

OtterBinder Checklist

☐ **UPON RECEIPT OF THE OTTERBINDER** – Activate your Otterbein email and network account (see page 26).

APRIL ☐ **Mid-April** – Course Registration Survey emailed to student's Otterbein email account. The Course Registration Survey is due within two weeks of your SOAR session.

MAY ☐ **May 15** – RSVP Request Priority Deadline for Student Orientation, Advising & Registration (SOAR). Requests are processed on a first come, first served basis, and rolling throughout the summer. Online RSVP request form at www.otterbein.edu/SOARform.

JUNE ☐ **If you are attending the June 6* or June 21* Orientation**, make sure your Course Registration Survey is completed at least two weeks in advance of Orientation. If necessary, take the Modern Language Placement Exam and Math Placement Exam at least two weeks in advance of Orientation.

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

☐ **June 1** –

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



☐ **June 6** – S.O.A.R. session (Orientation)*.

☐ **June 15** –

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

☐ **June 21** – S.O.A.R. session (Orientation)*.

JULY ☐ **July 1** – Complete Immunization History Form at www.otterbein.edu/VaxHist.

☐ **If you are attending the July 19 Orientation***, make sure your Course Registration Survey is completed at least two weeks in advance of Orientation. If necessary, take the Modern Language Placement Exam and Math Placement Exam at least two weeks in advance of Orientation.

☐ **July 19** – S.O.A.R. session (Orientation)*.

☐ **July 31** – Student Athlete Health History Information due via Healthy Roster (see instructions on page 6).

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

AUG ☐ **If you are attending the Aug. 20 Orientation***, make sure your Course Registration Survey is completed. If necessary, take the Modern Language Placement Exam and Math Placement Exam at least two weeks in advance of Orientation.

☐ **Aug. 7** – Online Education Modules for New Students are due.

☐ **Aug. 20** – S.O.A.R. session (Orientation)*.

☐ **Aug. 21** – New student Move-In Day.

☐ **Aug. 21-25** – First Flight (see page 8).

☐ **Aug. 26** – First day of classes!

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