



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

OtterBinder

2021-2022

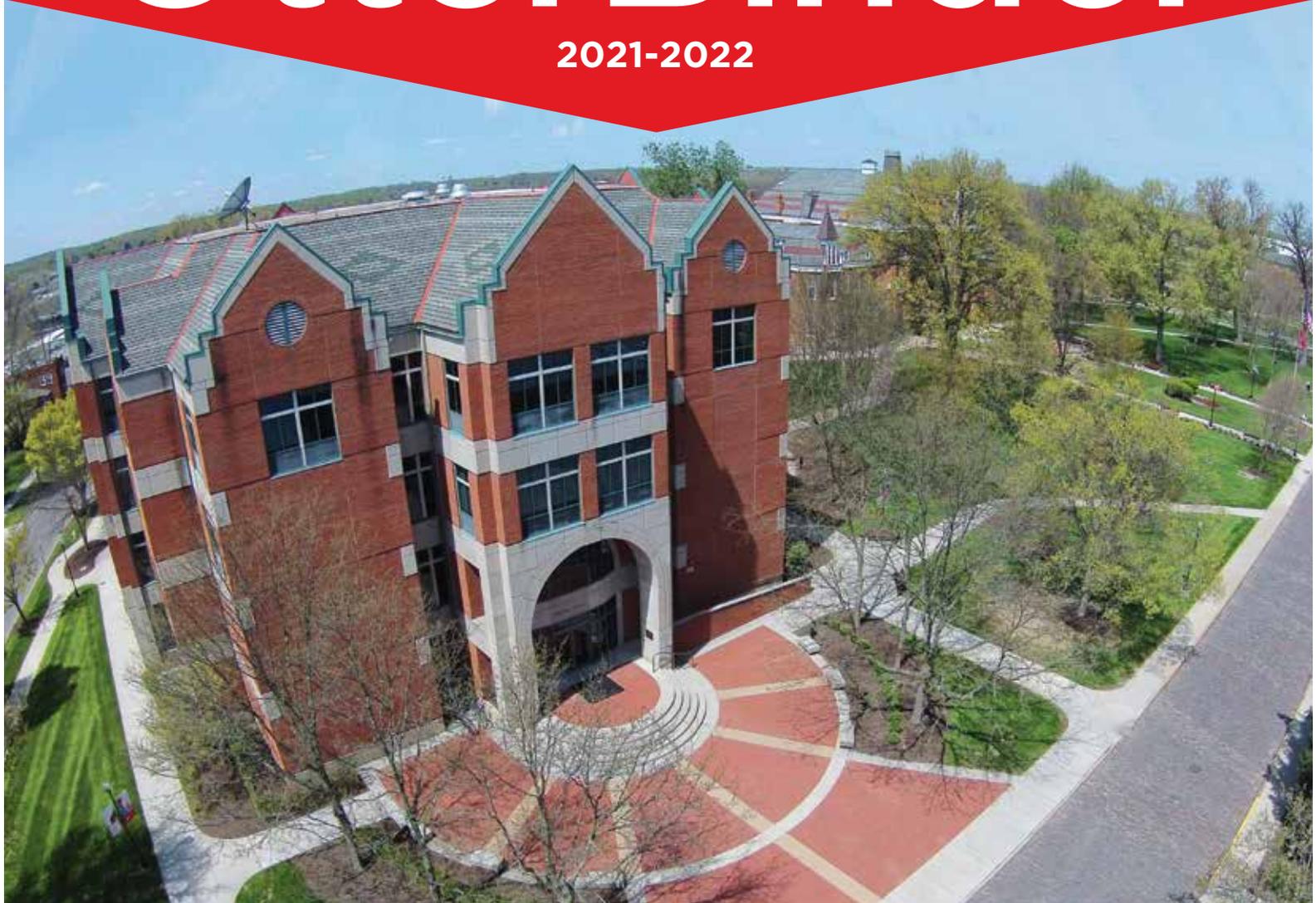


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REGISTRATION

Are you ready to learn?

When do I register for classes? Will I have someone to help me register? These questions and more will be answered in the following pages.

At Otterbein, you will be assigned a faculty advisor who will assist you with scheduling after your first semester. The faculty advisor will work with you to complete your graduate program.



The Graduate School
614.823.3210
grad@otterbein.edu

Who registers me for my courses?

As a graduate student who has successfully signed into Self-Service Banner, you can self-register for courses. To learn more about how to add, drop, or be waitlisted for a class, please visit our Quick Resource Videos. The resource videos can be found at www.otterbein.edu/registrar/course-registration.

If you have scheduling questions, please contact:

Graduate Education/Master of Arts in Educational Mathematics:

Amy Featherstone
Office: 614.823.3271
Email: afeatherstone@otterbein.edu

Graduate Nursing:

Maureen Kaiser
Office: 614.823.1188
Email: mkaiser@otterbein.edu

Master of Business Administration (MBA):

Don Eskew
Office: 614.823.1212
Email: deskew@otterbein.edu

Master of Science in Allied Health (MSAH):

Erica Van Dop
Office: 614.823.1956
Email: evandop@otterbein.edu

How do I know for which courses I'm registered?

Your degree audit will provide a good understanding of what courses are needed to complete your program of study here at Otterbein. Your degree audit can be found under Self-Service Banner in My O-Zone. Click on the Student tab and Student Records, then select Degree Evaluation. This is your degree audit. For more information, or for an enrollment verification letter, [click here](#).

How do I get an advisor?

You will be assigned a faculty advisor from your academic department. Your 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. You should contact your advisor during your first semester on campus.

FINANCIAL AID

THIS SECTION INCLUDES IMPORTANT STUDENT FORMS THAT REQUIRE YOUR IMMEDIATE ATTENTION.

What do I need to know about financial aid?

We understand that this 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 to answer questions about your financial aid including federal and private student loans.

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



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

If you have any questions, contact the Office of Student Financial Services at 614.823.1502 or email financialaid@otterbein.edu.

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.

Institutional Aid Form Process

This form is required for graduate Otterbein students to build out their Cost of Attendance (COA) budget. This must be completed before students are awarded. Note: you will need your Student ID number.

1. 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 otterbein.verifymyfafsa.com to log into Student Forms.
Video tutorial available online at: www.otterbein.edu/FinAidVideos.

Graduate PLUS Loan Borrowers

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

1. The application for Grad PLUS loans are located at StudentLoans.gov. The earliest date to apply online for the start of the academic year is mid-April. The borrower will log in with his or her credentials.
2. To apply for a PLUS loan you need to complete the PLUS Loan Request. This step allows the borrower to request a specific dollar amount. 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 borrower is notified by email. Two other options for a denied credit status for the PLUS loan are to pursue an endorser or appeal the credit decision with the U.S. Department of Education.

3. Upon credit approval, the borrower needs to complete the Master Promissory Note. 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 would be required to complete PLUS 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 my education expenses are beyond the standard Cost of Attendance?

When awarding Financial Aid, the Office of Student Financial Services assigns a budget to each student, which is referred to as the Cost of Attendance (COA). When additional education related expenses beyond the standard COA are incurred, a student may request a COA adjustment by completing this request form and submitting supporting documentation.

- COA adjustments are evaluated on a case-by-case basis and are subject to Federal and University policies.
- Most COA increases typically result in an increase in loan eligibility only. Federal Direct PLUS borrowers would need to complete the necessary Graduate loan request processes separate from this request.

FINANCIAL AID INFORMATION FOR VETERANS

Types of Benefits

Post-9/11 GI Bill® – Chapter 33 This benefit provides educational assistance to individuals who have served on active duty on or after Sept. 11, 2001. Persons eligible for Chapter 30 or REAP benefits may elect to receive benefits under this bill.

Yellow Ribbon Program – Otterbein is proud to be a participant in the national **Yellow Ribbon GI Education Enhancement Program** to help U.S. military veterans attend college and earn a degree. Yellow Ribbon eligible veterans who apply and are accepted to Otterbein are able to attend tuition free

Montgomery (New) GI Bill – Chapter 30 Veterans who entered Active Duty after June 30, 1985, are eligible. They must have completed at least two years of continuous active service, contributed \$1,200 to the program, received a high school diploma or GED, and received an honorable discharge.

Reserve GI Bill – Chapter 1606 Eligibility given to any person who enlists, re-enlists or extends an enlistment in the Selective Reserve for not less than six years, in addition to any other period of obligation after June 30, 1985, and completed high school or GED, IADT, and 180 days of service in the selective reserve, and is satisfactorily participating in required training in the selective reserve.

Dependents Educational Assistance – Chapter 35 This portion of 38 U.S.C. authorizes educational benefits to dependents and survivors of certain veterans who have serious disabilities as the result of their service (100 percent disabled), who have died of a service-connected cause, who were prisoners of war or who are missing in action.

Vocational Rehabilitation – Chapter 31 Veterans who have been declared disabled by the Department of Veterans Affairs due to service-related injury are eligible for this entitlement. For more information on Vocational Rehabilitation, contact the VA representative in your community.

Activated Reservists after Sept. 11, 2001 – Chapter 1607 (REAP) Certain reservists activated after Sept. 11, 2001, may either be eligible for education benefits or increased benefits.

For more information about VA benefits programs, visit: <https://www.ebenefits.va.gov/ebenefits/vonapp>

Several forms are required to begin processing student veteran's paperwork, including the DD214 or letter from commander certifying educational intent (current National Guard and Reserve personnel) and Letter of Eligibility from the VA. Forms can vary depending on type of benefit. Please do not submit documents until an admissions decision has been rendered for the graduate program of study. Questions, comments, and documentation may be sent to:

Hilary Seif, Assistant Registrar, Transfer Services at hseif@otterbein.edu

All veterans are required to notify the VA benefits certifying official of any changes listed here:

- Dropping any class or decreasing credit hours by any means
- Adding a class or increasing credit hours by any means
- Deployment (National Guard or Reserve) – copy of orders required

NOTE: All veterans are encouraged to complete the Free Application for Federal Student Aid (FAFSA) during financial aid processing. In some situations, veterans drawing VA benefits may also have additional eligibility for institutional aid (e.g. scholarships and grants). However, those who are using Post 9/11 (Chapter 33) benefits and qualify for 100 percent tuition coverage are ineligible for additional aid.

GI BILL® IS A REGISTERED TRADEMARK OF THE U.S. DEPARTMENT OF VETERANS AFFAIRS (VA).

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 Stafford Loan	June 15	Dec. 1
Graduate Students complete PLUS loan request (if intend to borrow)	June 15	Dec. 1

Student Accounts generates electronic bills approximately six weeks prior to the start of the term. The payment of the bill is due 14 days prior to the start of the academic term.

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/>

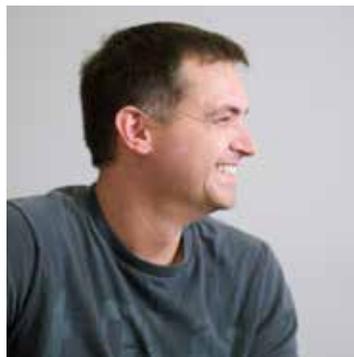
MANAGING YOUR ACCOUNT

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 Office of Student Financial Services.



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.

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 – Current Account Balance (This option is for students who are paying their balance in full. You may also edit the amount on the next screen if you need to split payment between multiple sources).
 - b) Option 2 – Pay Next Installment (This option is for students who have already established a term payment plan)
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 using 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 \$25 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 email, at the email address you provided, that includes a link to activate the account.

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

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

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

To be entitled to a refund, you must officially withdraw from your class or classes by contacting the Office of the Registrar. See 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.

Adjustments to full-time charges are made only during the add/drop period if a student adjusts his/her schedule. No adjustments to full-time charges are made after the add/drop period unless a student withdraws from the University entirely.

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 via credit card; no fee will be charged for check, cash or Automatic Clearing House (ACH) payments. Additional services, such as the bookstore, coffee shop and Marketplace are not included.

For more information visit 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.

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. Once you create your password you will be required to change it every six months. You will receive email notices to remind you of password expiration. To avoid an account lockout, change the password before it expires.

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.

What is MyPassword?

MyPassword is Otterbein's network password management system. This is where you will go to update your password or unlock your account if you have forgotten your password. Otterbein's password policy will require you to change your network password every six months. Go to: <https://mypassword.otterbein.edu> to manage your password. When setting up your profile for the first time, you should click on the link to **Edit my Profile**. Here, you will be prompted to enter your mobile phone number so that if you ever forget your password, you will be sent a temporary code via SMS/Text Message. If you have any questions regarding MyPassword, please contact the ITS Help Desk at 614.823.3100.

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 Office of Student Conduct and Wellness 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
jsaker@otterbein.edu
www.otterbein.edu/wellness

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.

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. Don't let others use your Cardinal Card (student I.D.). If you lose your Cardinal Card, report it to OPD immediately.
3. In case of a fire, know where all the emergency exits are. Always heed the fire alarm, even if you think it's "just another drill."
4. 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.
5. Don't leave your valuables and/or money in plain sight. Remember to register your valuable property with OPD in case of theft.
6. Both female and male students are 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.
7. 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.
8. 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.

For more tips about staying safe on campus, visit www.otterbein.edu/police.

STUDENT LIFE

Are you ready to get involved?

With many ways to get involved through student organizations, athletics, community service opportunities, fitness classes and recreation leagues, music and theatre performances, art exhibitions, etc., there are numerous ways for you to be part of Otterbein University. 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 the Center for Career and Professional 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

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 and fundraisers 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.

Does Otterbein have rec sports?

Yes. Otterbein offers a variety of recreation leagues in which all students can participate free of charge. Rec Sports leagues typically begin the third week of the semester with two sessions of one sport each such as volleyball, indoor soccer, dodgeball, kickball, or 5-on-5 basketball. You can create a team with a group of friends or sign up as a free agent to be placed on a team. To find specific dates and sports offered, follow us on Twitter [@otterrecsports](https://twitter.com/otterrecsports) or on Facebook “Otterbein University Campus Fitness & Recreation.” Information can also be found on My O-Zone.

Join us on Facebook!

One quick and easy way you can keep up with what is going on at Otterbein's Graduate School is by liking us on Facebook. In addition to our Graduate School page, look for individual pages for Graduate Education, MBA, Master of Science in Allied Health, and Nurse Anesthetist programs. On these pages you'll find information about lectures, author visits, professional development opportunities, and much more. We won't take over your news feed, but we will send out things that might be of interest to you.

General Graduate School: <https://www.facebook.com/OtterbeinGradSchool/>

Graduate Education: <https://www.facebook.com/otterbeingradeducation/>

MBA: <https://www.facebook.com/OtterbeinMBA/>

Master of Science in Allied Health: <https://www.facebook.com/otterbeinmsah/>

Graduate Nursing : <https://www.facebook.com/otterbeingradnursing/>

Otterbein University/Grant Medical Center Nurse Anesthesia Program:
<https://www.facebook.com/OtterbeinGrantNurseAnesthesiaProgram>

What resources are available to students on campus?

Academic Support Center

Courtright Memorial Library, 2nd Floor
614.823.1610
www.otterbein.edu/ASC

Bookstore

Campus Center- first floor
614.823.1364
otterbein@bkster.com
www.otterbein.edu/bookstore
Mon.-Fri.: 9:00 a.m.– 5:00 p.m.
Sat.: 10:00 a.m.–2:00 p.m.
Sun.: closed

Cashier's Office

25 W. Home Street, first floor
614.823.1150
BusinessOffice@otterbein.edu
www.otterbein.edu/businessoffice

Clements Recreation Center

614.823.3553
Mon.–Thurs.: 7:00 a.m.–10:00 p.m.
Fri.: 7:00 a.m.– 7:00 p.m.
Sat.: Noon–7:00 p.m.
Sun.: 2:00 p.m.–10:00 p.m.
Summer: M–F, 9:00 a.m.–7:00 p.m.

Disability Services

Barlow Hall
614.823.1610

Information Technology

Campus Center (Student Help Desk)
614.823.1060
studenthelpdesk@otterbein.edu
www.otterbein.edu/its/newstudents
Mon.–Thurs.: 8:30 a.m.–9:00 p.m.
Fri.: 8:30 a.m.–6:00 p.m.
Sat.: 8:00 a.m.–2:00 p.m.
Sun.: 1:00–5:00 p.m.
Summer: M–F, 8:30 a.m.–4:00 p.m.

Library

614.823.1215
circ@otterbein.edu
www.otterbein.edu/library
Sun.: 12:00 p.m.–2:00 a.m.
Mon.–Thurs.: 7:45 a.m.–2:00 a.m.
Fri.: 7:45 a.m.–6:00 p.m.
Sat.: 12:00 p.m.–6:00 p.m.

Office of Social Justice and Activism

Hanby Hall
614.823.1250

Office of Student Affairs

Back of Hanby Hall on Cochran Alley
614.823.1250
Mon.–Fri.: 8:30 a.m. – 5:00 p.m.

Office of Student Financial Services

Barlow Hall (88 Cochran Alley)
614.823.1502
financialaid@otterbein.edu
www.otterbein.edu/financialaid

Office of Registrar

Towers Hall, lower level
614.823.1351
registrar@otterbein.edu
www.otterbein.edu/registrar

Otterbein Police Department

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

Student Success and Career Development

Lower level of Towers Hall (027)
614.823.1624
studentsuccess@otterbein.edu
career@otterbein.edu

Study Abroad Programs

172 West Main Street
614.823.1624

Women's, Gender, and Sexuality Resource Center

25 W. Home Street, first floor
614.823.1028

Graduate Student Professional Organizations

Department of Business phone number: 614-823-1310

Don Eskew / deskew@otterbein.edu

Department of Education phone number: 614-823-1214

Dee Knoblauch / dknoblauch@otterbein.edu

Department of Nursing phone number: 614-823-1614

Department Chair: John Chovan / jchovan@otterbein.edu

Kappa Delta Pi

The Otterbein chapter, Chi Eta, consists of Education students whose GPA is in the top 20% of students in their Education program area and who, by faculty evaluation, possess qualities of leadership, service and professionalism.

Master of Arts in Educational Mathematics (MAEM) phone number: 614-823-1623

Program Director: Jeff Smith / jsmith@otterbein.edu

Master of Business Administration Student Organization

James Prysock / jprysock@otterbein.edu

Master of Science in Allied Health

Department of Health and Sport Sciences: 614-823-3528

Department Chair: Joan Rocks / jrocks@otterbein.edu

Program Director: Erica Von Dop / evandop@otterbein.edu

Otterbein Collegiate Middle Level Association (OCMLA)

OCMLA, an affiliate of the Association for Middle Level Education (AMLE), is a professional and social organization for middle childhood education majors. OCMLA hosts several professional development events for all education majors each year. OCMLA is an official chapter of the national Collegiate Middle Level Association (CMLA) organization.

Advisors: Diane Ross / dross@otterbein.edu

Otterbein Student Education Association (OSEA)

OSEA is a professional development organization for all education students attending Otterbein University. Affiliated with the Ohio Student Education Association, students involved in OSEA have opportunities to develop and implement workshops focused on the betterment of Ohio's school children; members also have the opportunity to engage in professional activities with Otterbein professors as well as teachers and administrators from local school districts.

Advisor: Carrie Scheckelhoff / cscheckelhoff@otterbein.edu

Out of the Gates

The grant will provide professional development to Otterbein Education faculty, teacher partners from five different central Ohio school districts, and up to 300 Otterbein education majors. The grant will implement training for Project-Based Learning, a method of teaching which examines real-world problems with 21st century skills.

Sigma Theta Tau International, Honor Society of Nursing

Otterbein's Kappa Lambda Chapter is a chartered member of the Honor Society of Nursing, Sigma Theta Tau International. For more information check out website page: www.otterbein.edu/public/Academics/Departments/Nursing/SigmaThetaTau.aspx

Advisor: Deanna Batross / batross@otterbein.edu

Teaching without Borders

Otterbein University collaborates with the Federal University of Parana (Brazil) in Teaching without Borders, a cross-cultural exchange. Participants include teachers in Central Ohio, teacher educators at Otterbein University, and teacher educators/language teachers at the University of Parana.

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?

Westerville Visitors & Convention Bureau
20 W. Main Street, Westerville, OH 43081
614.794.0401
visitwesterville.org
[Facebook.com/visitwesterville](https://www.facebook.com/visitwesterville)

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

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

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

Recommendations?

We hope that the OtterBinder has provided thorough and useful information to you during your transition to Otterbein.

If you have any feedback or recommendations for improving the OtterBinder for future students, please email [**gradadmit@otterbein.edu**](mailto:gradadmit@otterbein.edu).



OTTERBEIN
UNIVERSITY

THE GRADUATE SCHOOL



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 (66)
- 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)
- Clippinger Hall (40)
- Community Engagement (42)
- Courtyard 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 (7)
- Financial Aid (46)
- Fishbaugh Baseball Field (25)
- Frank Museum of Art (65)
- Garst Hall (56)
- Hanby Hall (50)
- Hanby House (9)
- Hancock House/Marketing (37)
- Health and Sport Sciences (22)
- Health Center (53)
- Howard House/Alumni (35)
- Kappa Phi Omega (43)
- Lambda Gamma Epsilon (39)
- Mayne Hall (28)
- Multicultural Center (45)
- Otterbein Police (4)
- Otterbein Softball Field (24)
- Pi Beta Sigma (64)
- Pi Kappa Phi (36)
- Practice Field (60)
- Psychology Department (29)
- Richard A. Sanders Tennis Courts (59)
- Rike Center (26)
- Roush Hall (32)
- 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)
- 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 (63)

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. Events and Conferences
- 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. Courtyard 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. Zeta Phi
- 64. Pi Beta Sigma
- 65. Frank Museum of Art
- 66. 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.