The provisions of the Graduate Handbook are not to be regarded as an irrevocable contract between the student and Otterbein. This handbook has attempted to present information regarding student services, general information and policies and procedures in as accurate and up-to-date fashion as possible. This does not, however, preclude the possibility of changes taking place during the academic year. If such changes occur, they will be publicized through normal channels and will be included in the next edition of the Graduate Handbook.

Revised 01/09/2008
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GENERAL INFORMATION

College Mission

The mission of Otterbein College is to educate the whole person in a context that fosters the development of humane values. Otterbein College is a private, four-year, church-related co-educational college that sponsors traditional and continuing education programs of liberal arts and professional education at Baccalaureate and Master's levels. Our commitment is to the liberal arts as the broad base of all learning.

Philosophy of the College

Otterbein College, affiliated with the United Methodist Church, is grounded in a Christian heritage that fosters concern for purpose and meaning in life, the dignity of persons, and the significance of community. The Otterbein tradition offers dialogue with other faiths and philosophies, intellectual stimulation, openness to the day's issues, and incentive to new understanding. Thus, Otterbein College seeks students, faculty and staff who represent societal diversity. The College maintains an openness to all qualified persons and does not discriminate with regard to race, sex, religion, ancestry, ethnicity, age, sexual orientation, disabling condition, political affiliation, veteran status or marital status.

Our History

Otterbein College was founded (as the Otterbein University of Ohio) in 1847 by the Church of the United Brethren in Christ, which through two mergers has become the United Methodist Church. The college was named for Philip William Otterbein, a formidable gentleman from Germany and the founder of the United Brethren Church. Otterbein was chartered by the State of Ohio in 1849, and granted its first degrees in 1857. It is currently approved by the University Senate of the United Methodist Church. From eight students in 1897, we have grown to a current enrollment of about 3,000.

Otterbein was intentionally and uncommonly inclusive with respect to women and people of color. Otterbein was among the first coeducational colleges in America, and probably the first college in the United States to be founded as coeducational and to admit women to the same programs of study as male students. Its first two graduates were females. From its opening, Otterbein employed female faculty members, and it was probably the first college to do so. Otterbein was also one of the first three colleges in the United States to be open to students of color, and College historians have argued that it deserves to be considered the first to be founded with that philosophy.

Our Facilities

The Otterbein College physical plant consists of 44 buildings located on a 114-acre campus. There is a mix of old and new building, however, most all of the older buildings have been extensively remodeled during the past 20 years.

The offices and most of the classrooms for the graduate programs are located in Roush Hall, a building constructed in 1993. In 1998-1999 Towers Hall was totally renovated and the latest technology equipment was added to the Towers’ classrooms.
NEW STUDENT INFORMATION
FIRST QUARTER CHECKLIST:

If this is your first quarter of enrollment, WELCOME!! Please review this checklist:

Registration
- After you are admitted, you will be assigned an advisor to help you register for classes. All newly admitted students and readmitted students must submit their first registration form to the Office of Graduate Programs. After initial enrollment, most students may use the web for future registration and add/drops. Eligibility to register via the web is outlined in the Cardinal Web for Students section. You can access Cardinal Web at www.otterbein.edu click on Cardinal Web for Students.

Parking
- All student cars must be registered in order to park on campus. Parking regulations are enforced during the day, evening and weekend throughout the year. To obtain a parking decal, you must register your car online at www.otterbein.edu, click resources, select campus security, choose parking, select buy a decal, enter your Otterbein network/email username name and password (Your account must be activated. For details see information technology first quarter checklist), and enter appropriate information and submit. The cost of the decal will be applied to your Otterbein account. If you wish to purchase a decal for a second vehicle, the cost is $1.00. Students who wish to pay by credit card may login their account on the Cardinal Web and apply the payment after the fee appears on their account. Once you have registered your vehicle online, your decal must be picked up in the Office of Graduate Programs. This decal is valid through Summer Session. Students enrolled during the Summer Session only do not need to purchase a parking permit. Students who enroll in 12 hours or more must purchase a full-time decal.

Student Identification Card
- The Cardinal Card is your student photo ID card. It is necessary to borrow books from the library, OhioLink and to view reserved materials. After you are officially registered you may get your Cardinal Card through the Campus Center located at the corner of Grove and Home Streets. The Campus Center offers extended hours the first week of the beginning of each quarter. If both extended and regular hours are not convenient for your schedule, please call (614) 823-3202 to make special arrangements to get your Cardinal Card. New distance-learning nursing students will have their cards mailed to them.

Payment Plans
- Otterbein offers two payment plans – Deferred Payment Plan and Three-Part Payment Plan. For more details on payment plans, please call the Graduate Office at (614) 823-3210.

1. Three-Part Payment Plan
   - You may divide your tuition into three payments. At least one third of your tuition will be due by the first day of class. The remaining balance will be payable in two payments due one month apart. There is a quarterly handling charge for this payment option.

2. Deferred Payment Plan
   - If you qualify for your company’s tuition reimbursement program, this plan allows you to defer most of your tuition until the end of the quarter. There is a quarterly service charge for this payment option.

Payment Plan Forms must be submitted each quarter and are available at http://www.otterbein.edu, select admission, choose graduate admission and click on Tuition/Fees and Payment Plans. Completed payment plan forms should be sent to Otterbein College Business Office, One Otterbein College, Westerville, OH 43081. Forms are also available to pick up at the Office of Graduate Program, Business Office and the Registrar’s Office.
Billing
- The Business Office will send you a bill for the current quarter. Payment is due the first week of the quarter. The Business Office may be reached at (614) 823-1150.

Fee Payment
- Fees and charges are payable on the first day of each term. Payments may be made via cash, check, Visa, MasterCard, or Discover. Payments may be made at the Business Office or on-line by credit card or check at Cardinal Web for Students or mailed to the address indicated on the bill.

On-Line Payment
- To pay fees on-line:
  - Go to Cardinal Web for Students at www.otterbein.edu
  - Click Student Services, enter Student Login information
  - Under the “Student Records” choose “Account Summary & Pay by Credit Card”
  - Click Credit Card Payment or Check

From the “Account Summary Information” page, students can pay their account by choosing “credit card payment” or “web check.”

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<tr>
<th>Credit Card payments require:</th>
<th>Web Check payments require:</th>
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<tbody>
<tr>
<td>Payment amount</td>
<td>Name</td>
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<td>Credit card number</td>
<td>Address</td>
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<td>Credit card expiration date</td>
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<td>Cardholder information</td>
<td>Routing number</td>
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<tr>
<td>Account number</td>
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First Assignments
- Some undergraduate classes that meet one evening per week or on the weekend have a first assignment due the first night of class. Students may receive their first assignments one of several ways:
  1. Continuing Studies will mail the first assignments to students registered in the class two weeks prior to the first day of classes. They will check the class list for a period of time, but discontinue mailing one week prior to the quarter due to the time for the mail to be delivered. Students who register late must pick up their assignments from the Continuing Studies Office in Towers Hall.
  2. Students may pick up their assignment(s) from the Continuing Studies Office in Towers Hall.
  3. Students may access the assignments on our web page at www.otterbein.edu select Admission, choose Continuing Studies, select “Current Students” and click “First Assignments.” You will be required to “log in” to access the page. Instructions are provided to assist students. In order to access the assignment, you must be registered.

E-mail Addresses
- All students have been assigned a college e-mail address. You can check your e-mail from anywhere in the world using the webmail system. Students are strongly encouraged to use their Otterbein accounts for all college related e-mail. Simply stated, it is the best way we have to keep in touch with you. Instructors can easily e-mail their classes using Cardinal Web for Faculty or Blackboard. The Financial Aid, Business and Registrar’s Office will use your Otterbein e-mail address. All students are responsible for checking their Otterbein e-mail account. You could miss out on important information concerning your courses or program if you don’t regularly check your e-mail.

To check your Otterbein e-mail address:
  1. go to http://webmail.otterbein.edu (note no www required) OR
  2. go to www.otterbein.edu, select Webmail
  3. E-mail username:  firstname.lastname (John.Smith)
  4. Default password:  social security number (no hyphens)
Information Technology First Quarter Checklist
A Guide to Your Otterbein Student Technology Resources

Information Technology is committed to meeting the technology needs of Otterbein students. The department provides each student with a home folder and a personal web page – both with remote access, webmail, Intranet, Blackboard e-learning, Cardinal Web for Students (on-line student services), computer labs with curriculum software, and a Student Help Desk located in Roush 15A, 614-823-1060.

Otterbein Information Technology
☐ To find helpful hints to make full use Otterbein’s information technology resources (go to www.otterbein.edu, click Quick Links, choose Information Technology, and select Info for New Students)
If you have any questions, please contact the Student Help Desk.

Computer Access – Establishing Your Network Account
☐ After you are officially registered and have a schedule, you must activate your Otterbein Network account in order to gain access to Otterbein’s computer network and email. (Obtain your Otterbein ID number (OID) in Cardinal Web for Student, then go to www.otterbein.edu/newuser and follow the on-screen instructions.)

Blackboard
☐ Blackboard is Otterbein’s e-Education system providing web-enabled learning that is used by many faculty members at Otterbein College. Through the use of Blackboard, students at Otterbein have the ability to review all course documents, class lists, reading lists, course calendars, and to participate in exams and discussions on-line. (To logon to Blackboard, navigate from www.otterbein.edu, select Links for the Otterbein Community, click Blackboard or go to direct URL http://ocblackboard.otterbein.edu and Log-on.)

• To access Blackboard material for a specific class, click on the class name on your Blackboard home page.
• If a class is missing from your Blackboard home page, contact your instructor. The lack of a visible class means the instructor has not made it available to students. Also your instructor will let you know if your class uses Blackboard. Not all classes automatically use this technology.
• Although you can do so, DO NOT CHANGE YOUR PREFERRED E-MAIL ADDRESS. If you do, you accept the risk of not being able to receive Blackboard e-mail or to have your Blackboard e-mail read by others.

Username: firstname.lastname (e.g. john.smith)
Default Password: OID (Otterbein ID, the 8-digit unique ID number. Former students may need to use SSN)

WebMail
☐ Many faculty and staff communicate important information via e-mail. Your Otterbein e-mail address is automatically set as the default e-mail address. Therefore, you will need to check your Otterbein E-mail on a regular basis. (To check your Otterbein email, go to https://webmail.otterbein.edu, type in your username, firstname.lastname, and your password, unique password you created when you activated your account, click Log On. Your personal email address is username@otterbein.edu.)

• Mail Forwarding can be setup if you do not wish to use webmail. Using your Internet browser, go to webmail and open the rules section (lower left menu item). Click on the New… button at the top of the screen. Give the rule a name such as MailForwarding. Leave the entire form blank except for the Then section. Select Forward it to and enter the e-mail address where you want the mail sent. Check the option to Keep a copy in my inbox (recommended). Next, click the Save and Close button.
Username: firstname.lastname
Password: unique password you created (if you ever forget it, contact the Student Help Desk)

Cardinal Web for Students
- Cardinal Web for Students is your access to student services. Cardinal Web allows you to register for classes, review your financial aid, request copies of your transcript, view your schedule, grades and account information, make credit card payments and do a degree audit. (You can access Cardinal Web at www.otterbein.edu, select Links for the Otterbein Community, select Cardinal Web for Students.)

Student ID: SSN or OID (Otterbein ID, the 8-digit unique ID number.)
Default Pin: Birthdate in mmddyy format e.g. 060572 for June 5, 1972

Student Help Desk 614-823-1060
www.otterbein.edu/its
THE OFFICE OF GRADUATE PROGRAMS

The Office of Graduate Programs assists graduate students with application and registration materials. You may also purchase your part-time parking decal and drop off registration forms and tuition payments.

The Graduate Office is located in Roush Hall, Room 208
Phone: (614) 823-3210 Fax: (614) 823-3208

Office Hours
Monday - Friday 8:30 a.m. – 5:00 p.m.
Extended evening hours vary quarterly.

Summer Office Hours
Monday - Friday 8:30 a.m. – 4:00 p.m.

FINANCIAL AID OFFICE

Financial Aid for graduate students is available to those enrolled in four or more credit hours. Information about aid from government loans and deferred bank loans can be obtained through the Financial Aid Office at (614) 823-1502. Information on loans and scholarships for graduate-nursing students is available on the Otterbein web site at http://www.otterbein.edu; choose admission, select graduate admission and click on Financial Aid.

The Westerville Area Chamber of Commerce offers the Otterbein MBA Scholarship. Applications and further criteria may be obtained by contacting the Westerville Area Chamber of Commerce at (614) 882-8917 or info@westervillechamber.com or by visiting http://www.westervillechamber.com.

Otterbein Financial Aid Information will arrive via Email!

Returning Students Only: Please note that your Financial Aid Information and Student Account Billing Notification will be sent to your Otterbein email address. The information that will be sent to you via email will be important and may require a response from you. You will receive an Otterbein Email informing you that your Financial Aid Notification has been prepared. A link to CardinalWeb for Students will be provided to view your personal financial aid information. Please check your Otterbein Email account on a regular basis!!

The Financial Aid Office is located on the lower floor of Clippinger Hall.
Phone: (614) 823-1502 Fax: (614) 823-1200 Email: financialaid@otterbein.edu

Office Hours (Autumn, Winter & Spring)
Monday - Friday 8:30 a.m. - 5:00 p.m.

Summer Office Hours
Monday – Friday 8:30 a.m. – 4:00 p.m.
The Registrar’s Office oversees registration, graduation certification, grade reporting, transcript processing, enrollment verification, and withdrawals. Registration forms are available in both the Registrar’s Office and the Office of Graduate Programs. Registration forms may be submitted in person, by mail or, for those who are eligible, by Cardinal Web for Students at: http://www.otterbein.edu and choose CardinalWeb for Students. Students who are new to Otterbein College must submit their first registration to the Office of Graduate Programs.

For more information, go to the Registrar’s Office website at www.otterbein.edu, click academics, click registrar to view:

♦ the academic calendar
♦ registration deadlines
♦ exam schedule
♦ course descriptions
♦ commencement details

The Registrar’s Office is located in Towers Hall, Room 27
Phone: (614) 823-1350 Fax: (614) 823-1009

Office Hours (Autumn, Winter & Spring)  Summer Office Hours
Tuesday, Wednesday & Friday  8:30 a.m. – 5:00 p.m.  Monday – Friday  8:30 a.m. – 4:00 p.m.
Monday & Thursday  8:30 a.m. – 7:00 p.m.

Beginning of Each Quarter Office Hours (Autumn, Winter & Spring)
The first three days of each quarter  8:30 a.m. – 8:00 p.m.

Beginning of Summer Session Office Hours
The first two days of the session  8:30 a.m. – 7:00 p.m.

REGISTRATION
(Autumn, Winter & Spring)

Registration Deadline

Students are encouraged to register for classes well before the beginning of the quarter. Classes are continually closing and thus the earlier registration occurs, the greater the likelihood that classes will still be open. The College reserves the right to cancel a class that enrolls fewer than 6 students (this minimum excludes students who are auditing or are cross-registered through the Higher Education Council of Columbus).

Late Registration

The first three days of each term are designated as late registration. Returning students who have not previously scheduled any classes for the term in question will be assessed an $80 late registration fee. Newly admitted students who wait until the first week of classes to register will be assessed an $80 late registration fee. For specific dates on Registration Deadlines go to: www.otterbein.edu, select academics, choose registrar, click deadlines and select the quarter.
**Last Day To Add**

Schedule changes can be made anytime prior to the start of the quarter using CardinalWeb for Students or on paper. The conditional Drop/Add function in CardinalWeb will cause the system to check if the class you want is open before dropping another course. For specific dates on the add schedule go to: [www.otterbein.edu](http://www.otterbein.edu), select academics, choose registrar, click deadlines and select the quarter.

**Last Day To Drop**

Once the 100% refund period has passed, a class cannot be dropped via Cardinal Web for Students. The drop must be accomplished either by visiting the Office of the Registrar or by sending a faxed drop request letter to (614) 832-1009. The actual drop date is the office visit date or the fax receipt date. Non-attendance in class and/or non-payment of fees does not constitute dropping a class.

For specific dates on the drop schedule go to: [www.otterbein.edu](http://www.otterbein.edu), select academics, choose registrar, click deadlines and select the quarter.

**Withdrawal**

To withdraw from all classes, a student must officially withdraw by completing a Withdrawal From College form at the Office of the Registrar or by dropping all classes via CardinalWeb for Students. The actual withdrawal date is the date this is accomplished. Non-attendance and/or non-payment of fees does not constitute official withdrawal.

**Refund Schedule**

To be entitled to a refund, you must follow the LAST DAY TO DROP procedure as follows:

Once the 100% refund period has passed, a class cannot be dropped via Cardinal Web for Students. The drop must be accomplished either by visiting the Office of the Registrar or by sending a faxed drop request letter to (614) 832-1009. The actual drop date is the office visit date or the fax receipt date. Non-attendance in class and/or non-payment of fees does not constitute dropping a class.

Application fees, laboratory fees, applied music fees and other similar charges are not refundable. No refund of full-time charges will be made after Monday of Week 2 unless ALL classes are dropped.

For refund schedule dates go to: [www.otterbein.edu](http://www.otterbein.edu), select resources, choose business office, click refund policies & schedules and select the quarter.

**Wait List**

When a class reaches its maximum enrollment and thus becomes closed, a Wait List is created for those students who would like to be added if and when openings occur. Adds are processed throughout the year until shortly before the start of the term. At that point the wait lists are considered void and are removed from the registration system. Additions to the Wait List may be made until the deadline indicated below.

IMPORTANT: The addition of a wait-listed class to a student's schedule is not considered a registration. Should admission to the class be approved by the instructor, the class must then be added via the change of schedule process (see the LAST DAY TO ADD section of this document). Additional information regarding the Wait List process is available at [www.otterbein.edu](http://www.otterbein.edu). Then select Academics. Then select Registrar.
REGISTRATION (SUMMER SESSION)
During the Summer Session multiple sessions take place, for additional information and specific dates go to: www.otterbein.edu, select academics, choose registrar, select deadlines and click Summer Session.

ACADEMIC SUPPORT CENTER

The Academic Support Center provides a variety of academic support services for students to help them realize their desired educational and career goals. Through developmental courses, peer tutoring, individual instruction, collaborative learning, and counseling, the ASC works with students at all academic levels, including those who are under-prepared or struggling academically to acquire the requisite skills to be successful in all areas of academics. For more information go to: http://www.otterbein.edu, select academics, click Academic Support Center.

The Academic Support Center is located on the second floor of the library. Phone: (614) 823-1610

Office Hours (Autumn, Winter & Spring)  Summer Office Hours
Monday – Friday 8:30 a.m. – 12:00 p.m. Monday – Friday 8:30 a.m. – 12:00 p.m.
1:00 p.m. – 5:00 p.m. 1:00 p.m. – 4:00 p.m.

WRITING CENTER

The Writing Center provides free tutoring for any writing task on an individualized basis with upper level students and/or faculty members or professionals. The Writing Center offers:

• Help with any part of a writing assignment
• Advice on how to identify and target recurring problems in your writing
• Resources, including handouts, reference books, exercises, and computers
• A friendly and helpful work environment

The Writing Center tutors will be happy to help you at any stage of the writing process on a one-time, limited time or extended time basis. You may bring your assignment, notes, outline, or draft (on paper or electronic file) to your tutoring session. There is no appointment necessary to get the help you need at the Writing Center - just drop in during the hours listed at: www.otterbein.edu, click Academics, click Academic Support Center, choose Writing Center.

MATH LAB

The Otterbein College Math Lab provides free tutoring to support coursework in the following Math classes: ASC 080, MATH 090, 115, 116, 120, 170, 180 and 230.

There is no appointment necessary to get the help you need - just drop in during the hours listed at: www.otterbein.edu, click Academics, click Academic Support Center, click Math Lab.

The Math Lab and Writing Center are located on the second floor of the library.
BUSINESS OFFICE

Fee Payment

The Business Office will mail your bill to you. Payments may be made via cash, check, Visa, MasterCard, or Discover. Payments may be made at the Business Office, or on-line by credit card or check at Cardinal Web for Students (for more details go to the on-line payment section below), or mailed to the address indicated on the bill. Payment and/or payment plan forms are due the first week of the quarter and must be submitted each quarter of enrollment. For more information go to: http://www.otterbein.edu, select resources, click business office.

Questions should be directed to the Business Office at (614) 823-1150 or businessoffice@otterbein.edu. Fax: (614) 823-1512

The Business Office is located in Barlow Hall, which is on the Corner of Grove St. and Cochran Alley.

Office Hours (Autumn, Winter & Spring)
Monday - Friday 8:30 a.m. – 5:00 p.m.

Summer Office Hours
Monday – Friday 8:30 a.m. – 4:00 p.m.

On-Line Payment

To pay fees on-line:
• Log onto Cardinal Web for Students at www.otterbein.edu
• Click Student Services and Enter Login Information
• Under the “Student Records” choose “Account Summary & Pay by Credit Card”
• Click Credit Card Payment or Check

Credit Card payments require:
• Payment amount
• Credit card number
• Credit card expiration date
• Cardholder information

Web Check payments require:
• Name
• Address
• Payment amount
• Routing number
• Account number

Payment Plans

1. Three-Part Payment Plan
   You may divide your tuition into three payments. At least one third of your tuition will be due by the first day of class. The remaining balance will be payable in two payments due one month apart. There is a quarterly handling charge for this payment option.

2. Deferred Payment Plan
   If you qualify for your company’s tuition reimbursement program, this plan allows you to defer most of your tuition until the end of the quarter. There is a quarterly service charge for this payment option.

Forms for these two payment plans must be submitted each quarter and are available at http://www.otterbein.edu, select admission, choose graduate admission and click on Tuition/Fees and Payment Plans. Completed payment plan forms should be sent to Otterbein College Business Office, One Otterbein College, Westerville, OH 43081. Forms are also available to pick up at the Office of Graduate Program, the Business and the Registrar’s Office.
Course textbooks can be purchased at the Campus Bookstore at Otterbein College along with a wide selection of college apparel, gifts, accessories and supplies. You can also order textbooks on line at http://www.otterbein.bkstr.com and may request your books to be mailed to you. The Otterbein Bookstore also offers a buyback service. If you have questions about the buyback service, please call the bookstore at (614) 823-1364 or go to http://www.otterbein.bkstr.com, click resources, choose bookstore.

The Bookstore is located in the Campus Center (corner of Grove and Home Streets).
Phone: (614) 823-1364  Fax: (614) 823-1976

**Bookstore Hours** (Autumn, Winter & Spring)  *Summer Hours may vary*
Monday - Friday  9:00 a.m. – 5:00 p.m.
Saturday  10:00 a.m. – 2:00 p.m.

*The Bookstore offers extended hours at the beginning of each quarter; please call (614) 823-1364 for extended hours and Summer Session hours.*

**COURTRIGHT MEMORIAL LIBRARY**

Courtright Memorial Library supports the teaching and research needs of the Otterbein community by facilitating access to information. The Library collection includes books, government documents, videos, compact discs, cassette tapes, CD-ROMs, computer software, periodicals and reference books. To borrow books through interlibrary loan, OPAL, Ohio Link or to find articles, government publications or answers to your questions go to http://www.otterbein.edu, select resources and click library. The Cardinal Card is necessary to borrow books from the library and to view reserved materials. For information on obtaining your Cardinal Card please see Student ID Card.

You may contact a reference librarian at (614) 823-1984 or at www.library@otterbein.edu.

The library is located at the corner of Main and Grove Streets.
Phone: (614) 823-1215  Fax: (614) 823-1921

**Library Hours** (Autumn, Winter & Spring)  **Summer Library Hours (hours may vary)**
Monday – Thursday  7:45 a.m. – 2:00 a.m.  Monday – Thursday  9:00 a.m. – 9:00 p.m.
Friday  7:45 a.m. – 6:00 p.m.  Friday  9:00 a.m. – 6:00 p.m.
Saturday  10:00 a.m. – 5:00 p.m.  Saturday  10:00 a.m. – 5:00 p.m.
Sunday  12:00 noon - 2:00 a.m.  Sunday  Closed

*The library offers extended hours during exam week, please call (614) 823-1215 for extended hours.*
CARDINAL WEB FOR STUDENTS

How To Access CardinalWeb

Note: You must first activate your Otternet computer account in order to gain access to Cardinal Web For Students. Please refer to the computer resources section for information on activating your account.

CardinalWeb may be accessed in either of the following locations:

- http://www.otterbein.edu
- Click Cardinal Web for students

Log into Student Services using your Social Security Number as your ID and your birth date as your PIN. Your PIN is pre-set to your birth date – MMDDYY.

Information Available On the Web

Otterbein College now offers a variety of online information. Check your class schedules, course availability, grades, unofficial transcripts, degree requirements, payment of fees and much more.

Print your grades

Grades will no longer be mailed. You can view and print your grades for current and previous quarters on the CardinalWeb. For an official grade report, please see Grade Reports under the Registrar’s Office section.

Payment of Fees

You may pay your fees on-line by credit or check. For more detail see on-line payment under the Business Office section of handbook.

When you need help

Select the “HELP” icon at the top right of the screen for assistance with CardinalWeb for Students. If you have additional questions that are not addressed on the “HELP” screens, contact the following offices:

- For assistance in accessing the Intranet or CardinalWeb for Students, contact the student help desk at (614) 823-1060.
- For course information, grades, transcripts, and other registration information, contact the Registrar’s Office at (614) 823-1350.
- For billing, fees, and financial holds assistance, contact the Business Office at (614) 823-1150.
- For financial aid assistance, contact the Financial Aid Office at (614) 823-1502.
Eligibility To Register On the Web. Please see the chart below for eligibility to register on the web, after the initial paper registration.

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<th>Web Registration</th>
<th>Paper Registration</th>
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</thead>
<tbody>
<tr>
<td>MAE</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>MAE</td>
<td>Students who have been fully admitted into the MAE program may register online or with the paper registration form.</td>
<td>Yes</td>
</tr>
<tr>
<td>MAE</td>
<td>No*</td>
<td>Yes</td>
</tr>
<tr>
<td>MAE</td>
<td>Students who are taking their first 15 graduate credit hours and have not been fully admitted into the MAE program must register with a paper registration form.</td>
<td>No*</td>
</tr>
<tr>
<td>Non-Degree EDUC</td>
<td>Students who are enrolled in Education coursework as a non-degree student and are taking courses for recertification, endorsement, or adding licensure, must register with the paper registration form.</td>
<td>No*</td>
</tr>
<tr>
<td>MSN</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>MSN</td>
<td>Students who have been fully admitted into the MSN program may register online or with the paper registration form.</td>
<td>Yes</td>
</tr>
<tr>
<td>MSN</td>
<td>No*</td>
<td>No</td>
</tr>
<tr>
<td>MSN</td>
<td>Students who are currently taking their first quarter of classes and have not been fully admitted into the MSN program must be fully admitted before registering for their second term.</td>
<td>No*</td>
</tr>
<tr>
<td>MBA</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>MBA</td>
<td>All MBA students may register online or with the paper registration form.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Students who are not eligible to register on the web can still access all other services on the web such as schedules, grades, transcripts, address changes, etc.

CARDINAL WEB REGISTRATION

Check that you can access your web account and be certain of your PIN

A PIN (Personal Identification Number) is needed to register. Your original PIN consists of your birthdate in MMDDYY format. For example, if you were born October 3, 1969 your PIN would be 100369. Change your PIN anytime you suspect it has been compromised. Students having difficulty with a PIN should contact the Registrar’s Office.

Check for holds

If you have a Hold, you will not be permitted to register. A Hold is put on your records if you have an obligation of some kind (owe money for tuition, library fine, unpaid parking fine, or owe records to Financial Aid).

Some students may have a Registration Hold. You must resolve your obligation before you register. Only the office that placed the hold can remove it. You can check your hold status at any time on CardinalWeb for Students (CWS). Click on Registration and Scheduling, then Registration Status.
Identify call number

Courses are identified in CWS by a 5-digit call number. Call numbers are found in the Course Section Search of CWS.

Register using CardinalWeb for Students

Note: You must first active your Otternet computer account in order to gain access to Cardinal Web For Students. Please refer to the computer resources section for information on activating your account.

Register using CardinalWeb for Students

- CardinalWeb for Students can be accessed in the following locations:
  - go to www.otterbein.edu
  - click on CardinalWeb for Students.

- You may use CWS to see what classes are being offered and whether they are open or closed. The class schedule on CWS will always be current. To check the class schedule on CWS, click on Available Course Sections. If you have a question about class availability, check CWS first.

- Once you are into CWS, select Registration and Scheduling, then select Drop/Add Classes. To add courses, enter the call number and click Submit at the bottom of the screen. To drop a course, select Drop in the Action field. You may also use the Conditional Add/Drop to instruct CWS to drop a class ONLY if you can add another, different class. Please note, all students are not eligible to register on the web. Please see the chart on page 6 for eligibility information.

- If a course is closed you will have the option to be put on the wait list. If you decide to be waitlisted, you must periodically check CWS to see if you are able to add the course. You will no longer be automatically added to courses, when space becomes available.

- You can also use CWS to view and print your class schedule and check your account balance once you have registered. The Student Schedule link displays your schedule in a day and time grid format. The Detailed Schedule shows your schedule with complete time, instructor and location information. For best results, set your printer to print your schedule in landscape.

- CWS will be available seven days a week from 7:00 a.m. – 1:00 a.m. On some days, CWS may be open later than 1:00 a.m., however that cannot be guaranteed. The system will stay up as long as possible while still accommodating the need for overnight backup and maintenance.

- Closed Classes
Students may register for closed classes only with written permission of the course instructor. You will need to bring your signed permission letter to the Registrar’s Office during the first three days of classes for in-person assistance.

- Independent Study, Comprehensive Exams, Capstone Projects and other Permission-Only courses
Because of various College restrictions, you will not be able to use CWS to register for some classes such as Independent Study, Capstone Projects, Scholarly Projects and Comprehensive Exams even though they appear on CWS. You must register for these courses via a paper registration form along with a Special Graduate Level Courses form. Students may obtain an enrollment form from the Office of Graduate Programs, the Registrar’s Office or from the Registrar’s web page at www.otterbein.edu/academics/registrar/forms.asp.
Troubleshooting

- **Error messages:** Click on the help button, or see below for further explanation.

- **Do not use the Back button.** Navigate through CWS using the links at the bottom of the page. If you click the Back button and get a Data Missing error message, try clicking on the forward button to go back to the previous screen and then use the links to navigate.

- **Session log in expired.** You may get this message if you are using AOL. Use AOL to connect to the internet and then open Internet Explorer and use that browser to access CWS.

- **Log out** by clicking on the exit icon in the upper right hand corner of the screen and then closing the browser window. It is very important to protect your information.

**Error messages**

**Add Function not allowed for this course** - This section may be offered in a session for which the registration deadline has passed. Contact the Registrar's Office for assistance.

**Already Enrolled in Course** - You are already enrolled in another section of the course you are requesting. Normally, you may only register for one section of a course. Contact the Registrar's Office for further information.

**Closed by Restriction** - You do not qualify to enroll in this section because the department has restricted it to students who meet certain criteria, such as a specific major or graduate standing.

**Department Permit Required or Instructor Permit Required** - You must get permission or authorization from the instructor or department of the section in order to enroll. Contact the department or instructor for the necessary form and submit it to the Registrar's Office.

**Invalid Call Number** - The call number you entered is not valid for the term you requested.

**Maximum Credit Hour Exceeded** - Adding the section will result in a credit hour overload. You may either drop a course to lower your current registered hours or use the Conditional Drop/Add function. Contact the Registrar's Office for information regarding overload permission.

**Pre-requisite Required** - You have not completed nor are you currently registered for the pre-requisite of the course you are requesting. The pre-requisite displays in the error message box. If you believe you qualify to enroll but still receive the prerequisite required message, please contact the Registrar's Office for assistance.

**Registration Required Co-requisite** - You must also register for the co-requisite course or section of the section you are requesting. The co-requisite course or course and section (in the case where a specific section of a course is required) will display in the error message box. You must re-enter the call numbers for both sections in the Add Class area to enroll.

**Section Cancelled** - The section has been cancelled and is no longer offered for the term. You may select another section or course.

**Section Closed** - The section has met its maximum enrollment. You are advised to choose an alternate section or alternate course that is open.
**Time Conflict** - The section you are requesting will create a time conflict with another course on your schedule. You may drop the course in conflict before adding this section or contact the Registrar's Office to have the time conflict overridden and the second course added.

**INFORMATION TECHNOLOGY**

Information Technology is committed to meeting the technology needs of Otterbein students. The department provides each student with resources for personal file and personal web page - both with remote access, web-mail, Intranet, Blackboard e-learning, CardinalWeb for Students including course offerings, registration, viewing grades and other student services, plus computer labs with curriculum software. For a Information Technology Resources, go to [www.otterbein.edu](http://www.otterbein.edu), click resources, select Information Technology or go directly to [www.otterbein.edu/itweb](http://www.otterbein.edu/itweb). For computer related problems, call the student help desk at (614) 823-1060.

Once you are officially registered, the very first thing you should do is activate your network account. This will turn on your network access, Internet access, e-mail account and the Blackboard system. (Please note that you cannot activate your Otterbein Network Account until you are officially registered.)

**Activating Your Network Account**

After you are officially registered, you must activate your OtterNet computer account in order to gain access to Otterbein’s computer network and email. You will need to know your OID (Otterbein ID) to activate your account. This unique 8-digit number can be found printed on your Cardinal Card or after logon to Cardinal Web for Students (see Cardinal Web below to logon). Once you have your unique 8-digit number, go to [www.otterbein.edu/newuser/](http://www.otterbein.edu/newuser/) and follow the on-screen instructions. For questions regarding your OtterNet Account, please contact the helpline at (614) 823-1060.

**Blackboard**

Blackboard is Otterbein's e-Education system providing web-enabled learning that is used by many faculty members at Otterbein College. Through the use of Blackboard, students at Otterbein have the ability to review all course documents, class lists, reading lists, course calendars, and to participate in exams and discussions online. To log into Blackboard go to [www.otterbein.edu](http://www.otterbein.edu), select resources, click information technology and go to blackboard login. Please note you must be officially registered to access blackboard.

**Blackboard username:** firstname.lastname (John.Smith)

**Default password:** social security number (no hyphens)

**Blackboard Troubleshooter:**

- There is a link to Blackboard in the IT web page [www.otterbein.edu/itweb](http://www.otterbein.edu/itweb) or if you are having trouble accessing the Intranet from your location, type in the following address ocblackboard.otterbein.edu (note no www).
- If you forget your password (it can be changed), it can be retrieved via e-mail by clicking the link on the logon screen.
- To access Blackboard material for a specific class, click on the class name on your Blackboard home page.
- If a class is missing from your Blackboard home page, contact your instructor. The lack of a visible class means the instructor has not made it available to students. Also your instructor will let you know if your class uses Blackboard. Not all classes automatically use this technology.
- Although you can do so, DO NOT CHANGE YOUR PREFERRED E-MAIL ADDRESS. If you do, you accept the risk of not being able to receive Blackboard e-mail or to have your Blackboard e-mail read by others.
Cardinal Web
Cardinal Web is your access to Student Services. Cardinal Web allows you to register for classes, review your financial aid, request copies of your transcript, view your schedule, grades, and account information, and make credit card payments. You can access Cardinal Web at www.otterbein.edu, click on Cardinal Web for Students.

Cardinal Web username: SSN or Login ID (the new Login ID that appears in the login screen, an 8-digit number that will replace SSN)

Default password: Birthdate in mm-dd-yy format e.g. 060572

Troubleshooter:
- Need Internet Explorer, other browsers limit functionality
- Back page feature does not work for these pages
- Double-clicking will expire the page, click only once on the links
- Shortcut link is available on the Otterbein Home page www.otterbein.edu

THE CAREER DEVELOPMENT CENTER
The Career Center offers students a variety of career resources and assistance throughout the college years and beyond. The Career Development Center works closely with students to help them with employment opportunities, self-assessment software, tips on interviewing, and resume advice. For more information about the Career Development Center go to www.otterbein.edu; click resources and choose Career Development Center. Graduate students can also contact the Career Development Center at (614) 823-1456. Evening and weekend appointments are available on an individual basis.

The Career Center is located at the corner of Grove and Home Streets.
Phone: (614) 823-1456 Fax: (614) 823-3052

Office Hours (Autumn, Winter & Spring) Summer Office Hours
Monday – Friday 8:30 a.m. – 5:00 p.m. Monday – Friday 8:30 a.m. – 4:00 p.m.
(*Closed 12:00 noon – 1:00 p.m.)

COMPUTER RESOURCES

Before you can utilize Otterbein’s network (Otternet) and Cardinal Web for Students, you must first set up an “account.” A personal account allows you to have a unique identity on the system and provides you services such as e-mail, World-Wide-Web access, file exchanging, and homepage publishing.

You must be registered for classes in order to set up an account. Once registered, you can access directions to set up your account at www.otterbein.edu; click resources, select Information Technology, click on student support, select account activation and follow the on-line directions.

COMPUTER LABS

Library 201 and Basement Labs
Library labs are always open the same hours the library is in operation. Preference is given to graduate students on evenings and weekends in the MBA Lab located in the basement. If a class is in session in Library Room 201, please check with the reference desk for availability.
Library Hours (Autumn, Winter & Spring)  
Monday – Thursday  7:45 a.m. – 2:00 a.m.  
Friday  7:45 a.m. – 6:00 p.m.  
Saturday  10:00 a.m. – 5:00 p.m.  
Sunday  12:00 noon – 2:00 a.m.  

Summer Library Hours (hours may vary)  
Monday – Thursday  9:00 a.m. – 9:00 p.m.  
Friday  9:00 a.m. – 6:00 p.m.  
Saturday  10:00 a.m. – 5:00 p.m.  
Sunday  Closed

**Roush 015 (Computer Resource Center)**  
*Students may access the Computer Resource Center after hours by Cardinal Card only.*

Regular Hours (Autumn, Winter & Spring)  
Monday – Thursday  8:30 a.m. – 11:00 p.m.  
Friday  8:30 a.m. – 9:00 p.m.  
Saturday  8:00 a.m. – 8:30 p.m.  
Sunday  12:00 noon – 11:00 p.m.

Summer Hours  
Monday – Friday  8:30 – 4:00 p.m. (Accessible by Cardinal Card after 4:00 p.m.)  
Cardinal card access is limited to:  
Saturday  9:00 a.m. to 10:30 p.m.  
Sunday  1:00 p.m. to 10:30 p.m.

For questions regarding the computer labs, you may go to: [http://www.otterbein.edu](http://www.otterbein.edu); choose resources, select Information Technology and then click computer labs.

If you have any computer-related questions, the Student Help Desk may be reached by calling (614) 823-1060.

**DINING FACILITIES**

**QUIZNOS SUB**

Quiznos Sub offers you a meal on the go as well as a dining area. You can enjoy a variety of subs, salads, soups, beverages, desserts and sides.

Quiznos Sub is located in the Campus Center.  
Phone: (614) 823-1227

Quiznos Hours  
(Autumn, Winter & Spring)  
*Closed during the Summer Session*  
Mon. – Thursday  11:00 a.m. – 11:00 p.m.  
Friday  11:00 a.m. – 10:00 p.m.  
Saturday & Sunday  4:00 p.m. – 10:00 p.m.

**THE ROOST EXPRESS**

At the Roost Express you can enjoy a carry out meal to eat on the go, making it a convenient alternative to sit down dining. The Roost Express offers freshly made sandwiches and soups, fruits, vegetables, salads, desserts, and beverages such as bottled water, juices, soda and coffee.

The Roost Express is located on the first floor of Roush Hall.

Roost Express Hours  
(Autumn, Winter & Spring)  
*Closed during the Summer Session*  
Monday – Thursday  7:30 a.m. – 8:00 p.m.  
Friday  7:30 a.m. – 2:00 p.m.

*Hours may vary. Please call (614) 823-1881 for details!*
THE OTTERBEAN CAFÉ

The Otterbean Café is located on the main floor of the Library. Phone: (614) 823-5877

Monday – Thursday  8:00 a.m. – 10:00 p.m.
Friday 8:00 a.m. -  2:00 p.m.

SPECIAL GRADUATE LEVEL COURSES

Those students wishing to complete an Independent Study, Capstone Project, Scholarly Project, Comprehensive Exam, or Thesis must complete a Registration Permission Form for Special Graduate Level Courses. Please check with either the Registrar’s Office or the Office of Graduate Programs for these forms. The Special Graduate Level Course form is also available on the web at: http://www.otterbein.edu; click on academics, select registrar and then choose forms.

CONFIRMATION OF SCHEDULE

Students registering for the first time will receive a confirmed schedule from the Registrar’s Office 5-10 days after processing a registration. However, after the first quarter of registration, confirmed schedules will not be sent to students. Students may confirm their schedules via Cardinal Web for Students (see Cardinal Web for Students for details). If you do not receive a confirmation after registering for the first time, please call the Registrar’s Office at (614) 823-1350.

GRADE REPORTS

Grade reports are not mailed to students. To access and print a copy of your grades you may go to Cardinal Web for Students (see Cardinal Web for Students for details).

You may request a printed grade report from the Registrar’s Office. Please note the following:

- All requests for printed grade reports must be made in writing and will be released no earlier than 14 days after the end of the quarter.
- A new request must be submitted each quarter.
- A printed list of grades may be obtained in person at any time in the Registrar’s Office. This list is not an official grade report on letterhead; however, the college seal can be imprinted on the paper.
- Printed grades will be mailed to the permanent address only.
- Completed grade report requests can be mailed to the Registrar’s Office, Otterbein College, Westerville, Ohio 43081 or faxed to (614) 823-1009.
- Grade Report Request should include:
Name:_______________________________________________
SSN:______________________________________________
Quarter grades are requested:___________________________
Signature:___________________________________________
Date:______________/____________/_____________________


GRADUATION INFORMATION

If you are planning to graduate within the next three quarters, you will need to complete and submit a Request for Degree Application form to the Registrar’s Office. Forms are available in the Office of Graduate Programs, the Registrar’s Office and on the Otterbein website at: www.otterbein.edu; click academic, select registrar and click forms.

BLACKBOARD

Blackboard is Otterbein's e-Education system providing web-enabled learning that is used by many faculty members at Otterbein College. Through the use of Blackboard, students at Otterbein have the ability to review all course documents, class lists, reading lists, course calendars, and to participate in exams and discussions online. To log into Blackboard go to www.otterbein.edu, select resources, click information technology and go to blackboard login. If you have any questions regarding Blackboard, please call (614) 823-1060. Please note you must be officially registered to access blackboard.

Blackboard username:  firstname.lastname (John.Smith)
Default password:  social security number (no hyphens)

Blackboard Troubleshooter:
- There is a link to Blackboard in the IT web page www.otterbein.edu/itweb or if you are having trouble accessing the Intranet from your location, type in the following address ocblackboard.otterbein.edu (note no www).
- If you forget your password (it can be changed), it can be retrieved via e-mail by clicking the link on the logon screen.
- To access Blackboard material for a specific class, click on the class name on your Blackboard home page.
- If a class is missing from your Blackboard home page, contact your instructor. The lack of a visible class means the instructor has not made it available to students. Also your instructor will let you know if your class uses Blackboard. Not all classes automatically use this technology.
- Although you can do so, DO NOT CHANGE YOUR PREFERRED E-MAIL ADDRESS. If you do, you accept the risk of not being able to receive Blackboard e-mail or to have your Blackboard e-mail read by others.

STUDENT IDENTIFICATION CARD (Cardinal Card)

The Cardinal Card is the official identification card at Otterbein College for full- and part-time students. The Cardinal Card is necessary to borrow books from the library and to view reserved materials. You must be officially enrolled to receive your card.

New students must go to the Campus Center to obtain their cards. New distance-learning Nursing students will receive their cards in the mail.

You can add value to your card by contacting the Business Office. This will allow you to purchase meals from Quiznos, the Roost Express and drinks and snacks from vending machines, as well as purchase textbooks and supplies from the bookstore.

Office Hours (Autumn, Winter & Spring)               Summer Hours
Monday – Friday                      9:00 a.m. – 12:30 p.m.            Monday – Friday 8:30 a.m. – 4:00 p.m.
and                                   1:30 p.m. – 4:30 p.m.
The Campus Center offers extended hours the first week of the beginning of each quarter. If both extended and regular hours are not convenient for your schedule, please call (614) 823-3202 to make special arrangements to get your Cardinal Card.

*If your card is lost or stolen, IMMEDIATELY report the loss to the Campus Center Office 8:30 a.m. to 5:00 p.m. Monday – Friday, (614) 823-3202; or the Security Office after hours: (614) 823-1870. The cost to replace your Cardinal Card is $20.*

**FIRST ASSIGNMENTS**

Some undergraduate classes that meet one evening per week or on the weekend have a first assignment due the first night of class. Students may receive their first assignments one of several ways:

- Continuing Studies will mail the first assignments to students registered in the class two weeks prior to the first day of classes. They will check the class list for a period of time, but discontinue mailing one week prior to the quarter due to the time for the mail to be delivered. Students who register late must pick up their assignments from the Continuing Studies Office in Towers Hall.
- Students may pick up their assignment(s) from the Continuing Studies Office in Towers Hall.
- Students may access the assignments on our web page at [www.otterbein.edu](http://www.otterbein.edu) select Admission, choose Continuing Studies, “select “Current Students”” and click “First Assignments.” You will be required to “log in” to access the page. Instructions are provided to assist students. **In order to access the assignment, you must be registered.**

**CAR REGISTRATION AND PARKING**

All students must register annually in order to park in the campus lots – this includes students attending class in the evenings and on the weekend. The part-time student decal is $45 for Autumn through Spring. Students enrolled during the Summer Session only do not need to purchase a parking permit. If you have not purchased a current year parking decal, go to [www.otterbein.edu](http://www.otterbein.edu), click resources, select campus security, choose parking, select buy a decal, enter your Otterbein network/email username name and password, and enter appropriate information and submit. The cost of the decal will be applied to your Otterbein account.

**Once you have registered your vehicle online, your decal must be picked up in the Office of Graduate Programs.** Students enrolled during the Summer Session only do not need to purchase a parking permit.

When purchasing a decal, you will receive a Parking Guide that details all parking rules and regulations and a map of the parking lots. A part-time “P” decal will permit you to park in certain campus lots. Please refer to the Parking Guide for specifics. **Tickets will be issued for non-registered cars starting the third day of classes.**

If you are a full-time student, enrolled in 12 or more credit hours, you must purchase a full-time parking decal.

**STUDENT ACTIVITIES**

Otterbein offers many activities for students and their families such as athletic events, musicals, and the artist series. Concerts, speakers discussing anything from values to the global economy, and theater events are just a few of the opportunities at Otterbein throughout the year. To view a calendar of social, arts, theater, visual arts, and athletic events at Otterbein go to: [http://www.otterbein.edu](http://www.otterbein.edu); select calendar, choose official college calendar.

**Academic Calendar** – to view an academic calendar go to [http://www.otterbein.edu](http://www.otterbein.edu), select calendar, choose academic calendar for students.
Athletic Events - Tickets for the sports of football, men’s basketball and women’s basketball are $4 for general admission and $6 for reserved seating. For further ticket information, please call (614) 832-3529.

For the Otterbein College Athletic Event Calendar go to: http://www.otterbein.edu; select calendar, choose official college calendar.

Musical Events - Otterbein has a wide array of performance opportunities, including a full complement of bands, choirs, and orchestras. Our ensembles enjoy an outstanding reputation and have performed at local and national conferences. These ensembles are open to all students at Otterbein.

For more information go to: http://www.otterbein.edu; select calendar, choose official college calendar.

Otterbein Artist Series - The Otterbein Artist Series is designed to engage students in cultural and artistic activities through workshops, residencies and performances. For information call the Office of College Relations at (614) 823-1600. To view the Arts Events and Lectures Calendar go to: http://www.otterbein.edu; select calendar; choose official college calendar.

Theatre and Dance - Otterbein College Theatre is one of the most respected theatres in central Ohio, playing to more than 30,000 people every year. For more information about the upcoming season go to: http://www.otterbein.edu; select calendar; choose official college calendar.

TUITION AND FEES

Tuition and fees are set by the Board of Trustees and are subject to change. *Note: For a comprehensive list of fees, contact the Business Office at (614) 823-1150 or go to www.otterbein.edu; select resources, click business office and choose fee schedule.

For the 2007-2008 academic year, the following fees will apply:

Students admitted to a graduate degree program or admitted through the Office of Graduate Programs as a non-degree student are billed at the per credit hour rate.

Graduate – MSN, PM/NP, MAE, MAT .................................................................................................. $315/cr.hr.

MBA ........................................................................................................................................................ $340/cr.hr.

Undergraduate ......................................................................................................................................... $300/cr.hr.

Special Fees

Credit by Examination (per credit hour) ............................................................................................................. $32

Late Registration ................................................................................................................................................ $80

Part-time student parking decal ...................................................................................................................... $45 (annually)

Deferred Payment Plan fee .............................................................................................................................. $30

I.D. Card – Loss Replacement.......................................................................................................................... $25

Three Part Payment Plan Fee .......................................................................................................................... $20

Transcripts (former stud./grad) ......................................................................................................................... $5

Transcripts (currently enrolled) .......................................................................................................................... $3
PHONE NUMBERS

<table>
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<th>Service</th>
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<td>Bookstore</td>
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<td>Business Office (billing)</td>
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<td>Campus Center</td>
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<td>Career Center</td>
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ACADEMIC STANDING GUIDELINES

Graduate-Level Students

Good Standing: Any student pursuing graduate-level coursework who maintains a minimum cumulative graduate grade point average of 3.0.

Probation: Academic Probation occurs when a student’s cumulative grade point average for Otterbein College graduate coursework is below a 3.0. Students placed on Academic Probation are required to meet the academic requirements of their probation and be in good standing within two terms of enrollment.

Suspension: Suspension occurs when a student earns less than a 3.0 term graduate grade point average while on Academic Probation. A student will also be suspended when failing to gain good standing in the prescribed two terms. A student may apply for readmission after remaining out of school for at least one year. Graduate level credit earned at another school while a student is under academic suspension cannot be applied toward graduation at Otterbein. All readmission applications must be submitted to the Office of Graduate Programs and acted upon by Academic Council. Other information or steps may be required prior to consideration for readmission as determined by Academic Council. Readmission is not guaranteed. A student may reapply only once.

Dismissal: Dismissal occurs when a student is suspended for the second time or when a suspended student’s readmission is denied by Academic Council. Dismissal is permanent.

Additional policies may apply to specific programs as outlined in the departmental catalogs.

Students Enrolled in Undergraduate Classes

Students taking undergraduate coursework should refer to the Undergraduate Course Catalog for Academic Standing Guidelines.

THE CAMPUS LIFE HANDBOOK

The Campus Life Handbook is the official guide for all students of Otterbein College. Published annually by the Student Affairs Office, the handbook provides you with information you need now and throughout the academic year. A copy of the handbook is available at the Student Affairs Office by calling (614) 823-1250 and is located on the web at http://www.otterbein.edu, select resources, click campus life handbook.
JUDICIAL POLICIES, REGULATIONS AND STANDARDS

Each student has the obligation to become familiar with the College’s rules, regulations, and policies and acknowledges that he/she shall be held accountable for conduct in those violations, even in the absence of such familiarity. Judicial policies, regulations and standards are published in The Campus Life Handbook available from the Student Affairs Office and are located on the web at http://www.otterbein.edu, click resources, select campus life handbook, go to Judicial, Regulations, and Standards.

NONDISCRIMINATORY POLICY

Otterbein College is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, sexual orientation, national origin or disability. Title IX of the Educational Amendments of 1972, prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by the way of grant, contract, or loan. Title IV of the Civil Rights Act of 1964 is similar in its prohibition of employment discrimination on the basis of race, sex, religion, color or national origin. Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 prohibit discrimination against qualified individuals with disabilities. Equal educational opportunity includes: admissions, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services and athletics. Inquiries regarding compliance with any of these federal regulations may be directed to the Vice President for Academic Affairs, the Chair of the Affirmative Action Committee; the Director of Human Resources; or the Director of the Office of Civil Rights; Department of Education; the Office of Federal Contract Compliance; or the Equal Employment Opportunity Commission.

PLAGIARISM, CHEATING AND DISHONESTY

It is necessary to ascertain with accuracy an individual’s strengths and weaknesses in order to prepare a proper academic program for students and to evaluate their work. Thus the “high standard of personal integrity” in the classroom means that an individual will not receive credit for work which is not their own. Otterbein’s policies regarding plagiarism, cheating and dishonesty may be found at http://www.otterbein.edu, select resources, click Campus Life Handbook.

SOCIAL ISSUES POLICY

Otterbein’s policies and procedures regarding social issues including sexual harassment, affirmative action, campus security, substance abuse, sexual assault and sexual violence may be found at http://www.otterbein.edu; select resources, click on Campus Life Handbook. A copy of the social issues policy can also be obtained in the Student Affairs Office or you can request a copy by calling (614) 823-1250.

SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

To comply with the Jeanne Clergy Act, institutions must make their annual security report available to prospective and current students. Otterbein College’s annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Otterbein College; and on public property within, immediately adjacent to, and accessible from the campus. Institutional policies concerning campus security, alcohol and drug use; crime prevention, reporting of crimes, sexual assault, and other important campus policies that students should review may be found at http://www.otterbein.edu; choose resources, select Campus Life Handbook. A hard copy can be obtained by contacting the Student Affairs Office at (614) 823-1250.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with regard to educational records and require that Otterbein annually notify students of these rights. Included are the rights to:

1. inspect and review the educational records,
2. seek to have the records amended to correct inaccurate or misleading information,
3. have some control over disclosure of the records,
4. secure a copy of Otterbein’s entire compliance policy including the locations of all educational records, and
5. file a complaint with the Department of Education concerning alleged institutional failure to comply with the Act.

The following items are considered “Directory Information” and may be released without the student’s permission. Starred items are printed in the campus telephone directory. A student does, however, have the right to withhold disclosure of any or all “Directory Information” providing a written request for such is submitted to the Student Affairs Office by September 21st every year. The request must specify which items are not to be disclosed:

*a. name
*b. address – campus and/or home
*c. telephone numbers – campus and/or home
*d. e-mail address
*e. designated year of student
*f. Greek affiliation
  g. student number
  h. pictures
  i. date and place of birth
  j. major field of student
  k. degrees & awards received while attending Otterbein College
  l. participation in officially recognized activities and sports
  m. dates of attendance at Otterbein College
  n. enrollment status
  o. most recent educational agency or institution attended by student
  p. high school of student
  q. weight and height of members of athletic teams.

Questions or requests to obtain a copy of the College’s entire FERPA policy should be directed to the Student Affairs Office. Requests to view educational records must be made in writing and should be directed to each individual campus office since the College does not maintain records in central filing location. Requests will be honored within 7 days of receipt or the next working day.
RESPONSIBLE USE of INFORMATION TECHNOLOGY RESOURCES

Resources and Primary Uses

- Technology resources provided by Otterbein College are made available to students, faculty, staff and approved guests primarily as tools for enhancing and facilitating teaching, learning, and scholarly research. These resources include, but are not limited to, hardware and software either owned or leased by the College, and consulting time and expertise of Otterbein College employees. Additionally, owners of personal equipment that is connected to the data or telecommunications infrastructure of the College are also subject to these policies.

- Use of the resources for instructional and administrative activities directly related to the mission of the College shall have priority over personal or recreational use of resources.

- Many of the technology resources of the College are shared among the entire College community. Activities involving these resources must be in accord with the College policies found in faculty and staff handbooks, the Campus Life Handbook; all relevant local, state, federal laws and international agreements; and all contracts and licenses.

Ethical Use

It is the intent of the College 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 these resources carries with it the responsibility for ethical behavior.

For information on unethical behavior that will not be tolerated, please go to www.otterbein.edu, select “Information Technology,” choose “Info for New Students,” click on “Responsibly Use Policy” or simply go to: http://www.otterbein.edu/itweb/documents/responsible-use.asp