and, if applicable, how many years they have previously studied the language. Students interested in taking the language exam will indicate their plans at that time.

Modern Language Exam Details

Detailed information about how to access the exam, placement notification, etc., is found on the next page. Reminders and updates will also be sent to the students' homes in early May.

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.

***American Sign Language:**

ASL 1000 - Elementary ASL I, 3 hrs

ASL 1100 - Elementary ASL II, 3 hrs

French:

FREN 1000 - Elementary French I, 3 hrs

FREN 1100 - Elementary French II, 3 hrs

***Italian:**

ITAL 1000 - Elementary Italian I, 3 hrs

ITAL 1100 - Elementary Italian II, 3 hrs

***Japanese:**

JAPN 1000 - Elementary Japanese I, 3 hrs

JAPN 1100 - Elementary Japanese II, 3 hrs

Spanish:

SPAN 1000 - Elementary Spanish I, 3 hrs

SPAN 1100 - Elementary Spanish II, 3 hrs

SPAN 2000 - Intermediate Spanish I, 3 hrs**

SPAN 2100 - Intermediate Spanish II, 3 hrs**

**Indicates that there are no courses currently offered above the 1100 level in this language.*

***These courses count toward the Spanish & Latin American Studies major or minor.*

Modern Language Placement Exam Instructions: Spanish and French

Am I required to take the Modern Language Placement Exam?

No, in general, you are not required to take the placement exam. However, any student interested in taking a language course **and** who has taken more than 2.5 years of their language of interest in high school, who has extensive or unique experiences outside of the classroom, or who wishes to improve their initial placement, **should** take the online Modern Language Placement Exam. Online exams are available in French and Spanish. For questions about the exam, please contact the modern language placement coordinator, Dr. Kristina Escondo, at kescondo@otterbein.edu (preferred) or 614.943.3726.

What is the format of the Modern Language Placement Exam?

This online exam has been calibrated to align with the coursework and instruction offered at Otterbein. Your high school coursework and/or prior experience with the language should have prepared you for the exam, but you are encouraged to refresh your language skills before logging in to take the exam. It is an adaptive exam, meaning the exam will adapt the next question's level of difficulty according to your previous answers. The number of items you will be required to answer will depend upon your ability to use the language.

When can I take the Modern Language Placement Exam?

The online exam will be available beginning May 1. You must complete your exam *two weeks prior* to your scheduled orientation date to use the correct placement level when creating your individual course schedule.

How do I take the Modern Language Placement Exam?

Please use either the Chrome or Firefox web browser on a desktop computer to access the exam correctly (mobile devices have been hit or miss). You can download a free copy of Chrome at: <https://www.google.com/chrome/> or Firefox here: <http://mozilla.org/en-US/firefox/download/>

1. Go to the following link: <https://app.emmersion.ai/link/8831889732>
2. You will be directed to create an account with TrueNorth.
 - a. Enter your first name and your last name in the appropriate boxes.
 - b. Enter your Otterbein e-mail address in the appropriate box. Then, enter your Otterbein ID number, found in your Admission packet (A12345678) in the Student ID box.
 - c. Create a password, check the Privacy Policy agreement box, and click "Create an Account."
3. Your test will show up on the dashboard. Remember, you may only attempt the exam once. Please allow about 30 minutes to take the exam. Be sure you are ready to complete the exam before you begin.

You should not receive any help, nor should you refer to any texts or electronic sources of information during the online exam. It is expected that you will maintain the highest level of academic integrity when taking the Modern Language Placement Exam. Specific details of the Otterbein Academic Integrity policy can be found in the Campus Life Handbook under Section 8: Plagiarism, Cheating and Dishonesty (www.otterbein.edu/CLH). *Students found in violation of this policy may be suspended or dismissed.*

When will I be notified of my Modern Language Placement Exam results?

Upon completion of the exam, you will be given your placement level. This information will be sent to Otterbein and processed within 5 business days. If you are placed into Semester 4+ or higher, you may need to complete a speaking proficiency test to ensure that you are placed in the most appropriate level for your proficiency. Students testing into the 2000 level in French or Spanish may likewise request the speaking proficiency test to qualify for a higher placement level.

American Sign Language (ASL) Placement Exam Instructions

Given the vast differences in ASL instruction, all students interested in placement into ASL 1100 are required to take the online exam and may be asked to participate in a proficiency interview. Students with limited to no experience do not need to take the exam and will be placed into ASL 1000.

To obtain access to the online exam or if you have any questions about the ASL placement process, please **e-mail** the modern language placement coordinator, Dr. Kristina Escondo, at kescondo@otterbein.edu. *Please use your Otterbein email address in order to expedite the process.*

What is the format of the ASL Placement Exam?

This online exam was developed by ASL faculty and the Center for Teaching and Learning at Otterbein and is administered through Blackboard. It has been calibrated specifically to align with the courses and the instruction offered at Otterbein.

The exam consists of a practice test and the ASL 1000 test (to test into ASL 1100). You must pass the ASL 1000 test with 75 percent to place into ASL 1100.

When can I take the ASL Placement Exam?

Your exam must be completed *two weeks prior* to your scheduled Orientation date. Completing the exam in a timely manner will allow your correct placement level to be used when creating your individual schedule.

How do I take the ASL Placement Exam?

You must have an Otterbein ID. You must use the Firefox web browser to access the exam correctly. You can download a free copy of Firefox from the Mozilla website: <http://mozilla.org/en-US/firefox/new/>.

1. Go to <http://otterbein.blackboard.com>.
2. Log in to Blackboard using your Otterbein ID, found in your Admission packet.
3. Under the My Courses column (at right), click ASL Placement 2022.
4. Read and follow the instructions provided in the ASL Placement site and complete the exam accordingly.
5. **You may only take the exam once.** The ASL 1000 test a maximum time limit of one hour, and once begun, must be completed in one sitting.

You should not receive any help, nor should you refer to any texts or electronic sources of information during the online exam. It is expected that you will maintain the highest level of academic integrity when taking the Modern Language Placement Exam. Specific details of the Otterbein Academic Integrity policy can be found in the Campus Life Handbook under Section 8: Plagiarism, Cheating and Dishonesty (www.otterbein.edu/CLH). **Students found in violation of this policy may be suspended or dismissed.**

When will I be notified of my ASL Placement Exam results?

Your score will be calculated automatically when you complete the exam. Placement will be determined based on the following criteria:

1. ASL 1000: Below 75 percent
2. ASL 1100: 75 percent or higher

Modern Language Skills Purpose and Goals

PURPOSE: The study of a modern language is foundational in a liberal arts education because it:

- introduces students to the structured nature of languages and the links between language and cultural meaning.
- fosters students' awareness of world cultures, simultaneously making them aware of their own culture within global contexts.
- helps students to develop and apply critical, analytical, and writing skills.
- prepares students to be informed about global affairs.

GOAL 1: To assist students in understanding the value and purpose of the study of modern languages.

Outcomes:

- Students engage in language practice and activities that will help them analyze language structures and their connection with culture.
- Students gain awareness of the connections of modern languages to other disciplines, careers, and real-world applications, thereby enriching their perceptions of the vitality and importance of knowing other languages.
- Students cultivate communication and intercultural skills.

GOAL 2: To help students develop foundational analytical, critical reasoning, and writing skills through the study of language.

Outcomes:

- Students acquire and strengthen learning strategies that will be that useful in the study of other disciplines, required in the workplace and/or needed for informed citizenship.
- Students gain experiences with the target language to refine critical reasoning skills that can be applied to further professional or educational development.
- Students examine oral and written language systems to improve communication in both their native language(s) and the target language(s).

GOAL 3: To nurture the appreciation and understanding of the peoples that speak the target language through the study of culture.

Outcomes:

- Students show an understanding of different cultural worldviews by interacting with the artistic, visual, literary, and other cultural artifacts of the target language.
- Students progress in their knowledge of contemporary global issues and how they inform one's cultural perspective by viewing their own culture through another's eyes.
- Students expand their abilities to engage locally and globally with speakers of the target language through service-learning, travel courses, and technology.

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. This 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. Also, financial aid information sessions will be offered during Orientation (S.O.A.R.) to answer any additional questions you may have.

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/financialaid

How do I access my financial aid information online?

1. Log into My O-Zone (ozone.otterbein.edu) using your Otterbein network user name 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 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/partial accept your loan.
2. Complete Entrance Counseling (first-time Direct loan borrowers only). This can be completed online by going to: **studentaid.gov**. 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:
 - a. complete names, addresses and phone numbers of at least two references.
 - b. your driver's license (optional).

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

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

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

1. To submit a Federal 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 funds depending on grade-level status. Other options for a denied credit status for the PLUS loan include pursuing an endorser or appealing the credit decision with the U.S. Department of Education.
3. Upon credit approval, the borrower needs to complete the Loan Agreement for a PLUS Loan (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 (www.otterbein.edu/financialaid) then select “Loans” then “Private Student Loans.” To apply, click on the link farther down the page “Welcome to FASTChoice.” Our preferred list does not include all private student loan, so you are welcome to research and contact additional lenders.
2. Provide the requested info to view the private loan lender list and choose various lenders to compare their loan details, such as interest rates, fees, loan maximums, etc. If you find one that you like, apply online through FASTChoice. Some applications may require a co-signer.
3. Once the borrower’s credit and application is complete, the school will receive a certification request. Certification is required before loan funds can be sent by the lender to the student’s account. The Private Student Loan process can take up to one month.

Additional Information

- Your loan funds will be transmitted electronically to your Otterbein University billing account.
- If your funds create a credit balance on your billing account, a refund will be generated by the Business Office. You can check your account balance at any time by logging into Banner through My O-Zone or checking your ePay account. For questions about your refund, please contact the Business Office at 614.823.1150.
- You may cancel your loan disbursement by notifying the Office of Student Financial Services in writing within 14 days of receiving notice of disbursement. Contact the Office of Student Financial Services directly by calling 614.823.1502 or via email at financialaid@otterbein.edu.

What do I have to do if I am selected for verification?

The verification process is established by the Department of Education. You will receive a notification indicating the forms needed to complete the process. You can also refer to your Banner, through My O-Zone, for the requirements to complete your verification process. Go to <https://otterbein.verifymyfafsa.com> to log into Student Forms.

If you are selected for verification, you will need to log into StudentForms to submit your Federal Tax Return Transcripts (student and parent) and complete the electronic verification worksheet. You can obtain a Federal Tax Return Transcript online at irs.gov or by calling the IRS at 1.800.908.9946. If you are eligible to use the Data Retrieval (DRT) process from the IRS, you can import the tax information into your completed FAFSA to satisfy the tax transcript requirement.

What if I have a significant change in my financial status?

Families who have had significant changes in their financial status after the student’s FAFSA has been submitted are advised to contact Otterbein University’s Office of Student Financial Services. Depending upon the allowable circumstances, adjustments to the financial aid award may be possible through the special circumstances appeal process.

Examples of changes that could affect the family contribution are:

- separation/divorce.
- unemployment or reduced income due to a job change.
- excessive medical and dental expenses not covered by insurance.

The first step in the Special Circumstance process is to meet with a Financial Aid Counselor. The counselor will review your circumstance with you and determine if it meets the criteria for our appeal process. The submission of a Special Circumstance does not always result in increased financial aid eligibility. In fact, due to corrections made through the initial audit, your financial aid may be reduced or could remain unchanged.

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 on Handshake Job & Internship Network website: **Otterbein.joinhandshake.com**. Students eligible for federal work-study are invited to attend a Job Fair during the First Flight week. Attendees will meet employers to find employment and complete hiring paperwork. 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 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	June 1	Dec. 1
Parent and Graduate Students complete PLUS loan request 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

Fafsa.gov

Otterbein School Code

003110

Consumer Information

www.otterbein.edu/about/consumer-information

Direct Loan Program

<https://studentaid.gov>

Apply for Direct PLUS Loan and MPN

<https://studentaid.gov/>

MANAGING YOUR ACCOUNT

How do I pay my bill?

That'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. There will also be information sessions about managing your account offered at Orientation (S.O.A.R.).



Who can I contact about paying my bill?

Cashier's Office

25 W. Home Street, first floor

614.823.1150

BusinessOffice@otterbein.edu

www.otterbein.edu/businessoffice

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.

When do I pay my bill?

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

How can I pay my bill?

Before the start of each term, you will receive a billing statement. You can make your payment by:

- Mailing a check:
Otterbein University
Controller's Office/Accounts Receivable
1 South Grove Street, Westerville, Ohio 43081
- Making an online payment: www.otterbein.edu/epay
- Making a payment in person with check or cash at the
Accounts Receivable Office, 25 W. Home Street, Suite C
Westerville, Ohio 43081

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 2.85 percent convenience fee for payments made by credit card and debit card. To avoid this fee, select "Electronic Check" (Checking/Savings) as your source of payment.
- receive e-refunds directly to your bank account.
- view your most recent statement and billing history.
- see current account activity and up-to-date account balance.
- set up authorized users, such as your parents or others, on your account.

Activating your Otterbein network account (see Otterbein Network Information letter) will automatically generate your ePay account.

How do I log into ePay?

For Students:

1. Go to www.otterbein.edu.
2. Click My O-Zone.
3. In My O-Zone, click on the Banner icon.
4. Click on Student.
5. Make Payments.
6. Pay My Bill.

For Authorized Users:

1. Log in to ePay at www.otterbein.edu/epay.

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" (This option is for students who have already established a term payment plan)
 - c) Option 3: Pay "Other Amount" (This option gives you the ability to type over the current account balance with the amount you wish to pay. This is helpful if you need to split payments between multiple sources.)
3. After you have made your selection, click "GO!"

4. Review Payment Amount; Continue
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.

What if I miss a payment or cannot pay my bill?

Please note the following policies regarding late payments and delinquent accounts:

- All accounts must be paid in full or enrolled into a payment plan through ePay prior to the published academic calendar term due dates. Failure to do so could result in financial withdrawal. All loans should be applied for prior to July 1 to help ensure the timely receipt. If you have Financial Aid pending prior to the due date, it is recommended that you establish a payment plan through ePay to secure your term registration. Payment plan installments must be paid according to the plan agreement in ePay. Failure to do so would result in a \$35 monthly late fee until the account is brought current.
- 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.
- Otterbein University is a non-profit institution of higher learning. As such, student receivable accounts are considered to be educational loans offered for the sole purpose of financing an education and are not dischargeable in bankruptcy proceedings.
- 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 payment plan options are available?

Payment plans enable you to divide your educational costs into smaller installments. This option requires a \$30 per term enrollment fee to participate. Most families opt for a payment plan of four payments per semester. You can set up your payment plan through ePay. Learn more below or at www.otterbein.edu/epay.

How do I set up a payment plan in ePay?

1. Log into ePay
2. Click on the Payment Plan tab at the top
3. Click Enroll Now
4. Select the Term
5. Within the Payment Plan, click “Details” to review plan information. To continue with enrollment, click “Select”
6. Review installment due dates, amount due, and required down payment. You may also increase your down payment here.
7. Once complete, click “Continue”
8. The next screen will verify your down payment. Click Continue.
9. Select Payment Method and Complete Information
10. Agree to terms of payment, Continue
11. To print your agreement, select Control/P.

An email confirmation will be sent to your email address. You will also be sent a payment plan reminder by email five days before your next installment due date.

How do I create authorized users on my ePay account?

1. Log into ePay.
2. Click the Authorized Users tab at the top.
3. Fill in the email address of the person to whom you wish to give access.
4. Answer the questions about access.
5. Click Continue.
6. Click I Agree to the Authorization Agreement.
7. Click Continue.

The authorized user will receive an immediate email with login credentials to ePay. I would encourage your authorized user to log into ePay immediately as the emailed temporary password is only valid for 24 hours after set-up. If logging in after this timeline, your authorized user would enter their email at log in and then select "forgot password" to retrieve a new password.

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

Log into ePay.

1. Click on the "Refund" tab at the top.
2. Click on Set Up Account.
3. 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. After receipt of this email, it can take up to two days for bank processing. Please confirm receipt of deposit through your banking institution.

What is Otterbein's refund policy?

Otterbein's refund policy exists for calculating the refund of institutional charges and assistance. Students who withdraw from the University will receive a prorated refund of educational fees due or paid, according to the refund schedule. Room and Board are prorated based on the check out date, not on the refund schedule.

To be entitled to a refund, you must officially withdraw from your class or classes by contacting the Office of the Registrar. See www.otterbein.edu/withdrawal for the steps you will need to take. The actual withdrawal date is the date this is accomplished. Non-attendance and/or non-payment of fees does NOT constitute official withdrawal. Application fees, laboratory fees, applied music fees and other similar charges are not refundable.

All financial aid recipients who receive a refund as a result of withdrawal may be subject to a Title IV refund calculation. The allocation of funds must follow those outlined by federal regulations. Anyone who has received a Federal Direct Stafford or Perkins Loan must complete exit counseling.

Tuition refund deadlines and policies can be found on www.otterbein.edu/business-affairs/student-business-office.

If a student withdraws or is suspended from Otterbein University, then the school or the student may be required to return some of the federal funds awarded to the student.

Credit Card Convenience Fee

Otterbein has contracted with Touchnet PayPath, a third-party company, to provide credit card processing services for student accounts. Through this new service, a 2.85 percent convenience fee (\$3.00 minimum) will be charged to cover the credit card transaction costs assessed by credit card companies. We are working hard to contain our expenses in order to keep the cost of attending Otterbein affordable for everyone.

Please note that the convenience fee only applies to student account payments made online via credit/debit card; no fee will be charged for electronic check payments. By selecting electronic check payment online, you will be required to enter your bank account and routing number. Do not enter your debit card number for an electronic check payment as this payment will be rejected.

For more information visit www.otterbein.edu/BusinessOffice. You may also contact the Otterbein Business Office at 614.823.1150.

What is a 1098-T?

IRS Form 1098-T is a Tuition Statement issued to students and to the IRS during January of each year. It is to be used by federal tax filers to determine eligibility for American Opportunity (Hope Credit extended) and the Lifetime Learning tax credits. The credits are explained in IRS Publication 970, "Tax Benefits for Education" at: irs.gov/pub/irs-pdf/p970.pdf. For information on filing for the credits, please see: IRS Form 8863, "Education Credits (American Opportunity and Lifetime Learning Credits)" at: irs.gov/pub/irs-pdf/f8863.pdf. Instructions for completing this form are included.

I received a 1098-T from Otterbein — does that mean I am eligible for the credit?

Not necessarily. Receipt of a 1098-T does not mean that you are eligible for the credit. There are many restrictions associated with the tax credits. You should review IRS forms, instructions and publications for guidance and consult your tax advisor.

I did not receive a 1098-T — why not?

Certain students do not receive 1098-T forms. In accordance with IRS regulations, Otterbein has elected not to issue you a 1098-T if your scholarships and grants equal or exceed your tuition and related charges, if you are a non-resident alien or if you are not enrolled for credit during the reporting period.

Where was my 1098-T sent?

Your 1098-T form was sent to your permanent address. It is important that your address is current. You may update your mailing address online through Banner under "Personal Information". You may also email registrar@otterbein.edu to request an address update. All emailed address change requests must be sent from your Otterbein email. Be sure to include your student id number along with your new address.

Where can I view my 1098-T online?

You can view your 1098T online at <https://heartland.ecsi.net> - Select "Accessing your 1098-T or 1098-E Document".

NEW STUDENT ACCOUNT & INFORMATION TECHNOLOGY

Are you ready to get connected?

How do I get connected on campus? How do I activate my network account? Do I need to bring my own computer and printer? You will find answers to these questions and more in this section. For the most up-to-date technology information and changes not reflected at the time of this printing, please check www.otterbein.edu/techinfo.

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

To set up your 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.

This section also includes information about Otterbein's Responsible Use Policy, a checklist to ensure your computer is prepared for the campus network, locations of computer labs across campus and more.



Who can I contact about my student account and/or technology questions?

Please contact:

ITS Help Desk Roush Hall, Room 005
614.823.3100
helpdesk@otterbein.edu
www.otterbein.edu/techinfo

Academic Term Hours:

Mon – Thurs: 7:30 a.m. – 9 p.m.
Fri: 7:30 a.m. – 5 p.m.
Sat: 8 a.m. – 2 p.m.
Sun: 1 p.m. – 5 p.m.

Summer Hours:

Mon – Fri: 7:30 a.m. – 5 p.m.

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: <https://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 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 TB of storage in the OneDrive cloud.

What is My O-Zone?

My O-Zone (<http://ozone.otterbein.edu>) is Otterbein's online portal. It is your one-stop shop for Otterbein information including resources, policies, forms, news and events. Log in using your Outlook email username and password. You can also log in to Self-Service Banner via My O-Zone by clicking on the Banner link (a padlock) in the left menu. Logon is single sign-on meaning you will not need to log in again or type in your Otterbein ID number and PIN! You will be logged right into Self-Service Banner.

How do I reset my password?

After activating your account and configuring your MFA, please visit either office.otterbein.edu or mail.otterbein.edu and sign in using your full email address as your username. **Before you put in your temporary password to sign in, locate the FORGOT PASSWORD link just below the password box to start the password change process.** Follow the steps by putting in your information and the CAPTIA code below. Then use 2 steps to authenticate (phone call, MFA app, email) to proceed to the page to change your password.

Do I have to bring my own computer and printer?

You may bring your own computer to Otterbein. Macintosh, Windows systems, iOS, and Androids are compatible on the network. Laptops and tablets work great for their portability and access to Wi-Fi. Bringing a personal printer is not necessary and depends only on your preference. Printing is available in public computer labs. Each student is allotted 600 pages of free black and white printing per semester and then there is a small fee for extra printing as needed.

Where are the computer labs located on campus?

There are many computer labs across campus that are available for student use: Library basement, Library 1st floor, Library 2nd floor, Library rooms 200 and 201, Roush Hall rooms 015A, Collegeview room 155, Towers 107, and Science Center 244. Most labs double as teaching spaces. Please check first to see if an instructor is conducting class before entering. The exception is Roush Hall 015A located in the basement level of Roush, Library Basement, and Library 1st/2nd floors. For those taking Engineering classes, there are two designated computers in Roush 015A that additionally have Engineering software installed.

How do I get connected?

Wireless (phone, tablet, laptop) — To securely connect to the Otterbein network, 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?

Free Office 365 – Microsoft provides up to 15 copies of MS Office (Excel, Word, PowerPoint, etc.) for download to your computer, tablet and smart phone. Free on both Windows and Mac OS X. To get started, log in to <http://office.otterbein.edu> using your email username and password.

Free Windows 10 - All active students receive free Windows 10 from <https://otterbeinu.onthehub.com> with your email username and password. Feel free to search the On The Hub store for other software available at a student discount!

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 theft. 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. See www.otterbein.edu/techinfo, **Rules for Network Use** section for Otterbein's policy 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 type emails you receive. Only use the MyPassword system to manage your account. Any emails of a suspicious nature should be forwarded to abuse@otterbein.edu.

What services does the Help Desk provide?

All services are free! Walk-ins welcome.

- Answers to computer software/hardware questions and what to buy.
- How to prepare a personal computer for use on the Otterbein network.
- Help with account issues.
- Assistance using Otterbein technology resources.
- Connecting personal computers and mobile devices to the Otterbein network.
- How to configure smart phones to receive Otterbein email.
- Assistance with cleaning up malware and viruses.

HEALTH & SAFETY

What if I need help?

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 Otterbein Student Health Center, 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.

Information about Title IX and campus policies and procedures is also included in this section.



Who can I contact about counseling?

Dr. Kathy Ryan, *Director of the Counseling Center*
Counseling Center
146 W. Main Street
614.823.1333
counseling@otterbein.edu
www.otterbein.edu/counseling

Who can I contact about student health concerns?

Student Health Center
78 W. Home Street
614.823.1345
www.otterbein.edu/healthcenter

Who can I contact about campus safety?

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

Who can I contact about wellness & student conduct?

Julie Saker, *Dean of Students*
Office of Student Affairs (back of Hanby Hall)
614.823.1250 (option2)
jsaker@otterbein.edu
www.otterbein.edu/wellness

Online Education Modules for New Students

All new students are required to take two online courses prior to the beginning of their first semester. The links to complete each course will be sent in separate emails in early June and must be completed prior to First Flight. *U Got This* and *Binge Thinking* are focused on reducing risky behavior, preventing sexual misconduct, and promoting health relationships through direct information and interaction in realistic student scenarios. You will receive information about this course in your Otterbein email account, including the deadline for completing the course in August.

Does Otterbein have a student health center on campus?

Otterbein and OhioHealth have partnered to provide medical services to full-time students, including wellness, prevention, illness and injury care.

The medical clinic (located at 78 W. Home Street, next to the campus center) is staffed by experienced OhioHealth clinicians who can treat you on campus, connect you with additional local healthcare, if needed, and will work with your primary care physician and other healthcare professionals to keep you healthy.

When coming to the Student Health Center for care, students should always bring their student ID, a credit card, debit card or check for costs associated with care for lab testing, vaccines, and injections, and a completed medical history and immunization record (first time visits only). There are no out-of-pocket expenses for full-time students to see a clinician, but some fees apply for specialized testing.

What services does the Student Health Center offer?

The Student Health Center understands the healthcare needs of our students. Our clinicians will help you manage your physical and mental health, and provide preventive wellness care to keep you healthy and active. The health center is open Monday through Thursday, and full-time students can walk in or schedule an appointment by calling (614) 823.1345. Find out more information at www.otterbein.edu/healthcenter.

What kind of care is provided at the health center?

Injury or Illnesses:

- Upper respiratory infections
- Depression
- Migraines
- Conjunctivitis
- Seasonal Allergies
- Minor gastrointestinal upset
- General dermatitis
- Fever, Sore throat, earaches
- Lacerates, sprains, strains
- Sports injuries and concussion management

Disease prevention and wellness:

- Wellness physicals and education
- Sexually transmitted disease education, prevention and screenings*
- Women's health and contraceptive counseling*
- Allergy shots, immunizations*, tuberculosis testing* and flu shots*
- On-site lab testing*
- Referral to mental health counseling services
- Management of chronic health conditions with your primary care physician to monitor blood pressure, glucose levels and provide ongoing education
- Access to medical professionals for answers to your medical questions

**Separate fees apply*

Where do I go if I have an emergency illness or injury and the Student Health Center is closed?

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.

Mount Carmel St. Ann's
500 S. Cleveland Ave
Westerville, OH 43081
614.898.4000

CVS Minute Clinic
918 N. High St.
Worthington, OH 43085
614.888.6366

OhioHealth Westerville Medical Center and Emergency Care Center
300 Polaris Parkway (at Africa Road)
Westerville, OH 43082
614.533.3000

Kroger's The Little Clinic
7345 OH-3, Westerville, OH 43082
614.794.5560

IHA Westar Urgent Care
444 N. Cleveland Ave., Westerville, OH 43082
614.839.1118

Westerville Close to Home
433 N. Cleveland Ave., Westerville, OH 43082
614.355.8300

Does Otterbein offer counseling services?

Yes. All students are eligible for brief solution-focused counseling, free of charge, on a year-round basis. Available mental health services include: confidential intakes, consultations, therapy, urgent triage, referrals for medication evaluation and specialized care, as well as transitional treatment planning. Counseling services are provided by licensed clinicians. Otterbein's counselors have many years of experience providing for the psychological needs unique to college students and young adults. They can help with:

- Homesickness
- End of a relationship
- Conflict resolution
- Depression/anxiety
- Distress tolerance
- Missing classes/falling behind
- Feeling overwhelmed
- Death of a loved one
- Changes in family dynamics
- Sexual identity
- Alcohol and other drugs
- Disordered eating
- Problem-solving strategies
- Thought disorders

To make an appointment, call the Counseling Center at 614.823.1333 or visit www.otterbein.edu/counseling.

What wellness programming is available?

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

- Alcohol
- Substance abuse
- Stress management
- Depression
- Eating disorders
- Sexual health
- Sexual assault
- Bystander awareness
- Prescription drug awareness
- Other topics

Where can I find campus policies and procedures?

Otterbein's Campus Life Handbook contains all of the University policies and procedures. You can access it at www.otterbein.edu/CLH. Campus policies are intended to protect the campus community from disruption and harm. Student conduct procedures uphold the rights and responsibilities of students through an educational process.

What every student should know about Title IX

Title IX of the Education Amendments of 1972 is federal legislation that bans sex discrimination in education programs and activities that receive federal financial assistance. Sex discrimination includes sexual harassment and sexual violence.

Otterbein has a designated Title IX Coordinator who is charged with carrying out the university's Title IX responsibilities, including overseeing all Title IX complaints. The Director of the Office of Human Resources is the Title IX Coordinator, who is located on campus at 25 W. Home St., and can be reached at 614.823.1130.

For complaints against University employees, contact Scott Fitzgerald, Director of the Office of Human Resources at 614.823.1130 or sfitzgerald@otterbein.edu. For complaints against university students, contact Julie Saker, Associate Dean of Students, at 614.823.1250 or jsaker@otterbein.edu. Complaints can also be made to the Otterbein Police Department by calling 614.823.1222 or going to one of the help phones located throughout campus.

To make an anonymous complaint, contact the Campus Conduct Hotline, a toll-free number at 866.943.5787, or fill out the Silent Witness form online at www.otterbein.edu/silentwitness.

To assess your options, you can contact either the Office of Human Resources or the Office of Student Conduct and Wellness. To learn more about the University's practices and policies on these matters, visit www.otterbein.edu/CLH or www.otterbein.edu/titleIX.

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 parking on campus are required to be registered with OPD. Students can purchase a parking decal on the OPD website at www.otterbein.edu/police. Decals for students living in university residence halls are \$150 for the academic year. Decals for full-time commuting students not living in a university residence hall are \$110 for the academic year.

After you order your decal online, it will be ready within 2 business days. Your order confirmation email will provide details on how to pick up your decal.

Bicycle registration is offered free of charge and can help discourage theft and aid in the recovery of your bicycle in case it does get stolen. Once OPD and the Westerville Police Department have registered your bicycle information, OPD will contact you to pick up your registration packet at OPD. The packet will have a sticker to affix to your bicycle.

How can I protect my valuables?

LeadsOnline provides a free system for any person wishing to maintain secure records of their valuables. You may store serial numbers, item descriptions, pictures and scans of receipts so that your items may be more easily identified in the event of theft or loss. This record may also come in handy when reporting any loss to police or your insurance provider. Visit reportit.leadsonline.com to register your valuables.

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.

10 Tips for Keeping Yourself Safe on Campus

1. Don't walk alone, especially after dark. Walk with friends or call OPD for an escort. If you have to work in an isolated lab, practice room or study lounge, tell someone or ask them to come with you.
2. Always lock your residence hall room door, especially when you're sleeping inside or go out.
3. Don't let others use your room key or Cardinal Card (student I.D.). If you lose your room key or Cardinal Card, report it to your residence hall director or OPD immediately.
4. In case of a fire, know where all the emergency exits are in your residence hall. Always heed the fire alarm, even if you think it's "just another drill."
5. Always keep your vehicle locked whether you're in it or not. If possible, walk to your vehicle with someone you trust, especially at night. If walking to your car alone, always have your key ready in your hand and check the back seat before getting into your vehicle.
6. Don't leave your valuables and/or money in plain sight. Remember to register your valuable property with OPD in case of theft.
7. Both female and male students can be victims of rape or attempted rape. Don't be alone with someone you just met. If you go somewhere with friends, make sure everyone is accounted for before leaving.
8. Don't prop open the exterior doors to your residence hall. If you see a door propped open, close it immediately. Report repeat problems to your residence hall staff.
9. Use privacy settings on your social media accounts and be smart about the type of information you are sharing about yourself online. If someone is sending you threatening emails, texting inappropriate comments or stalking you online, save these messages and turn them over to OPD. You don't have to deal with this alone.
10. Make smart choices when it comes to alcohol and other drugs. When you are under the influence, you compromise your safety due to lowered inhibitions and clouded judgment.

STUDENT LIFE

Are you ready to get involved?

With more than 100 ways to get involved through student organizations, athletics, community service opportunities, fitness classes and recreation leagues, music and theatre performances, art exhibitions, etc., it's easy to express yourself and be part of Otterbein University.

In addition, student and University traditions provide many opportunities to show your Cardinal Pride. Be sure to stop by the bookstore in the Campus Center to get your books for class and stock up on all of the latest Otterbein apparel.

Otterbein also has a variety of campus resources, such as Student Success and Career Development; the Office of Social Justice and Activism; the Academic Support Center; the Women's, Gender, and Sexuality Resource Center and others to help you make the most of your Otterbein experience.



Who can I contact about student life?

Center for Student Involvement

Campus Center, first floor
614.823.3202
www.otterbein.edu/csi

Otterbein Bookstore

Campus Center, first floor
614.823.1364
bookstore@otterbein.edu
www.otterbein.edu/bookstore

What kinds of student organizations does Otterbein offer?

Otterbein offers student organizations across a variety of categories, including Greek life, Otterbein University Student Government, community service, diversity and inclusion, honorary, fine arts, athletics and recreation, academics and professional, political, religious, student media and social. To see a complete list of all of Otterbein's student organizations, visit www.otterbein.edu/studentorgs. If you don't see what you're looking for, you can even start your own student organization!

How can I get involved with student organizations?

Each year, Otterbein hosts a First Friday Festival at the Campus Center where many student organizations set up tables and hand out information about their groups. Many students also find out about student organization meetings through word of mouth, flyers posted around campus or the campus calendar of events (www.otterbein.edu/events). You can also contact the Center for Student Involvement at csi@otterbein.edu for information on how to reach student organization leaders directly. And feel free to stop by our office in the Campus Center.

Can I go to campus events for free?

All full-time students receive FREE tickets to all main stage theatre and dance productions, music performances, special convocations and lectures and art exhibitions during the academic year. Student organizations also host a variety of events throughout the year that are free for students. You also get FREE admission to home athletic events with your Cardinal Card (student I.D.).

How can I give back?

Otterbein's Center for Community Engagement (CCE) is dedicated to serving the campus and local communities. You have the opportunity to get involved with a variety of community service student organizations. These organizations meet weekly to serve in the community.

Otterbein and the CCE also host semi-annual service days called Community Plunges — one in the fall and one in the spring. Students, faculty, staff and alumni join together to serve the campus, Westerville and Columbus communities at various locations and organizations.

The Otterbein Community Garden, located at Otterbein's Austin E. Knowlton Center for Equine Science just a few minutes northeast of campus, is a community experience and partnership between Westerville area partners and the CCE. Service groups in the Westerville and Otterbein communities maintain 20-by-20 square foot plots and donate at least 50 percent of the produce from their plot to a local food pantry. The Otterbein Community Garden also serves as a Living Learning Laboratory for Otterbein students, an educational site for youth camps and "poetry in the garden" workshops, and an example of sustainable gardening practices and education for gardening clubs and senior-living facilities.

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.

The Rike Center features a pair of floating hardwood basketball courts recently donated by NBA coaching great George Karl. These slightly-raised surfaces serve as extra space for volleyball and basketball teams to practice, even while the main Rike Center floor is occupied. The courts are also beneficial in hosting various camps, clinics, showcases and tournaments, along with general student use.

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. Classes are held Monday – Thursday between the hours of 5:30 – 8:30 p.m. with varying formats such as yoga, Pilates, circuit class, boot camp, Zumba/hip-hop, etc. There is no need to sign up for these classes as they are offered on a drop-in basis. For updated information on this programming, follow us on Twitter @OttUFitness, Facebook, or O-Zone.

In the fall of 2013, the Athletic Department unveiled its Edwin L. "Dubbs" Roush Hall of Champions display. The exhibit, located in the front hallway connecting the Clements Center and Rike Center, features three touch-screen televisions positioned on a wall mural showing significant Otterbein athletes. One screen is dedicated to the Athletics Hall of Fame, another to All-American and the third to the history of Cardinal athletics. The project is displayed in honor of Roush and his impact on Otterbein. Roush was quarterback and captain of Otterbein's 1946 Ohio Athletic Conference (OAC) championship football team, the school's only OAC title in the sport. In addition, he served as the first president of the "O" Club and was also chairman of the Board of Trustees.

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.

Otterbein also offers several club sports including cheerleading, dance team, bowling, Ultimate Frisbee and an Equestrian team. To start a new club sport contact the Center for Student Involvement at csi@otterbein.edu. Tryouts for cheerleading and the dance team are posted on My O-Zone during spring/summer. Equestrian team information is available at www.Otterbein.edu/equine.

How do I join a fraternity or sorority?

Each semester, Otterbein's eight fraternities and six sororities hold informational events for new students to learn about Greek life. For more information about Otterbein's Greek chapters and recruitment, visit www.otterbein.edu/GoGreek. Look for recruitment information and meet current Greek Life members at the First Friday Festival!

What are some Otterbein traditions?

- Painting the Spirit Rock.
- 1 a.m. doughnut run to Schneider's Bakery in Uptown Westerville.
- The annual Tree Lighting and Holiday Feast.
- Spaghetti dinners at the Church of the Master (located adjacent to campus).
- First Flight and New Student Welcome Convocation.
- Faculty clap-out at Commencement.
- Community Service Plunge Days (the entire campus, and even alumni, participate).
- Homecoming.

What resources are available to students on campus?

- **Office of Student Affairs:** If you have any questions or concerns about student life at Otterbein, please do not hesitate to contact the Office of Student Affairs at 614.823.1250.
- **Student Success and Career Development (SSCD):** SSCD offers supplemental academic advising and holistic career advising. By providing individual assistance and a variety of resources and programs to help guide students along their Otterbein journey and toward their academic and career goals. We are dedicated to helping students make the most of their Otterbein experience: academic success, career exploration, study abroad, and professional experiences. For more information contact studentsuccess@otterbein.edu or call 614.823.1624.
- **Office of Social Justice and Activism (OSJA):** The Office of Social Justice and Activism serves as a resource for all students, hosting programs and events that promote and celebrate diversity and inclusion. Through educational, social and cultural programs, you are encouraged to explore your identity and to learn about the diverse populations that create the Otterbein community. OSJA is located in the Multicultural Center, accessible from the West side of Barlow Hall, behind the rock. Please stop by, call 614-823-1312, or visit www.otterbein.edu/osja for more information.
- **Academic Support Center (ASC):** The 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. All services are free for Otterbein students. Please contact us by stopping by Library 229 (on the second floor), calling 614.823.1610, or visiting the ASC website at www.otterbein.edu/asc.
- **Disability Services (DS):** The Office of Disability Services provides academic accommodations and advocacy for registered students with disabilities and to facilitate students' access to university life. DS serves Otterbein students with documented disabilities including learning disabilities, ADHD, physical disabilities, medical disorders, visual and hearing impairments, psychiatric disorders, and temporary diagnoses. Please contact us by stopping by Library 229, calling 614.823.1610, or visiting the Disability Services website at www.otterbein.edu/ods.
- **Study Abroad Programs:** If you're thinking about studying abroad during your time at Otterbein, visit www.otterbein.edu/studyabroad, contact studyabroad@otterbein.edu or call 614.823.1624 to learn more about Otterbein's study abroad programs.
- **Women's, Gender, and Sexuality Resource Center (WGSRC):** The WGSRC serves to educate the Otterbein community about women's and gender issues; acts as a campus resource for meetings, programming and educational materials centered on women's and gender issues; and provides a safe and inclusive space for all students. The WGSRC is also staffed with peer advocates who are trained to offer confidential information and support to women, LGBTQIA students, and survivors of sexual violence of any gender. The helpline can be reached at 614.823.1028.

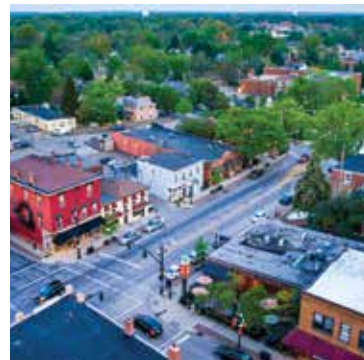
AROUND THE AREA

What is it like to live in Westerville?

Otterbein University will be your 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 in four years!

We've compiled a list of Westerville area restaurants, businesses, hotels, grocery stores, banks and more to help you settle in.

From boutiques to coffeehouses, 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 131
Westerville, OH 43082
614.794.0401
visitwesterville.org
Facebook.com/visitwesterville

Greater Columbus Convention & Visitors Bureau

277 W. Nationwide Blvd #125
Columbus, OH 43215
614.221.6623
experiencecolumbus.com
Facebook.com/ExperienceColumbus

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?

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 **SOUTH** on I-71, Route 315, or Route 23, take I-270 East (toward Wheeling) on the north side of Columbus. Follow I-270 to OH-3 north (exit 29) toward Westerville. Travel 2 miles and turn left on College Avenue. Travel .2 miles.

From the **EAST or WEST** on I-70, take I-270 north toward Cleveland. From I-270, exit on OH-3 north (exit 29) toward Westerville. Travel 2 miles and turn left on College Avenue. Travel .2 miles.

By bus: Columbus is served by Greyhound Bus Lines. For information call (614) 221-2389.

By air: If you are flying, most major airlines serve Columbus. The nearest airport is John Glenn Columbus International Airport, approximately 15 minutes from Westerville.

Where can I stay?

Below is a list of a few hotels located close to campus that you might enjoy. You may also find a full listing of area hotels at www.otterbein.edu/public/About/VisitOtterbein/WhereToStay.aspx.

Aloft Westerville Hotel (2.1 miles)

32 Heatherdown Dr.
Westerville, OH 43081
614.899.6560

www.aloftcolumbuswesterville.com

Ask about Otterbein Parent/Friend Rate

Candlewood Suites Polaris (3.6 miles)

8515 Lyra Dr.
Columbus, Ohio 43240
614.436.6600
ihg.com

Comfort Inn North/Polaris (3.7 miles)

8400 Lyra Dr.
Columbus, OH 43240
614.791.9700
choicehotels.com

Courtyard Marriott (4.9 miles)

7411 Vantage Drive
Columbus, OH 43235
614.436.7070

www.marriott.com

Ask about Otterbein Parent/Friend Rate

Embassy Suites by Hilton Columbus (2.8 miles)

2700 Corporate Exchange Dr.
Columbus, OH 43231
614.890.8600

www.columbus.embassysuites.com

Ask about Otterbein Parent/Friend Rate

Fairfield Inn & Suites Columbus Polaris (2.6 miles)

9000 Worthington Rd.
Columbus, OH 43082
614.568.0770

For Otterbein guest rates, visit:

www.otterbein.edu/marriott

Four Points by Sheraton Columbus Polaris (2.8 miles)

8505 Pulsar Pl.
Columbus, OH 43240
614.844.5888
starwoodhotels.com

Hampton Inn & Suites (2.7 miles)

8411 Pulsar Pl.
Columbus, OH 43240
614.885.8400

www.hamptoninnpolaris.com

Ask about Otterbein Parent/Friend Rate

Hilton Columbus / Polaris (3.6 miles)

8700 Lyra Dr.
Columbus, OH 43240
614.885.1600
hilton.com

Hilton Garden Inn (3.6 miles)

8535 Lyra Dr.
Columbus, OH 43240
614.846.8884
hiltongardeninn.com

Hilton Garden Inn Columbus Easton: (6.8 miles)

3600 Morse Road
Columbus, Ohio 43230
614.968.5200
columbuseaston.hgi.com

Holiday Inn Express Hotel & Suites Columbus Polaris (3.0 miles)

8670 Orion Pl.
Columbus, OH 43240
614.781.6100
ihg.com

Homewood Suites by Hilton Columbus Easton (6.8 miles)

3600 Morse Road
Columbus, Ohio 43230
614.968.5200
columbuseaston.homewoodsuites.com

Renaissance Columbus Westerville-Polaris Hotel (1.8 miles)

409 Altair Pkwy.
Westerville, OH 43082
614.882.6800
marriott.com

What is there to do in Westerville?

Westerville was ranked seventh by Motovoto.com on its list of happiest suburbs in America (2014). The city was honored by the *Intelligent Community Forum* in 2019 and 2020. Its historic Uptown District is just steps from Otterbein's campus and features a nice selection of restaurants, shops, boutiques and coffeehouses. During the warmer months, Westerville hosts a weekly farmer's market and Fourth Friday Festivals. To learn more about the city and to see the calendar of events, go to visitwesterville.org.

Uptown Restaurants & Businesses

This 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, afternoon tea
614.776.4633

Barrel & Boar Westerville

8 N. State St.

Barbeque, brunch, gastropub
614.300.5014

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.

Coffeehouse, 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 Coffee House & Gifts

20 S. State St.

Coffeehouse, 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 Grill

7 N. State St.

Greek salads, sandwiches, pasta and more
614.882.6366

North Star Café

109 S. State St.

American, vegetarian, brunch
614.394.8992

Old Bag of Nails

24 N. State St.

Burgers, pub favorites, salads and more
614.794.6900

Schneider's Bakery

6 S. State St.

Doughnuts, pastries and more
Home of the late-night doughnut run!
614.882.6611

Shirley's Gourmet Popcorn Company

15 N. State St.

Flavored popcorn, Cardy Corn and more
614.800.4642

Thai Grille

15 E. College Ave.

Traditional Thai fare
614.865.4515

Uptown Deli & Brew

41 N. State St.

Appetizers, deli sandwiches, craft beer
614.891.2337

Westerville Grill

59 S. State St.

Burgers, sandwiches, entrées and more
614.794.7200

Whit's Frozen Custard

46 N. State St.

Frozen custard, Cardinal Pride sundaes
614.392.0802

BUSINESSES

A Gal Named Cinda Lou

20 N. State St.

Vintage clothing, music, home décor
614.776.1409

A Twist on Olives

44 N. State St.

Imported virgin olive oils
614.823.8800

Atattooed

16 S. State St.

Tattoos, piercings, alternative health
614.392.2304

Captivating Canines

12 E. Main Street

Pet Store

614.882.8863

Columbus Running Company

50 N. State St.

Apparel, shoes, training, wellness
and more
614.523.2377

Déjà Vu

11 N. State St.

Women's clothing consignment shop
614.890.1150

Doctor Shoe

16 W. College Ave.

Shoe repair and more
614.891.2395

Edwin Loy Home

34 N. State St.

Home décor, painted furniture and more
614.891.9123

Gallery 202

38 N. State St.

Workshops and community art gallery
614.890.8202

Morgan's Treasure

31 N. State St.

Custom and fine jewelry
614.882.4401

Music & Arts

43 N. State St.

Rentals, lessons, repairs and more
614.891.9008

My Cousin's Cottage

16 E. College Ave.

Home décor and furniture
614.899.6110

Old Skool Skateboards

11 E. College Ave.

Full line of decks, wheels, trucks and
accessories
614.865.0421

Pure Roots Boutique

18 N. State St.

Handmade goods and gifts
614.259.3515

Rising Moon

19 E. College Ave.

T-shirts, custom apparel and screen
printing
614.882.1336

Talbott's Flowers

22 N. State St.

English-style arrangements, outdoor
baskets, patio containers and more
614.882.4151

The Gemma Shop

43 E. College Ave.

Retail boutique

614.504.3662

Thrill Vulture Tattooing

39 E. College Ave.

Premiere tattoo works by
experienced artists
614.890.6424

Westerville Antiques & Collectibles

2 N. State St.

Antiques and collectibles
614.882.2354

Westerville Bike Shop

29 W. Main St.

Bicycle tune-ups, fitting, repairs
and rebuilds
614.891.5654

Westerville Cleaners

40 W. Main St.

Dry cleaning and clothing repair
614.882.2233

Westerville Florists

14 S. State St.

Fresh flower and gift delivery service
614.882.2000

White Raven Tattoo

Tattoo and piercing studio

14 N. State St.

614.717.8277

Other Westerville Businesses of Interest

UPTOWN MARKET

Wednesday markets

May – October, 3 – 6 p.m.

Arts, crafts, produce and more

Rain or shine

Both markets located at the corner of Home and State streets in the Church of the Messiah parking lot.

BANKS

BMI Federal Credit Union

543 N. Cleveland Ave.

614.707.4000

Chase Bank (two locations)

77 Huber Village Blvd.

614.248.2650

875 N. State St.

614.248.2640

Education First Credit Union

501 W. Schrock Rd., Suite 100

614.221.9376

Fifth Third Bank (two locations)

132 W. Schrock Road

614.895.1454

7425 St. Rt. 3

614.882.3554

First Merit Bank

7345 St. Rt. 3

614.818.4545

Heartland Bank

450 S. State St.

614.839.2265

Huntington Bank (two locations)

630 S. State St.

614.480.0016

650 N. State St.

614.480.0034

Middlefield Bank

17 N. State St.

614.890.7832

PNC Bank (two locations)

72 E. Schrock Rd.

614.895.6510

120 Maxtown Crossing

614.895.1840

Union Savings Bank

44 S. State St.

614.882.2286

U.S. Bank (two locations)

833 S. State St.

614.899.2001

100 Polaris Pkwy

614.901.8955

GROCERY STORES

Aldi

5990 Westerville Rd.

855.955.2534

Giant Eagle

650 N. State St.

614.865.0357

Kroger (two locations)

55 W. Schrock Rd.

614.890.8660

7345 St. Rt. 3

614.794.5555

Marc's

111 Huber Village Blvd.

614.523.3597

Meijer

100 Polaris Pkwy.

614.865.2000

The Raisin Rack

2545 W. Schrock Rd.

614.882.5886

Walmart

50 E. Schrock Rd.

614.948.4402

PHARMACIES

CVS (three locations)

145 S. State St.

614.890.4660

620 S. Cleveland Ave.

614.891.9771

1202 County Line Rd.

614.891.8300

Uptown Pharmacy

23 N. State St.

614.882.2392

Walgreens

748 N. State St.

614.865.0352

AUTO REPAIR SHOPS

Joe's Auto Repair

80 N. State St.

614.882.9965

Westerville Automotive (two locations)

31 E. Main St.

614.890.6700

5591 Westerville Rd.

614.890.0707

HAIR & BEAUTY SALONS

Cala Luna Salon & Spa

20 S. State St.

614.901.3118

Crimson & Clover Hair Salon

91 S. State St.

614.882.8211

Distinctive Nail Design

Nail Salon

59 E. Home St.

614.890.5808

Gen Nails and Spa

540 S. State St.

614.890.8080

J Carmen Salon

24 W. Main St.

614.314.8543

Michael David Salon

16 E. Main St.

614.891.9909

Salon on Main

379 W. Main St.

614.794.7171

Shear Madness

58 E. Main St.

734.262.2219

Suite 59 Hair Design

59 E. Home St.

614.891.4247

Uptown Hair Design

12 E. College Ave.

614.891.5500

Note: Otterbein does not in any way endorse these businesses, products or services. This listing is provided as a resource only.

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 Franklin Park Conservatory, or spend the day at one of the top ten zoos in the United States — the Columbus Zoo and Aquarium.

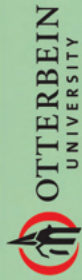
Columbus boasts an active music and arts culture. Catch theatre and dance performances at BalletMet, CATCO, the Palace Theatre, Shadowbox Live and more. Visit numerous art galleries, including the Columbus Museum of Art, the Wexner Center for the Arts, the Ohio Arts Council's Riffe Gallery or attend a monthly gallery hop in the Short North district. Hundreds of musicians and bands make tour stops in Columbus each year, and you can see concerts in various venues including Nationwide Arena, Newport Music Hall, the Bluestone, Express Live!, Value City Arena and more.

Columbus is also home to three major league sports teams — the Columbus Blue Jackets (NHL), the Columbus Crew SC (MLS) and the Ohio Machine (MLL) — and a minor league baseball team, the Columbus Clippers. Columbus also hosts an annual PGA tour event, the Memorial Tournament.

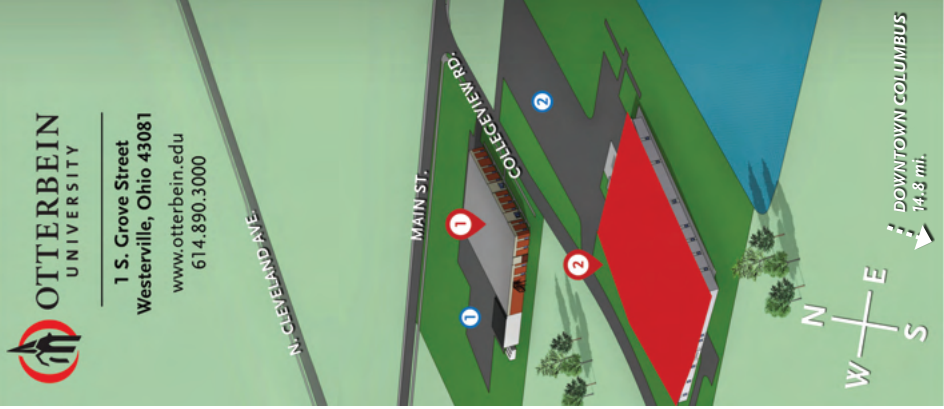
Many annual festivals are held in Columbus including the Arnold Sports Festival, the Columbus Food Truck Fest, the Dublin Irish Festival, the Columbus Arts Festival, ComFest (Community Festival) and more.

Also, be sure to visit the Columbus Commons, a six-acre park in downtown Columbus with more than 240 programs and events each year — from large-scale concerts and local bands, to free fitness classes and family activities.

For more attractions and events, visit **experiencecolumbus.com**.



1 S. Grove Street
Westerville, Ohio 43081
www.otterbein.edu
614.890.3000



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)
Austin E. Knowlton Center for Equine Science (67)
Battelle Fine Arts Center (14)
Business Office/HR (62)
Campus Center (44)
Cellar House/Advancement (34)
Chapel (47)
Clements Hall (48)
Clements House (3)
Clements Recreation Center (23)
Clements Hall Omega (43)
Clippinger Hall (40)
Community Engagement (42)
Counseling Center (19)
Courtright Memorial Library (30)
Cowan Hall/Fritzsche Theatre (38)
Davis Hall (21)
DeVore Hall (55)
Dunlap-King Hall (10)
Engle Hall (58)
Epsilon Kappa Tau (41)
Eta Phi Mu (33)
Events and Conferences (63)
Financial Aid (46)
Fishbaugh Baseball Field (25)
Frank Museum of Art (66)
Garst Hall (56)
Hanby House (50)
Hanby House (9)
Health and Sport Sciences (22)
Health Center (53)
Howard House/Alumni (35)
Kappa Phi Omega (43)
Lambda Gamma Epsilon (39)
Mayne Hall (28)
Memorial Stadium (20)
Multicultural Center (45)
Otterbein Police (4)
Otterbein Softball Field (24)
Pi Beta Sigma (65)
Pi Kappa Phi (36)
Practice Field (60)
Psychology Department (29)
Richard A. Sanders Tennis Courts (59)
Rike Center (26)
Roush Hall (32)
Scott Hall (57)
Service Department (12)
Shear-McFadden Center (15)
Sigma Alpha Tau (27)
Sigma Delta Phi (5)
Student Affairs Office (49)
Tau Delta (8)
Tau Epsilon Mu (6)
Testing Site (7)
The Commons on Home Street (54)
The Commons on Park Street (11)
The Point (2)
Theta Nu (51)
Towers Hall (31)
Women's Club Thrift Shop (13)
Zeta Phi (64)

BY NUMBER

1. Art and Communication Building
2. The Point
3. Clements House
4. Otterbein Police
5. Sigma Delta Phi
6. Tau Epsilon Mu
7. Testing Site
8. Tau Delta
9. Hanby House
10. Dunlap-King Hall
11. The Commons on Park Street
12. Service Department
13. Women's Club Thrift Shop
14. Battelle Fine Arts Center
15. Shear-McFadden Science Center
16. 155 W. Home St./Theme
17. 162 W. Home St./Theme
18. 154 W. Home St./Theme
19. Counseling Center
20. Memorial Stadium
21. Davis Hall
22. Health and Sport Sciences
23. Clements Recreation Center
24. Otterbein Softball Field
25. Fishbaugh Baseball Field
26. Rike Center
27. Sigma Alpha Tau
28. Mayne Hall
29. Psychology Department
30. Courtright Memorial Library
31. Towers Hall
32. Roush Hall
33. Eta Phi Mu
34. Cellar House/Advancement
35. Howard House/Alumni
36. Pi Kappa Phi
37. Hancock House/Marketing
38. Cowan Hall/Fritzsche Theatre
39. Lambda Gamma Epsilon
40. Clippinger Hall
41. Epsilon Kappa Tau
42. Community Engagement
43. Kappa Phi Omega
44. Campus Center
45. Multicultural Center
46. Financial Aid
47. Chapel
48. Clements Hall
49. Student Affairs Office
50. Hanby Hall
51. Theta Nu
52. 46 W. Home St./Theme
53. Health Center
54. The Commons on Home Street
55. DeVore Hall
56. Garst Hall
57. Scott Hall
58. Engle Hall
59. Richard A. Sanders Tennis Courts
60. Practice Field
61. 25 W. Home St. Hall
62. Business Office/HR
63. Events and Conferences
64. Zeta Phi
65. Pi Beta Sigma
66. Frank Museum of Art
67. Austin E. Knowlton Center for Equine Science

PARKING

1. 33 Collegeview Ave.
2. The Point
3. Service Lower
4. 194 Main St.
5. Park Street Commons
6. Park Street
7. Davis Hall
8. Center Street
9. Stadium North
10. Stadium South
11. Campus Center West
12. Library
13. Psychology Department
14. Towers/Roush
15. Cellar House/Advancement
16. Howard House/Alumni
17. Cowan North
18. Barlow Hall
19. Campus Center East
20. Home Commons Parking
21. Rike Parking
22. Triad Parking
23. McFadden
24. 25 W. Home St.