All the information you need to be a **NEW CARDINAL!**
Upon receipt of the OtterBinder – Activate your Otterbein email and network account (see page 48)

May
- Early May – Course Registration Survey emailed to student’s Otterbein email account. The Course Registration Survey is due within two weeks of receiving it.
- Starting May 1 – Online Math Placement Exam becomes available. Completion by end of May strongly recommended in order to be eligible for summer improvement options, as needed.
- May 15 – Registration deadline for Summer Orientation, Advising and Registration (S.O.A.R.).* Online request form at www.otterbein.edu/SOARform.

June
- If you are attending the June 20th or June 22nd Orientation, make sure your Course Registration Survey is completed. If necessary, take the Math and Modern Language Placement Exams at least two weeks in advance of Orientation.
- Early June – A link to the online Campus Clarity: Think About It course, focused on choices related to alcohol/drugs and sexual misconduct, will be sent to student’s Otterbein email account.
- June 1 – All Student Address, Housing, Commuter and Housing Accommodation forms are due.
  - Student Housing Request Form
  - Residence Hall Room and Board Plan Agreement
  - Student Address Information Form
  - Application for Commuter Status and Parent Verification Form
  - Student Health Form
  - Housing Accommodation Requests for diagnosed disabilities (including requests for air conditioning)
- June 15 –
  - All students accept desired loan amounts online through Banner.
  - First-time borrowers complete Direct Loan Promissory Notes and Entrance Counseling.
  - Complete Parent PLUS application and Private Loans for students and parents.
- June 20 – New student S.O.A.R. session (Orientation)*.
- June 22 – New student S.O.A.R. session (Orientation)*.

July
- If you are attending the July 12 Orientation*, make sure your Course Registration Survey is completed. If necessary, take the Math and Modern Language Placement Exams at least two weeks in advance of Orientation.
- July 12 – New student S.O.A.R. session (Orientation)*.
- July 23 – Student Athlete Health History Information due via Healthy Roster (see instructions on page 15).
- Late July – Housing assignments emailed to student’s Otterbein email account.

August
- If you are attending the Aug. 13 Orientation*, make sure your Course Registration Survey is completed. If necessary, take the Math and Modern Language Placement Exams at least two weeks in advance of Orientation.
- Aug. 1 – Fall Semester fees, charges due.
- Aug. 5 – Campus Clarity: Think About It online course due.
- Aug. 10-14 – Nurturing Educational Success and Transitions (optional transition program specifically designed for first-year students who self-identify as multicultural).
- Aug. 20 – New student S.O.A.R. session (Orientation)*.
- Aug. 21 – New student Move-In Day.
- Aug. 21-25 – First Flight (see page 18).
- Aug. 26 – First day of classes!

* Students attend one of four Summer Orientation, Advising and Registration (S.O.A.R.) dates offered.
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Student Forms
These important forms require your immediate attention. Two prepaid envelopes to return these forms are provided in the back of this binder. All forms are due by the deadlines below OR two weeks after you've paid your enrollment fee.

☐ **Orientation – Complete Online Registration by May 15**
   All students should sign up online at [www.otterbein.edu/SOARForm](http://www.otterbein.edu/SOARForm) for new student Orientation. You will select one of the available summer Orientation dates. The sooner you submit your online form, the more likely you will be to get your first choice of dates.

☐ **Student Address Information Form – Due June 1**
   All students, whether or not you are living on campus or at home for the 2019-2020 academic year, should complete and return this form to Otterbein University, Student Affairs, 1 S. Grove St., Westerville, OH 43081.

☐ **Student Health Form – Due June 1**
   All students should complete and return this form to Otterbein University, Student Affairs, 1 S. Grove St., Westerville, OH 43081.

☐ **Student Housing Request Form – Due June 1**

☐ **Residence Hall Room and Board Plan Agreement – Due June 1**
   Only students who are planning to live on campus for the 2019-2020 academic year should complete and return these forms to Otterbein University, Student Affairs, 1 S. Grove St., Westerville, OH 43081.

☐ **Housing Accommodation Request Form – Due June 1**
   Students with a diagnosed disability needing an essential accommodation (including air conditioning) to enjoy the residence halls should submit a completed Housing Accommodation Request Treating Practitioner Disability Verification Form by June 1 to Tracy Benner's attention via fax at 614-823-3299 or mail to Otterbein University, Student Affairs Office, 1 S. Grove St., Westerville, OH 43081.

☐ **Application for Commuter Status and Parent Verification Form – Due June 1**
   Only students who are planning to live at home with their parents and commute to Otterbein University during the 2019-2020 academic year should complete and return this form to Otterbein University, Student Affairs, 1 S. Grove St., Westerville, OH 43081.

☐ **Student Athlete Health History Information – July 23**
   All student athletes must complete this information via Healthy Roster. (See page 15 for instructions.)
ALL full-time undergraduate students shall complete and return this form to the Student Affairs Office whether planning to commute or live on campus. Any changes to this information shall be completed by submitting a new form via mail or fax to 614.823.3299.

**STUDENT INFORMATION:** (please print)

<table>
<thead>
<tr>
<th>Full Legal Name</th>
<th>Student Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Otterbein ID#</td>
<td>Student Home Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian Home Phone</th>
<th>Parent/Guardian Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Otterbein Email</td>
<td>Student Personal Email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Community Newspaper</th>
<th>Newspaper City</th>
<th>Newspaper State</th>
<th>Newspaper Zip Code</th>
</tr>
</thead>
</table>

WHERE YOU WILL LIVE IN 2019-2020:

- [ ] Campus housing: Please complete a Student Housing Request Form.
- [ ] Commute from parent/guardian’s home within 30-mile radius of campus. Complete Commuter Status Application.
- [ ] Off-Campus house or apartment: Complete Off-Campus Status Application (assure you meet at least one criteria for eligibility.)

Please note: All full-time, traditional freshmen, sophomores and juniors are required to live on campus unless married, 22 years of age or commuting from parents’ home within a 30-mile radius of campus. Per the Campus Life Handbook, “All students not residing in theme houses, the Commons, or residence halls are required to notify the Student Affairs Office of their address and phone number one week prior to the first week of class autumn term (or any time your address or phone number is changed).”

**EMERGENCY CONTACT INFORMATION:**

You have the option to identify individuals to be contacted in situations requiring emergency notifications. This information will be shared with the Otterbein Police Department, Student Affairs and Residence Life staffs. You have the ability to update this information online through Banner on My O-Zone.

**Contact 1:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Student</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

**Contact 2:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Student</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

**Contact 3:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Student</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

**MISSING PERSON NOTIFICATION:**

In accordance with federal regulations, Otterbein is required to provide students the opportunity to provide contact information for individuals regarding missing person investigations. Please provide the information for an individual you wish to be contacted if it is determined you are missing. This information will remain confidential and will only be used in a missing person investigation. To update this information, please contact the Student Affairs Office. To review the missing person policy, please refer to the Otterbein website at otterbein.edu/CLH or contact the Office of Residence Life at 614.823.1250.

**Contact:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Student</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

- [ ] Check here and sign below if you choose NOT to list a Missing Person contact.

**Signature (Student):** _______________________________  **Date:** __________________________

FOR OFFICE USE ONLY
PLEASE RETURN BY JUNE 1 TO:
STUDENT HOUSING REQUEST FORM
Otterbein University
Student Affairs Office
1 South Grove St.
Westerville, Ohio 43081

Full Legal Name         Chosen First Name
Otterbein ID#         Cell Phone
Age*: ____________________   Gender: [M] [F] Will you bring a car to campus this fall? [Yes] [No] *If under 18, please find “Release and Waiver of Liability for Minor Students” form at www.otterbein.edu/minor to complete and return.

Thank you for your interest in becoming a part of the Otterbein Residence Halls! Please complete each section of this form and return along with a signed Room and Board Agreement to reserve your space in the residence halls. Please contact the Office of Residence Life at reslife@otterbein.edu with any questions.

BOARD (MEAL) PLAN OPTIONS (on-campus residents only): All students residing in the residence halls are required to purchase one of the four board (meal) plans. The number of meals and Cardinal Dollars listed are per semester.

Flexible Block Meal Plans:
☐ 210 Meals and $150 Cardinal Dollars (approximately 14 meals/week)
☐ 150 Meals and $225 Cardinal Dollars (approximately 10 meals/week)
☐ 120 Meals and $260 Cardinal Dollars (approximately 8 meals/week)

Meal Only Plan:
☐ Cardinal Plan (approximately 19 meals/week, one meal per dining time)

MENINGOCOCCAL & HEPATITIS B VACCINATION STATUS: Section must be filled in and signed.
I, the undersigned student (if 18 years of age or older) or parent (if student is under 18), have read and understand the information provided to me (available on My Ozone) about Meningococcal Meningitis and Hepatitis B. I understand the benefits and risks of being vaccinated against these diseases. The information below regarding my student’s vaccination status is accurate and is being provided in compliance with the Ohio Revised Code, Section 3701.133, (B).

Meningococcal Vaccine received: [Yes] [No] Date of vaccination ________/_____/_______

Hepatitis B Vaccine (3 shot series) received: [Completed series] [Incomplete series] [No vaccinations]

Dates of doses: Dose #1: ________/_____/_______  Dose #2: ________/_____/_______  Dose #3: ________/_____/_______

Signature (Student or Parent)      Date

SPECIAL HOUSING OPTIONS: Choose only those that apply.
Mutual Roommate Request: List full name of student and last five digits of their Otterbein ID. MUST be requested by BOTH roommates and received by JUNE 1 for full consideration.

Are you willing to separate from your mutual roommate request to live in a themed community if necessary due to space limitations? [Yes] [No]

Themed Communities:
☐ Honors Housing in Mayne Hall: I have been invited to participate in the Honors program.
☐ Open Space: I am interested in living in a space supportive of all genders and sexualities.

IMPORTANT HOUSING PREFERENCE STATEMENT: (THIS MUST BE SIGNED BY STUDENT)
I agree the preferences provided on this form are truthful and have been completed by me, the student requesting housing. I understand I have signed a legally binding agreement for housing and board for the remainder of the academic year.

Signature of student completing this form      Date form was completed

FOR OFFICE USE ONLY
ROOMMATE/HALL PREFERENCE: (CHECK ALL THAT APPLY)

<table>
<thead>
<tr>
<th>Roommate Preference</th>
<th>Hall Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>International/Exchange student</td>
<td>Single sex (Engle for men, Scott for women)</td>
</tr>
<tr>
<td>Athlete (specify sport _____________________)</td>
<td>Co-ed by floor/wing</td>
</tr>
<tr>
<td>Upperclassmen/transfer student</td>
<td>Continuous housing (open during winter break and summer)</td>
</tr>
<tr>
<td>Same major (specify major _____________________)</td>
<td></td>
</tr>
</tbody>
</table>

EARLY ARRIVAL AND WINTER BREAK HOUSING INFORMATION:
Do you plan to ARRIVE EARLY (prior to Aug. 21) for any reason?  
☐ Yes  ☐ No  
If yes, please select reason below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td></td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td></td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
</tr>
<tr>
<td>Cross Country</td>
<td></td>
</tr>
<tr>
<td>Cheerleader</td>
<td></td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td></td>
</tr>
<tr>
<td>Marching Band and Colorguard</td>
<td>Other: _____________________</td>
</tr>
<tr>
<td>Cardinal Corps Leader</td>
<td></td>
</tr>
<tr>
<td>Nurturing Educational Success and Transitions (N.E.S.T.)</td>
<td>Attending Aug. 20 Orientation</td>
</tr>
<tr>
<td>Basketball</td>
<td></td>
</tr>
<tr>
<td>Wrestling</td>
<td></td>
</tr>
<tr>
<td>Other: _____________________</td>
<td></td>
</tr>
</tbody>
</table>

Will you need to be on campus for WINTER BREAK (December-January)?  
☐ Yes*  ☐ No  
If yes, which reason  
☐ Basketball  ☐ Wrestling  ☐ Other: _____________________  
____________________________________________________________________________________________________

*We will try to place you in a hall remaining open for winter break if this option is checked.

LIFESTYLE PREFERENCES: Otterbein University believes strongly in the value of diversity. We do not discriminate in our housing and roommate matching on the basis of race, sex, religion, ancestry, ethnicity, age, sexual orientation, disabling condition, political affiliation, veteran status or marital status.

Circle one preference per line which best describes you:

<table>
<thead>
<tr>
<th>Smoking: Do not smoke</th>
<th>Can live with a smoker</th>
<th>Smoker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personality: Quiet &amp; reserved</td>
<td>In the middle</td>
<td>Outgoing &amp; assertive</td>
</tr>
</tbody>
</table>

Mark along the line where you fall based on the two choices:

<table>
<thead>
<tr>
<th>Neatness: Very Neat</th>
<th>Very Messy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Noise: Very Quiet</td>
<td>Thrive on Noise</td>
</tr>
<tr>
<td>Weekday Bedtime: 9 p.m.</td>
<td>3 a.m.</td>
</tr>
<tr>
<td>Alcohol: Unacceptable</td>
<td>Acceptable</td>
</tr>
</tbody>
</table>

Circle all that describe your sleep habits:

<table>
<thead>
<tr>
<th>Light sleeper</th>
<th>Need silence</th>
<th>Fan on</th>
<th>T.V. on</th>
<th>Light/Nightlight on</th>
<th>Music on</th>
<th>Deep sleeper</th>
</tr>
</thead>
</table>

Personal Statement: Please share any information you believe will help us find that best roommate match for you.

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

SPECIAL HOUSING ACCOMMODATIONS:
Students needing an accommodation for a diagnosed disability, including air conditioning, in campus housing should submit the Housing Accommodation Request Form by June 1.
The form is available online at www.otterbein.edu/accommodationform or via mail or fax by calling 614.823.1250.

Please contact Tracy Benner, director of residence life, at 614.823.1250 or via email at tbenner@otterbein.edu with any questions about accommodations.

☐ Please check if you will be or have already submitted a Housing Accommodation Request Form. Please describe the type of accommodation you will seek: _____________________

WE LOOK FORWARD TO WELCOMING YOU TO THE OTTERBEIN RESIDENCE HALLS THIS FALL!

Your housing assignment and roommate information will be sent via Otterbein email in late July. If you need to change any information on this form prior to receiving your assignment, please fax a new copy of the form to 614.823.3299.

New students will move in on Wednesday, Aug. 21.

FOR OFFICE USE ONLY
I. ROOM RENTAL AGREEMENTS

A. Student shall observe and comply with all University rules and regulations.

B. Student agrees the University shall have the right of inspection within Student’s room and in the common areas as follows:
   1. Inspection based upon a reasonable belief Student’s well-being or that of another is endangered or threatened in any way.
   2. Inspection based upon a reasonable belief the premises or contents have been damaged by any cause.
   3. Inspection based upon a reasonable belief the premises have been or are being used for an illegal purpose in violation of City, State, or Federal laws, ordinances, or regulations.
   4. Inspection based upon a reasonable belief the premises have been or are being used in violation of a rule, regulation, policy, or standard of Otterbein University, including, but not limited to, the provisions of the of the Otterbein University Campus Life Handbook, as it may be amended, corrected, updated or revised and published during the term of this agreement.
   5. Inspection for Student compliance with maintenance requirements.

C. Room changes must be approved by the Director of Residence Life. An additional administrative charge of $100.00 will be assessed to any student participating in an unauthorized room change.

D. University reserves the right to require students to consolidate (be re-assigned) rooms if a student does not have an assigned full room.

E. Student will not permit another to reside in Student’s room at any time, except as assigned by the University. Student has the right to permit temporary visitors, such right to be limited as reasonably necessary at the sole discretion of the University.

F. University is not responsible for loss or damage to any property placed or maintained in a Student’s room. Student is encouraged to obtain sufficient tenant insurance.

G. University, at no additional charge, shall furnish the following utilities and amenities and shall perform ordinary maintenance thereon:
   1. Heating
   2. Water and sewer
   3. Refuse collection as specified
   4. Internet access

H. University shall furnish a bed, study desk or table, chair and drawer space for each student in a room.

I. Student is liable for, and University will charge for, damage to room, damage to furniture provided by University, damage to common area, Student’s failure to turn in keys when checking out, Student’s failure to properly check out, Student’s failure to check out within the designated time.

J. The University does not discriminate in housing procedures on the basis of race, creed, color, religion, sexual orientation, national origin, or handicap.

The residence hall room and board plan rates payable pursuant to the terms of the agreement, as are adopted by the University from time to time, are hereby adopted by reference and incorporated herein as if fully rewritten.
II. BOARD PLAN AGREEMENTS
A. The University will furnish the student-selected board plan.
B. Meals will be served during the dates and hours as posted by the University dining facility. The University or its agent shall determine menu selections.
C. Student shall receive no credit or refund for meals not taken for any reason.

III. ASSIGNMENT AND TERMINATION
A. This agreement is personal to Student and is not assignable by student.
B. Continued receipt by Student of benefits under this agreement is conditioned upon Student complying with all University regulations, policies and guidelines governing residence halls and the dining hall.
C. This agreement may be terminated by Student only upon marriage, withdrawal from University, or by special approval of the Director of Residence Life. Termination will be granted only upon the following conditions:
   1. Termination shall be permitted only at the end of an existing term, except in cases of withdrawal from the University.
   2. Students terminating agreement prior to the end of an academic year shall be obligated to pay a charge equal to 50% of one semester’s current room rent. This is in addition to the cost of room due for the portion of the year the student resided in the room. This charge is for liquidated damages in an amount the parties agree is a fair and equitable charge to the University considering the damage to the University, the University’s ability to find a replacement and ability to plan and provide suitable University housing, and the fact the actual amount of damages is difficult or impossible to determine.
   3. Students seeking to terminate their agreement by special approval must do so in writing. Requests must be submitted to the Student Affairs Office at least one month prior to the term for which the termination is being sought. Answers to requests will be delivered to students via Otterbein email.
D. The University may terminate this agreement and require Student to vacate the room for any of the following causes:
   1. Violation of the terms of this agreement.
   2. Violation of any rule, regulation policy or standard (disciplinary violations) for which a student may receive a living unit probation or dismissal, or suspension or dismissal from the University, under the applicable provisions of the Otterbein University Campus Life Handbook, as it may be amended, corrected, updated or revised and published during the term of this agreement.
   3. If Student, for any reason, is no longer an enrolled full-time traditional student at Otterbein University. In accordance with O.R.C. paragraph 5321.031, the Student will be afforded written notice of the cause for termination and an opportunity for a hearing consistent with the description of the Judicial System and Judicial Procedure as set forth in the Campus Life Handbook; provided, however, immediate removal from the room may be required by the President or Vice President for Student Affairs if the conduct of the Student seriously threatens the well-being of individuals or the University. With respect to disciplinary terminations, the disciplinary hearing shall constitute the hearing required by O.R.C. 5321.031.
E. In cases of withdrawal from the University, refund to Student upon termination of this agreement shall be based on the date the student formally checks out of the housing assignment with a residence life staff member.
F. All regulations, policies, guidelines, fee and rates referred to in this agreement are incorporated herein by reference.

This agreement accepted on ______________________

Date

BY: _________________________________

Signature of Student

Signature of Student’s Guardian if Student Under 18

BY: _________________________________

Signature of Otterbein Official

ITS: _________________________________

Title of Otterbein Official
Commuter & Off-Campus Status Policy

All current, full-time, undergraduate students who are not planning to live on campus must submit an application for Commuter or Off-Campus Status. Commuter Status is granted to students who are living at the primary home of their parent/guardian within a 30-mile radius of Otterbein’s campus. Off-Campus Status is granted to rising seniors or students who meet one of the other criteria listed below and wish to live in an off-campus house or apartment.

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

To qualify for Commuter Status:

• The student must reside with a parent or legal guardian within a 30-mile radius of Otterbein University. A parent or legal guardian signature will be required on the application to verify at-home residency. Mileage is calculated from the campus address (1 South Grove St, Westerville, OH, 43081) via freemaptools.com.

• The home address must match the address provided on the original application to the University or FAFSA. Addresses not matching will require a copy of the parent’s Ohio driver’s license or state ID for verification.

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

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

• Have completed at least 90 semester credit hours (senior class standing) by the first day of fall semester based on their Otterbein transcript and have not signed a housing agreement with the University

• Will be 22 years of age prior to the first day of classes of fall semester

• Are legally married, or a single parent with their child, residing within a 30-mile radius of Otterbein University

• Have lived in Otterbein or other college/university residence halls for three full years (nine quarters or six semesters, excluding summers)

• United States military veterans with 18 months or more of active military service

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

Application Deadline:

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

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

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

Special Residency Exemption:

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

Applications are due to the Student Affairs Office within two weeks of acceptance. Applications may be faxed to 614.823.3299.
Applications are due to the Student Affairs Office by June 1, or within two weeks of acceptance.

Note: Formal approval will be sent to the student’s Otterbein email within two weeks of the application being received.

STUDENT INFORMATION: (please print)

<table>
<thead>
<tr>
<th>Full Legal Name</th>
<th>Student Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Otterbein ID#</th>
<th>Student Home Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

Conditions for Commuter Status

a. The student will be living with the parent/legal guardian in the established family home, which is the address listed above and is the same address provided on the FAFSA.
b. The home is within the 30-mile radius from Otterbein’s campus.
c. The student will remain living in the home and will not maintain any other residence for as long as the on-campus residency requirement applies (through the end of the junior year). Should the home address change for any reason, an updated address change form must be submitted to the Student Affairs office.
d. If it should be determined that false information was provided and/or the student is discovered living elsewhere and/or the above conditions are not satisfied, the student will be billed full room and board charges for the entire academic year and required to reside in campus housing.

STUDENT STATEMENT:

I certify that the information I have given in this application is true and accurate.

I affirm I will be living at home with my parent(s)/legal guardian(s). If I am found to be living anywhere else, I accept full responsibility and agree I would be providing false information to the university, a violation of the Student Code of Conduct.

I understand I must re-apply for off campus or commuter status whenever the information stated on this application is no longer accurate (e.g. change of address) and/or for each academic year.

I understand if I am found to be living off-campus and I have not received formal approval, I will be immediately charged room and board for the academic year.

My parent(s)/legal guardian(s) understand this policy and are aware of my intentions to live at home. The information they provide below is accurate.

Signature (Student): ___________________________ Date: ___________________________

PARENT CERTIFICATION OF COMMUTER STATUS:

I certify the student named above will be residing in my home, within a 30-mile radius of Otterbein University and will be commuting to campus. This is the same address provided on the FAFSA and is the permanent home mailing address of the student and myself. I understand if my student is found to be living in a location different than listed above, he or she will automatically be billed for the full amount of room and board for the entire academic year and will be required to reside in campus housing.

If my address has changed or is different than the permanent address provided on the original application to the University or the FAFSA filed this year, I have attached a photocopy of my Ohio Driver’s License with the new address.

Print Name | Relationship to Student
-----------|-------------------------|
Signature  | Date
Phone #    | O Cell O Home Email
This application is required for all full-time, undergraduate students who meet one of the criteria below and wish to live off-campus. This application is only for students who have not signed a housing agreement with the University for the upcoming academic year. Applications are due to the Student Affairs Office, by June 1, or within two weeks of acceptance to Otterbein.

Note: Formal approval will be sent to the student’s Otterbein email within two weeks of the application being received. Off-campus applicants should NOT sign an off-campus lease until formal approval has been received.

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APPLICATION FOR OFF-CAMPUS STATUS

Otterbein University
Student Affairs Office
1 South Grove St.
Westerville, Ohio 43081

Applicant's Full Legal Name

Student Cell Phone

Otterbein ID#        Student Home Phone

---

CERTIFICATION OF OFF-CAMPUS STATUS:

I wish to apply for off-campus status for the following reason:

☐ I will have completed at least 90 semester credit hours by the first day of classes of fall semester.

☐ I will be at least 22 years of age prior to the first day of classes of fall semester. (Attach copy of current driver’s license or state ID with date of birth circled.)

☐ I am legally married. (Include copy of court-certified marriage certificate.)

☐ I am a single parent with a dependent child. (Include copy of child’s birth certificate listing you as parent.)

☐ I am a United States military veteran with 18 months or more of active military service. (Include copy of DD214.)

☐ I have lived in Otterbein or other college/university residence halls for three full years (nine quarters or six semesters, excluding summers) (Attach copy of university bills indicating housing charges if from other college/university.)

STUDENT STATEMENT:

I certify the information I have given on this application is true and accurate. I recognize if approval is granted it is based on the certification of my eligibility being verified.

I understand I must re-apply for off-campus status each academic year.

If approved, I am responsible for providing an off campus address to the Student Affairs Office by the first day of classes of fall semester. I understand I am responsible for submitting an updated address whenever it changes.

I understand if I am found to be living off-campus and I have not received formal approval, I will be immediately charged room and board for the academic year.

Student Signature

Date

---

ANTICIPATED OFF-CAMPUS ADDRESS:  (list if known at this time)

Street

City

Zip

If address has not been identified, please provide to the Student Affairs Office by August 1.

---

FOR OFFICE USE ONLY

Date received: __________ Eligibility verified: __________ Date notified: __________ SLARMAP Date: __________

Off-campus address provided: ☐Yes ☐No SPAIDEN LR Date: __________
Incoming Otterbein Student Health Check List

All incoming students must complete the **Required Medical Form** prior to arriving at Otterbein University for classes. You won't be able to attend classes until the form and additional documentation have been completed, submitted, and processed by the Health Center staff.

This is a checklist for all incoming students. Please read this page carefully and follow the steps listed. Contact the office at **614.823.1345** if you have any questions. Allow 3-5 business days for your message to be processed due to the health center being closed during break and in the summer.

All portions of this checklist are due June 1 for all fall incoming students.

**REQUIRED (ALL STUDENTS)**

☐ 1. **Required Medical Form**
   Please complete the attached two-page Student Health Form. The first page, including family and personal student history, should be completed by the parents and student. It outlines any important health concerns, special needs, allergies, surgeries, and current medications. The second page, requiring a physical examination, is to be completed by the physician or provider. Note that immunizations should be updated at this time (TDaP if not given within 10 years, MMR, and TB skin test with results).

☐ 2. **Immunization Record Form**
   Proof of vaccine immunizations must be submitted along with the physician's form. The form explains the documents that are needed.

☐ 3. **TB Testing**
   As mentioned above, the student must take a Tuberculosis (TB) test and include the results. Even if the student has taken the test before, it will have to be done again if the results are more than 12 months old.

☐ 4. **Consent for Care**
   Required for all students who will be under 18 years of age upon arrival at Otterbein University. A parent or legal guardian is required to sign the form, which can be obtained from the health center upon request.

☐ 5. **Chronic/Ongoing Medical Conditions**
   If you are an incoming student with medical issues and have further documentation regarding your care, please contact Student Health Center at **614.823.1345** or **cook1@otterbein.edu**.

**Contact Information**

Student Health Center  
78 West Home Street, Westerville, Ohio 43081
Phone: 614.823.1345  
email: cook1@otterbein.edu
## MEDICAL HISTORY
To be completed by student (please print)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>(Maiden)</th>
<th>Preferred Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Phone (Home)</th>
<th>(Cell)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Gender</th>
<th>Email Address</th>
<th>Month / Day / Year</th>
<th>Emergency Contact</th>
<th>Relationship</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Phone (Home)</th>
<th>(Cell)</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>CHECK EACH ITEM</th>
<th>YES</th>
<th>NO</th>
<th>RELATIONSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANCER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEART DISEASE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIGH BLOOD PRESSURE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STROKE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUBERCULOSIS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Mother Living?  □  Father living?  □  No. of brothers living ____  No. of sisters living ____
- If deceased, give relationship and cause of death ________________________________

**Occupation:**  Father_________________________________________  Mother _________________________________________________

Have you ever had or do you now have any of the following:

<table>
<thead>
<tr>
<th>CHECK EACH ITEM</th>
<th>YES</th>
<th>NO</th>
<th>RELATIONSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD/ADHD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALLERGIES (DRUGS, OTHER)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANEMIA OR BLOOD DISEASE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANXIETY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTHRITIS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASTHMA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BROKEN BONES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHICKEN POX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPRESSION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIABETES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIZZINESS/FAINTING SPELLS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRUG OR ALCOHOL ABUSE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAR, NOSE, THROAT TROUBLE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EATING DISORDER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPILEPSY/SEIZURES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREQUENT/SEVERE HEADACHES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEMLOCK/BLOOD TROUBLE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEART DISEASE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEPATITIS/JAUNDICE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HERNIA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIGH BLOOD PRESSURE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTESTINAL/RECTAL DISEASE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KIDNEY/BLADDER TROUBLE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MALAIS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEASLES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MONONUCLEOSIS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUBERCULOSIS/POSITIVE TB SKIN TEST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUMOR/CANCER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Are you allergic to or have any sensitivity or intolerance to any medication?  □ no  □ yes
- Do you regularly take any medication?  □ no  □ yes
- Have you ever been a patient in any type of hospital?  □ no  □ yes
- Include any operations and age at which they occurred (state when, where, and why) ____________________________________________________________

- Have you ever been hospitalized due to emotional problems? (if yes, state when, where, and diagnosis) □ no  □ yes
- Have you ever taken an overdose or seriously considered or attempted suicide?  □ no  □ yes
- Have you ever been refused employment, unable to hold a job, couldn’t take physical education or participate in sports because of your health?  □ no  □ yes
- Have you ever had any serious illness, injury or operation not listed above?  □ no  □ yes
- If you answered yes to any of the above questions, please give details ____________________________________________________________

---

**FOR STUDENTS UNDER 18 YEARS OF AGE, CONSENT FOR HEALTH CENTER TREATMENT TO BE SIGNED BY PARENT OR GUARDIAN.**
I hereby give my consent for my son/daughter to be treated by the Otterbein University Health Services.

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
<th>Relationship</th>
</tr>
</thead>
</table>

**ALL STUDENTS: PLEASE CONSULT YOUR PHYSICIAN ABOUT RECEIVING A MENINGITIS VACCINE.**
# PHYSICIAN’S EXAMINATION

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

Name (Print) _______________________________________________________________________ Date ______________________________

Last Name                              First Name                                 Middle Name                  (Maiden)

1. Sex _______ Height _______ Blood Pressure: ______________       BMI: ______________             Age _______ Weight _______   Pulse: ______________________

2. HEARING: __________________ (optional)   Left ___ /15         Right ___ /15

3. VISION: __________________ (optional)   Right 20/ ___           Right 20/ ___    Color Vision ___________________

   CORR TO:  Left 20/ ___                  Left 20/ ___  Test Used _____________________

CHECK EACH ITEM IN PROPER COLUMN NORMAL ABNORMAL

4. HEAD, NECK, FACE AND SCALP

5. NOSE AND SINUSES

6. MOUTH, TEETH, GINGIVA, AND THROAT

7. EARS GENERAL (CANALS, DRUMS, ETC.)

8. EYES GENERAL (LIDS, PUPILS, MOTIONS, ETC.)

9. LUNGS, CHEST, AND BREASTS

10. HEART

11. VASCULAR SYSTEM (INCLUDE VARICOSITIES)

12. ABDOMEN AND VISCERA (INCLUDE HERNIA)

13. ANO-RECTAL AND PILONIDAL

14. ENDOCRINE SYSTEM

15. GENITO-URINARY SYSTEM

16. UPPER EXTREMITIES

17. LOWER EXTREMITIES

18. SPINE, OTHER MUSCULO-SKELETAL

19. SKIN AND LYMPHATICS

20. NEUROLOGICAL SYSTEM

21. PSYCHIATRIC (PERSONALITY DEVIATION, ETC.)

22. IF FEMALE, GIVE MENSTRUAL HISTORY

NOTE: Give details of each abnormality. Enter corresponding item number before each comment.

REQUIRED FOR ADMISSION

IMMUNIZATION HISTORY- RECORD ALL DATES

TDaP (Tet/Diph/Pert required in last 10 years)

Polio #1 ___________ #2 ___________ #3 ___________ #4 ___________ OR

(copy of titer must be submitted)

Measles/Mumps/Rubella (MMR): 2 required

#1 ___________ #2 ___________ OR

(copy of titer must be submitted)

REQUIRED FOR ALL STUDENTS:

TUBERCULIN SKIN TEST: IN PAST 12 MOS.

Date: ___________ 

MANTOUX ONLY  NEG. _________ POS. _________

(If positive, a chest x-ray is required with results submitted)

Meningitis vaccine (Recommended): ___________

In addition to above:

ATHLETES (required): Sickle Cell Testing  Neg___Trait___Disease___

In addition to above:

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

Date - 1st skin test_________ Reaction_________ Date read: _________

Date - 2nd skin test_________ Reaction_________ Date read: _________

Varicella:

Dates of (2) vaccine 4-8 weeks apart ___________ ___________

OR Varicella Antibody IgG titer required for students with a history of chicken pox. Date of titer_________ Results_________

Hepatitis B vaccine:

Dates of series #1 ___________ #2 ___________ #3 ___________

OR Quantitative HBSAb titer. Date of titer_________ Results_________

(copy of all titer must be submitted)

Influenza vaccine: ___________

In addition to above:

Physician Signature

Street Address

City, State, Zip

Phone (include area code)

Physician’s Name please print or stamp

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

Return this form to:  Otterbein University  Student Affairs Office  1 South Grove Street, Westerville, OH 43081  614-823-1250 (PHONE)  614-823-3299 (FAX)
Connecting Otterbein Athletes and Coaches to Athletic Trainers

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

Healthy Roster Mobile App Includes:
• Digital access to your athletic trainer
• Injury documentation and updates
• HIPAA-Compliant — safe and secure

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

Frequently Asked Questions Regarding Privacy

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

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

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

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

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

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

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

OhioHealth Sports Medicine works with athletes of all levels — from students to professionals, from yoga moms to triathletes. We are comprised of more than:
+ 45 Sports Medicine physicians
+ 20 concussion-management experts, using the most current scientific research
+ 120 athletic trainers supporting more than 60 high/middle schools and 8 colleges

Visit: OhioHealth.com/SportsMedicine
Follow us: Twitter @OHSportsMed
ORIENTATION

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

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

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

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

Who can I contact about Orientation?

Center for Student Involvement
Campus Center, first floor
614.823.3202
orientation@otterbein.edu
www.otterbein.edu/orientation
What is S.O.A.R.?
S.O.A.R. (Summer Orientation, Advising and Registration) is a one-day session designed to prepare you to be a successful student at Otterbein. Throughout the day, you will have the opportunity to meet with an advisor to review your fall course schedule, learn about Otterbein's academic expectations from department representatives, learn what it's like to be a student at Otterbein from those who are living it now, and build relationships with other new and current students.

When do I attend S.O.A.R.?
You can register for one of these four dates:
- Thursday, June 20
- Saturday, June 22
- Friday, July 12
- Tuesday, Aug. 20 (recommended for students unable to travel to Westerville during June and July)

How do I register?
Sign up online at www.otterbein.edu/SOARForm by May 15.

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

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

Are parents and families invited to S.O.A.R.?
Yes. Parents and families are welcome — and encouraged — to attend. There is a program designed especially for family members.

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

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

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

How long is S.O.A.R.?
Check-in will begin at 8 a.m. and your day will conclude around 5:30 p.m.

How do I know which session I will attend?
You will receive a confirmation postcard at your permanent address, as well as a more detailed message sent to your Otterbein email account.

What if I can’t attend?
S.O.A.R. is required for all new students. If you have a schedule conflict, contact the Center for Student Involvement at 614.823.3202 or orientation@otterbein.edu.
First Flight
After you attend S.O.A.R., we will be anxiously awaiting your arrival back on campus for First Flight, Otterbein’s new student program, Aug. 21-25.

First Flight is a week-long series of events — full of Cardinal Pride, motivational speakers, First Year Seminar class sessions, service projects, friendly competition and more — designed to help you transition to college life.

First Flight is required for all new Otterbein students, so be sure to mark your calendar.

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

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

N.E.S.T. will be held Aug. 17-20. Participants will be able to move in early! N.E.S.T. participants will move in on Saturday, Aug. 17.

Students will receive an invitation via mail and email in June. For more information about this program or to register, please contact us at 614.823.1250.

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

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

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

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

When will I receive my summer writing assignment?
You will receive your summer writing assignment during your orientation session. By mid-June, the writing assignment will also be posted online on the orientation website (www.otterbein.edu/orientation). You can also email orientation@otterbein.edu to request that a copy of the assignment be emailed to you.

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

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

Are you ready to live like a Cardinal?

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

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

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

Who can I contact about residence life?

Office of Residence Life
Student Affairs Office (back of Hanby Hall)
614.823.1250
reslife@otterbein.edu
www.otterbein.edu/residencelife
Do I have to live on campus?
All full-time, traditional first-year students, sophomores and juniors are required to live on campus unless married, 22 years of age or commuting from their parents’ home within a 30-mile radius of campus. More than 85 percent of first-year students live on campus.

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

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

When will I receive my housing assignment?
You will receive your housing assignment via your Otterbein email in late July.

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

When can I move in?
New student move-in is Wednesday, Aug. 21 from 9 a.m. to Noon. Please check in by no later than Noon to have enough time to unload and say good-bye to your family before First Flight activities begin at 4 p.m.

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

What amenities are in my residence hall and room?
Otterbein provides an XL twin bed and mattress, desk and chair, drawer and closet space, Internet jacks, mini blinds and carpet (except in Engle Hall and select other rooms on campus).
Every hall has wireless Internet, a free laundry facility with high-efficiency washers and dryers, vending machines and a lounge with flat-panel TV. Most halls also have a pool table. All residence halls are secured 24 hours a day and accessed by residents with their Cardinal Card (student I.D.).

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

What’s my campus mailing address?
You will receive your Student Mail Center (SMC) number via your Otterbein email. The address you should provide to family and friends is: Your Name
Otterbein University
1 South Grove Street
SMC# ___ ___ ___
Westerville, Ohio 43081-2004
Can I choose my own roommate?
Many students choose to allow the residence life staff to pair them with a roommate using the lifestyle preferences provided on the Housing Request Form. If you are already friends with another student planning to attend Otterbein, you may choose each other using the “Mutual Roommate Request” section on your Housing Request Form. Both roommates must choose each other and provide each other's name and Otterbein ID number on their forms. If you are willing to separate from a mutual roommate request due to space limitations in themed communities, please indicate this. Otherwise, your mutual roommate request will be deemed as taking precedence over all other requests.

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

When are residence hall closing and opening dates for school breaks?
- The residence halls will close after fall semester on Friday, Dec. 13, at 8 p.m. You may leave your belongings in your room during winter break unless you are studying abroad or not returning for spring semester.
- The residence halls will open for spring semester on Sunday, Jan. 12, at Noon.
- If you need to remain on campus during winter break, you may sign up for break housing for a small fee. Students will be consolidated into specific buildings for break. Exact information regarding break housing will be sent to your Otterbein email before winter break.
- If you know you’ll be on campus during winter break, you are encouraged to request Continuous Housing on your Housing Request Form. Requesting Continuous Housing will allow you to be assigned permanently to the hall open for winter break and to remain in your room during break for a small fee.
- The residence halls will close after spring semester on Friday, May 1, at 8 p.m.
- Housing for summer will be available for a daily fee in one or more halls.

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

Where can I read more about campus and residence hall policies?
The Campus Life Handbook is always available online at www.otterbein.edu/CLH. Students and parents should read the handbook before arriving on campus.

What are Themed Communities?
We offer two themed communities in the halls for first-year students.
Honors Housing in Mayne Hall: All incoming students who are part of the Honors Program are invited to live in Mayne Hall. The Kneading Minds service program, coordinated by the Honors Program, is housed in Mayne Hall. Students and faculty bake bread once a month with proceeds from the sales are donated to a local charity. Priority for housing in Mayne will be given to students based on the date their housing request form is received and if part of a mutual roommate request, where both roommates are in the Honors Program.
Open Space: Started in 2015, Open Space is for students of all genders and sexualities interested in living in a safe, supportive environment. As this community continues to evolve, students will have the opportunity to develop annual traditions and participate in both hall and campus activities. The exact hall location for Open Space will be determined based on the number of interested students.
What can I bring?

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

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

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

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

Bedding and Linens*
- towels/washcloths
- XL sheets
- XL blanket/comforter
- pillows
- XL mattress pad

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

Cleaning and Laundry Supplies*
- laundry detergent
- fabric softener/dryer sheets
- laundry basket/bag
- dishwashing liquid
- dishcloths/dishtowels
- disinfectant spray/wipes

*No quarters needed — laundry is free!

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

Extra Room Furnishings
- study lamp
- storage crates
- wastebasket
- posters/pictures/photos

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

6 WAYS TO BE GREEN:

1. Rent a bike.
   Otterbein has an OtterBike rental program. Stop by the Library to rent a bike using your Cardinal Card! A one-time $10 fee allows you to rent bikes any time for the whole year.

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

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

4. Use light-emitting diode bulbs (LEDs).

5. Use “green” household and personal care products.

6. Carry reusable canvas bags for shopping.
Dining Services & Meal Plan Options

What am I going to eat?
Otterbein's dining service prepares locally sourced, made-from-scratch food for fresh and flavorful meals. Otterbein gives you healthy options at every meal. All are free of trans-fat and many are low in fat, carbohydrates and sodium. Vegetarian entrées and sides are available at each meal. Gluten-free options are also available.

What if I have special dietary needs?
Since most of our food is made from scratch, Otterbein can accommodate most special dietary needs with advance notice. Just contact the Dining Services Director at 614.823.1880 for more information.

What are my meal plan options?
Otterbein offers four meal plans:

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

The three meal plans with meals and Cardinal Dollars provide the most flexibility. They allow students to eat their meals in the Cardinal's Nest (dining hall) or the OtterDen. Students can eat as many meals in one day as they like and any uneaten meals will remain on their account through the end of the semester. Cardinal Dollars are used like cash in any of the four dining locations on campus (Cardinal's Nest, OtterDen, OtterBean and Roost Express). Students can always check the balances of their meals and dollars on the Residence Life page on My O-Zone or when making a purchase. Students who run out of meals or dollars during the semester can purchase additional dollars (Munch Money) as described below.

For students who want to maximize the number of meals they are offered, the Cardinal Plan provides students with the ability to eat a meal during every dining period when the Cardinal's Nest is open. While the Cardinal Plan does not provide flexibility, it provides lots of meals! Students who will regularly eat three meals a day are encouraged to consider this option. The plan allows students to eat breakfast, lunch and dinner in the Cardinal's Nest Monday – Friday and brunch and dinner on weekends. If they wish, students may use a lunch or dinner for a meal combo in the OtterDen (entrée sandwich or salad, side and soft drink). Students with the Cardinal Plan will not have any Cardinal Dollars on their plan, but can purchase Munch Money as described below for some flexibility.

*Number of meals and Cardinal Dollars are per fall/spring
**Number of meals per week, during fall and spring semester

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

Can I switch my meal plan if I need more meals?
You may switch your selected meal plan until July 1 for fall semester, and by November 1 for spring semester.

What if I’m sick or busy and can’t go get food?
Otterbein offers boxed meals for students who are on-the-go or who are ill and need a boxed meal brought to them by another student. Request a boxed meal order form at the Cardinal's Nest, from your residence hall staff or download the PDF at www.otterbein.edu/mealplans or from the Residence Life page on My O-Zone.
REGISTRATION

Are you ready to learn?

When do I register for classes? Will I have someone to help me register? Will my prior courses and college credit transfer to Otterbein? These questions and more will be answered in the following pages. Beginning in early May, you will receive a link to our online course registration survey. Your responses to the survey questions will help us create your fall schedule.

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

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

Who can I contact about registration?

Office of the Registrar
Towers Hall, room 27
614.823.1350
registrar@otterbein.edu
www.otterbein.edu/registrar
What is the course registration survey?
The course registration survey gathers information regarding your intended major, First Year Seminar or Transition Year Seminar course preferences, and important information about math and modern language courses. Your responses to the survey questions provide valuable information to your advisor while building your course schedule and help improve the advising process in the future. It is important that you complete the survey within two weeks of receiving it.

How do I fill out the survey?
You will receive your individualized Course Registration Survey in your Otterbein email. You will complete and submit the survey online. You must set up your Otterbein email to receive your survey.

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

Who should I contact if I’m having problems accessing my course registration survey?
If you cannot access or have problems with your course registration survey, please contact the Center for Student Involvement at 614.823.3202.

Who registers me for my courses?
**FIRST YEAR STUDENT:** Once you complete the course registration survey, Otterbein’s team of advisors will review your survey and begin to build your preliminary course schedule.

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

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

How do I get an advisor?
If you have declared a major, you will be assigned a faculty advisor from your academic department. If you have not declared a major, you will be assigned an advisor who will assist you with exploring major options. The faculty advisor you are assigned to at Orientation may not be your permanent faculty advisor. When you return to campus, you will have the opportunity to meet your permanent faculty advisor. This advisor will be with you throughout your time at Otterbein to help you register for courses each year, make decisions about your personal and educational goals and keep you on track until graduation.
Dual Enrollment/College Credit Plus/Advanced Placement (AP)/International Baccalaureate (IB)

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

In order for your transcript to be considered official, it must be sent directly from the issuing institution to Otterbein. Please have your transcript sent to:

Otterbein University
1 South Grove Street, Westerville, OH 43081

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

How will my AP or IB classes transfer to Otterbein?
Information regarding applicable credit for Advanced Placement (AP) exams or International Baccalaureate (IB) credit can be found in the online Otterbein University Course Catalog (catalog.otterbein.edu) under Academic Policies and Procedures.

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

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

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

I am taking classes now. Can I just send my transcript when everything is done?
If you have already completed some courses and a transcript with grades is available, please have a transcript sent now. That way we can evaluate the work that is already completed. Then, when the current term is completed and graded, have an updated transcript sent to the address shown above. Most schools will allow you to request a transcript before a term is completed — just be sure to indicate that the transcript should not be mailed until all grades are posted.

I have a copy of my transcript. Can I just bring it to you?
A transcript is only considered to be official when it is sent directly to Otterbein from the issuing institution, or if it is hand-delivered to us in an unopened, sealed, official envelope from the issuing institution. The easiest thing to do is have the other institution send the transcript directly to the address shown above.
Advising at Otterbein

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

Student responsibilities:

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

Advisor responsibilities:

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

What is the difference between a guidance counselor and advisor?

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

How often should I meet with my advisor?

You should meet with your advisor at least once per semester. Your advisor can help make your Otterbein experience richer and more meaningful by suggesting courses, activities and lectures in which you might be interested. He/she can recommend how to handle different academic situations and resolve scheduling issues. Ultimately, your advisor may be someone who helps you find an internship, writes you a letter of recommendation for graduate school or serves as a reference for your first job.

What if I want to change my advisor?

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

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

No. Otterbein has many people who want to help you succeed. Your advisor is your official guide when it comes to academic planning, but you can also seek advice and guidance from other faculty in your department or with whom you’ve taken classes, and staff from various departments on campus. For example, if you are unsure about your major or career path, you can visit the Center for Career and Professional Development to discuss options and explore various majors. The Center for Student Success provides supplemental academic advising for any student, so it can also be a great starting point for any questions or concerns.
What placement exams do I take?

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

If you have already completed college level work, your official transcript will be evaluated by the Registrar’s Office. Part of that review may indicate coursework in math and/or modern language which will provide answers on whether or not you need to take a placement exam in math and/or modern language.

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

Who can I contact about placement exams?

Math Placement
Tess Schwarz
Administrative Assistant and Math Placement Coordinator
614.823.1218
tschwarz@otterbein.edu

Modern Language Placement
Dr. Kristina Escondo
Professor and Placement Coordinator
614.943.3726
kescondo@otterbein.edu
Mathematics Placement

Am I required to take the Math Placement Exam?

Students are not required to take the placement exam. Your mathematics placement is initially determined by your Math subscore on the ACT or SAT (your highest score within the last five years) and your intended major. (See the following pages for a description of the Otterbein Mathematics Requirement — including purpose and goals, and descriptions of the various course options.) If you do not feel your test score accurately reflects your math ability, or if you place in Math 0900, you should take the Otterbein Math Placement Exam.

What is the format of the Math Placement Exam?

There are two parts to the Otterbein Math Placement Exam, each with 25 questions and a one-hour time limit.

- **Part A: Prerequisite to College Mathematics** – Tests Intermediate Algebra topics (MATH 0900)
  
  Topics: Solving linear equations and inequalities; graphing linear equations in two variables and writing equations of lines; solving and graphing systems of linear equations; operations on polynomials and negative exponents; factoring polynomials; operations on rational expressions and solving rational equations; introduction to functions, function operations and their graphs; solving absolute value equations and inequalities; rational exponents, radicals, radical functions and equations; solving quadratic equations; applications.

- **Part B: Mathematics for Calculus** – Tests Precalculus topics (MATH 1250)
  
  Topics: Function operations and inverse functions; graphs and properties of polynomial, radical, rational, exponential, and logarithmic functions; solving applications, equations and inequalities related to such functions; triangle and circular trigonometry; graphs and properties of trigonometric functions; inverse trigonometric functions; trigonometric identities and equations.

There is NO placement test to test out of any other mathematics courses (statistics, calculus, etc.).

When can I take the Math Placement Exam?

The online exam will be available beginning May 1. You should complete it between May 1 and May 19, to allow time for summer improvement options, should that be appropriate. It is also critical that we have your placement exam results before your Orientation to facilitate course scheduling.

<table>
<thead>
<tr>
<th>ACT Math</th>
<th>SAT Math</th>
<th>Course options</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 or higher</td>
<td>620 or higher</td>
<td><strong>No placement exam required.</strong> Register for MATH 1500, 1700, or one of: MATH 1210 <em>(at this level, MATH 1500 is recommended)</em>, MATH 1220, MATH 1230, MATH 1240, MATH 1250 <em>(at this level, MATH 1700 is recommended)</em>, PHIL 1200</td>
</tr>
<tr>
<td>24-26</td>
<td>560-610</td>
<td>Take the Otterbein Math Placement Exam Parts A and B if planning to take MATH 1500 or 1700, OR register for one of: MATH 1210, MATH 1220, MATH 1230, MATH 1240, MATH 1250, PHIL 1200</td>
</tr>
<tr>
<td>23 or lower</td>
<td>550 or lower</td>
<td>Take the Otterbein Math Placement Exam Part A (and Part B if planning to take MATH 1250 and/or MATH 1700). OR Register for MATH 0900*, followed by a course that fulfills the Mathematics Requirement (listed above).</td>
</tr>
</tbody>
</table>

*Note: MATH 0900 does not count toward graduation in any degree program and could delay four-year degree completion. If your Math ACT score places you into MATH 0900, it is strongly advised that you take the placement exam as early as possible, so you can consider summer improvement options as needed.
How do I take the Math Placement Exam?
1. You must use the Firefox or Chrome web browser on a computer to access the exam correctly. Please do not use another web browser or a tablet or mobile phone app to take the math placement exam, as it can cause technical difficulties, which then requires you to take a paper exam on campus.
3. Log in to Blackboard using your Otterbein username and password. Note that you should not type “@otterbein.edu” after your username as doing so will prevent you from accessing Blackboard.
4. Click on the “Courses” item in the menu on the left side of your screen.
5. Click on “Math Placement Exam 2019”.
6. Be sure to read all instructions to double check that your computer is ready and able to complete the exams with no technical problems.

When will I be notified of my Math Placement Exam results?
Upon completion of the math placement exams, students will be notified of their placement level via their Otterbein email address according to the following schedule:

<table>
<thead>
<tr>
<th>Group</th>
<th>Exam completion in this date range</th>
<th>Placement notification via Otterbein email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wednesday, May 1 – Monday, May 27</td>
<td>by 2 p.m. on Wednesday, May 29</td>
</tr>
<tr>
<td>2</td>
<td>Tuesday, May 28 – Sunday, June 16</td>
<td>by 2 p.m. on Tuesday, June 18</td>
</tr>
<tr>
<td>3</td>
<td>Monday, June 17 – Sunday, July 7</td>
<td>by 2 p.m. on Tuesday, July 9</td>
</tr>
<tr>
<td>4</td>
<td>Monday, July 8 – Sunday, July 28</td>
<td>by 2 p.m. on Tuesday, July 30</td>
</tr>
<tr>
<td>5</td>
<td>Monday, July 29 – Wednesday, Aug. 14</td>
<td>by 2 p.m. on Friday, Aug. 16</td>
</tr>
</tbody>
</table>

After Aug. 14, 2019 – If you complete the exam after August 14, notify placement coordinator Tess Schwarz at TSchwarz@otterbein.edu. Your placement will be returned via Otterbein email as soon as possible.

What are my options for improving my math placement?
All students who take the placement exam and place in MATH 0900 are given the following options for improving math placement prior to beginning fall classes. It is recommended that you complete the Math Placement Exam as early as possible to take advantage of these options. More detailed information will be provided in the email with your Math Placement Exam results.

1. Complete an equivalent course for Math 0900 at another institution and have the credit transferred.
2. Complete the online tutorial option ALEKS (Assessment and Learning in Knowledge Spaces)
   ALEKS is a self-paced tutorial — not an online course. There is no actual instructor. One learns from the system itself. Students register online with ALEKS for an Otterbein “class” (course code required in order for us to have access to assessment info). This summer there will be two sessions from which to choose:
   • An 11-week session runs from May 31 – Aug. 15 ($60 fee on a major credit card*)
   • A six-week session ($40*) from July 5 – Aug. 15.
   Most students have said the longer option is preferable in order to have enough time to complete the requirements. (*2018 prices, set by McGraw-Hill.)

Note: Students needing MATH 1700 who place in MATH 1250 should consider one of these options to improve placement.

What if I have taken a mathematics course at another institution?
Be sure your official college or university transcript has been sent to the Otterbein Registrar. (A high school transcript is not sufficient.) Once the transcript has been evaluated, appropriate transfer credit will be assigned.

Until your transcript has been evaluated, it is best to move forward by taking the Math Placement Exam. Final math placement is determined by your best option from your math ACT, Math Placement Exam or transfer credit.
Mathematics Requirement Purpose and Goals

All undergraduate students at Otterbein must complete the mathematics requirement.

PURPOSE: The study of mathematics is foundational in a liberal arts education because it:
- demonstrates the structured nature of knowledge and thought.
- creates the habit of organized thinking.
- helps students to develop and apply problem-solving techniques, principles of logic, and analytical thinking processes.

GOAL 1: To assist all students in understanding the value and purpose of the study of mathematics.
Outcomes:
- Students engage in topics and activities that will help them to acquire mathematical habits of mind.
- Students gain awareness of the connections of mathematics to other disciplines, thereby enhancing their perceptions of the vitality and importance of mathematics in the modern world.

GOAL 2: To help students progress in developing analytical, critical reasoning and problem-solving skills.
Outcomes:
- Students strengthen mathematical and/or quantitative abilities that will be useful in the study of other disciplines, required in the workplace and/or needed for informed citizenship.
- Students gain experience formulating problems, considering multiple approaches, reasoning logically to conclusions and interpreting results intelligently.

REQUIREMENT: The mathematics requirement must be fulfilled through one of the following options:
- Completion of one of the six MATHEMATICAL FOUNDATIONS COURSES (descriptions on page 32):
  - MATH 1210 – The Nature of Mathematics (or MATH 1500 Introduction to Mathematical Thought with demonstrated proficiency)
  - MATH 1220 – Quantitative Reasoning
  - MATH 1230 – Discrete Mathematics
  - MATH 1240 – Statistics I
  - MATH 1250 – Mathematics for Calculus (or MATH 1700 Calculus I with demonstrated proficiency)
  - PHIL 1200 – Symbolic Logic
- Transfer credit approved by the Otterbein Registrar (requires a minimum prerequisite of Intermediate Algebra)
- Advanced Placement credit – score of 4 or 5 on the Calculus AB, Calculus BC or Statistics exam
- International Baccalaureate credit – IB diploma or score of 5 or better on higher-level IB math exam

MATHEMATICAL LITERACY (Prerequisite Knowledge): The mathematics requirement at Otterbein presupposes basic mathematics literacy through facility with Intermediate Algebra (generally the content of high school Algebra II). This must be demonstrated in one of the following ways:
- Sufficient ACT Math score (24 or higher) or SAT (560 or higher)
- Sufficient score on the Otterbein Mathematics Placement Exam Part A, covering Intermediate Algebra (in conjunction with ACT/SAT Math scores and high school mathematics)
- Successful completion of the Otterbein-monitored ALEKS self-paced tutorial and comprehensive assessment (offered during the summer)
- C- or better in MATH 0900 – Prerequisite to College Mathematics (or transfer course approved by the Otterbein Registrar)
Mathematical Foundations Courses Required for Certain Majors

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

Mathematical Foundations Course Descriptions

- **MATH 1210 – The Nature of Mathematics**
  This course explores the question “What is mathematics?” from a liberal arts perspective. Content modules (in topics such as number theory, set theory and group theory) provide students a variety of opportunities to experience the power of abstraction, the use of logic and deduction, and connections between this science and other disciplines. Through investigations of mathematics as both an art and a tool, students develop creative and communicative skills. Most importantly, the course seeks to raise awareness of mathematics as a worthwhile human endeavor, the benefits of which can be used and appreciated.

- **MATH 1220 – Quantitative Reasoning**
  This course explores the question “Why mathematics?” from a modern-day perspective. Mathematical topics encountered on a day-to-day basis (such as percentages, statistics and exponential models) are studied through real-life problems and situations. This course seeks to make students aware of the importance of mathematics to their daily lives and to help them become more mathematically literate members of society.

- **MATH 1230 – Discrete Mathematics**
  Discrete mathematics includes material from such areas as set theory, logic, number theory, induction and recursion, and combinatorics. An essential aspect of the course is developing an ability to create and understand mathematically rigorous arguments and/or proofs.

- **MATH 1240 – Statistics I**
  A study of non-calculus-based descriptive and inferential statistics, as well as the principles of probability, including discrete and continuous distributions. Statistical data analysis is emphasized involving graphical data displays, confidence intervals and hypothesis testing for means and proportions, and basic correlation and regression analysis.

- **MATH 1250 – Mathematics for Calculus**
  A study of the behavior of functions: polynomial, rational, radical, exponential, logarithmic, trigonometric and inverse trigonometric; solving equations and inequalities, and applications of elementary functions.

- **PHIL 1200 – Symbolic Logic**
  An introduction to symbolic logic, including propositional logic and first-order predicate logic with multiple quantifiers and the identity function. Emphasis will be on construction derivations, with some focus on translating arguments from ordinary English in symbolic notation.

*MATH ACT 27 or better or demonstration of knowledge of Mathematics for Calculus (through sufficient score on the Otterbein Mathematics Placement Examination Part B and high school coursework) allows completion of the Otterbein Mathematics Requirement through two other course options:

- **MATH 1500 – Introduction to Mathematical Thought** (recommended over MATH 1210 at this level)
  A first-time experience with true mathematical thinking, this course offers a challenging and intriguing experience. Unlike other introductory courses, we explore the “why” of mathematics, instead of the more traditional how. Interesting and fundamental results from calculus, set theory and abstract algebra are explored, as are possible careers available to students who excel in the kinds of analytic thinking required by mathematics.

- **MATH 1700 – Calculus I** (recommended over MATH 1250 at this level)
  Differential calculus and an introduction to integral calculus of elementary functions. Topics include limits, continuity, derivatives, differentiation rules, Lagrange mean value theorem, L'Hospital's rule, applications of differential calculus, antiderivatives, definite integrals, fundamental theorem of calculus and integration by substitution and by parts.
Modern Language and Culture Requirement

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

For students not transferring Modern Language credit and interested in taking Modern Language courses (toward Skills Development requirements, toward a language minor or major, or as general electives), placement into the appropriate Modern Language course will be determined:
(1) by the number of years of high school work the student has completed or is currently completing; and/or
(2) the results of placement testing in their language of interest.

Students are not required to study the same language studied in high school. See page 36 for a list of languages offered that fulfill the Skills Development requirement.

<table>
<thead>
<tr>
<th>High School Years of Language</th>
<th>Otterbein Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 2 years of language completed (or in progress)</td>
<td>1000 Level course</td>
</tr>
<tr>
<td>Between 2.5 – 3 years of language completed (or in progress)</td>
<td>1000 or 1100 Level course</td>
</tr>
<tr>
<td>– Given the vast differences in language instruction at this level, students should take the online Modern Language Placement Exam prior to orientation for the most accurate placement level.</td>
<td>1100 Level course or higher</td>
</tr>
<tr>
<td>– If the student does not take the placement test, they will automatically be placed into 1000.</td>
<td></td>
</tr>
<tr>
<td>More than 3.5 years of language completed (or in progress) and/or Any student who has had a significant learning experience outside of the classroom (native language speaker, heritage speaker, experience abroad, etc.) may opt for this placement option.</td>
<td></td>
</tr>
<tr>
<td>1100 Level course or higher</td>
<td></td>
</tr>
<tr>
<td>– You may qualify for placement into a higher level course. Students interested in placing into courses higher than 1100 should take the online Modern Language Placement Exam prior to Orientation.</td>
<td></td>
</tr>
<tr>
<td>– Students who place into Semester 4 or higher (French or Spanish) must also complete an oral proficiency interview to ensure that their placement level is accurate.</td>
<td></td>
</tr>
<tr>
<td>– If the student does not take the Modern Language Placement Exam, they will automatically be placed into 1100.</td>
<td></td>
</tr>
</tbody>
</table>

Otterbein University will verify years completed upon receipt of the student’s final transcript.

Opportunities for improved placement:
All Otterbein students are required to take 8 – 9 credit hours in general education level courses in any combination of the Modern Languages, Oral and Written Communication, and/or Experimental Laboratory Sciences categories. Students interested in being considered for placement into a higher language level, or who feel their initial placement is not an accurate reflection of their true abilities, must take the online Modern Language Placement Exam and may need to complete an oral proficiency interview with the Department of Modern Language and Cultures.

AP Credit:
Please note that a score of 3 on an Advanced Placement (AP) Language and Culture test means a student is proficient in Modern Language 1100 and is thus eligible for a 2000 level course. In this case, the Modern Language Placement Exam is not necessary unless the student wishes to place higher. Note: College credit is not awarded for a score of 3; an AP score of 4 or 5, however, does grant college credit for Modern Language 1100.
Course registration information
All students will be asked to complete a Course Registration Survey. The survey will be sent to the student's Otterbein email address in early May. Results of the survey will assist our team in creating each student’s schedule. On the survey, students will be asked to indicate which language they are interested in studying and, if applicable, how many years they have previously studied the language. Students interested in taking the Modern Language Placement Exam will indicate their plans at that time.

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

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

*American Sign Language:
ASL 1000 - Elementary ASL I, 3 hrs
ASL 1100 - Elementary ASL II, 3 hrs

French:
FREN 1000 - Elementary French I, 3 hrs
FREN 1100 - Elementary French II, 3 hrs
FREN 2000 - Intermediate French I, 3 hrs**
FREN 2100 - Intermediate French II, 3 hrs**

*German:
GERM 1000 - Elementary German I, 3 hrs
GERM 1100 - Elementary German II, 3 hrs

*Italian:
ITAL 1000 - Elementary Italian I, 3 hrs
ITAL 1100 - Elementary Italian II, 3 hrs

*Japanese:
JAPN 1000 - Elementary Japanese I, 3 hrs
JAPN 1100 - Elementary Japanese II, 3 hrs

Spanish:
SPAN 1000 - Elementary Spanish I, 3 hrs
SPAN 1100 - Elementary Spanish II, 3 hrs
SPAN 2000 - Intermediate Spanish I, 3 hrs**
SPAN 2100 - Intermediate Spanish II, 3 hrs**

*Indicates that there are no courses currently offered above the 1100 level in this language.
**Indicates courses that count toward a language major or minor.
Modern Language Placement Exam Instructions
Spanish, French and German

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

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

When can I take the Modern Language Placement Exam?
The online exam will be available beginning May 1. You MUST complete your exam two weeks prior to your scheduled Orientation date in order to allow your correct placement level to be used when creating your individual course schedule.

How do I take the Modern Language Placement Exam?
You must use the Firefox web browser to access the exam correctly. You can download a free copy of Firefox from the Mozilla website: http://mozilla.org/en-US/firefox/new/

1. Go to www.otterbein.edu/languageplacement
2. Enter the exam password: GoCards19Spr
3. Select your language (Only French, German and Spanish are eligible; see next page for ASL)
4. Enter your first name
5. Enter your last name
6. Enter your Otterbein ID number, found in your Admission packet (e.g., A12345678)
7. You may only attempt the exam once. Only your first login will be evaluated. Please allow for an hour to take the exam. Be sure you are ready to complete the exam before you begin.

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

When will I be notified of my Modern Language Placement Exam results?
Upon completion of the exam, you will be given your placement level. This information will be sent to Otterbein within 5 business days. In order to be placed into Semester 4 or higher, you may need to complete an oral proficiency interview during Orientation. Students who test into the 2000 level in French or Spanish may request an oral interview to qualify for a higher placement level.
American Sign Language (ASL) Placement Exam instructions

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

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

What is the format of the ASL Placement Exam?

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

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

When can I take the ASL Placement Exam?

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

How do I take the ASL Placement Exam?

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

2. Log in to Blackboard using your Otterbein ID, found in your Admission packet.
3. Under the My Courses column (at right), click ASL Placement 2019.
4. Read and follow the instructions provided in the ASL Placement site and complete the exam accordingly.
5. You may only take the exam once. The ASL 1000 test a maximum time limit of one hour, and once begun, must be completed in one sitting.

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

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

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

1. ASL 1000: Below 75 percent
2. ASL 1100: 75 percent or higher
Modern Language Purpose and Goals

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

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

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

Outcomes:

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

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

Outcomes:

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

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

Outcomes:

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

What do I need to know about financial aid?

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

This information will help to answer questions about your financial aid including federal student loans, private student loans and federal work-study. There will also be financial aid information sessions offered during Orientation (S.O.A.R.) to answer any additional questions you may have.

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

Who can I contact about financial aid?

Office of Student Financial Services
Barlow Hall (88 Cochran Alley)
614.823.1502
financialaid@otterbein.edu
otterbein.edu/financialaid
How do I access my financial aid information online?

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

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 https://StudentLoans.gov.

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

1. You must confirm the loan amount offered in your Financial Aid Award that you wish to borrow (accept/decline/partial accept). You will need to log into Banner to complete this step.
2. Complete Entrance Counseling (first-time Direct loan borrowers only). This can be completed online by going to: https://StudentLoans.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 Stafford loan borrowers only). This can be completed online by going to: https://StudentLoans.gov. The MPN is a legally binding agreement to repay your loan to the U.S. Department of Education. To accomplish this you will need:
   a. complete names, addresses and phone numbers of at least two references.
   b. your driver’s license (optional).

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

Federal Parent Loan (PLUS) Borrowers (credit-based approval required)
Free Application for Federal Student Aid (FAFSA) must be submitted.

1. The application for Federal Parent PLUS loans is located at https://StudentLoans.gov. The earliest to apply online for the start of the academic year is the middle of April. You should apply no later than June 15th to ensure that the PLUS loan is on the student account for the start of the term. The parent borrower will log in with his or her credentials, not the student’s credentials.
2. The parent will first apply for a PLUS Loan. 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 parent borrower is notified by email and the student then becomes eligible for additional unsubsidized funds depending on grade-level status. 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 Loan Agreement for a PLUS Loan (MPN). 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](http://www.otterbein.edu/financialaid)) then select “Loans” then “Private Student Loans.” To apply, click on the link farther down the page “Welcome to FASTChoice.” Not all banks that offer private loans are on our preferred list, so you are welcome to contact additional banks and credit unions.

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.

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](http://irs.gov) or by calling the IRS at 1.800.908.9946. If you are eligible to use the Data Retrieval (DRT) process from the IRS, you can import the tax information into your completed FAFSA to satisfy the tax transcript requirement.

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

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

Examples of changes that could affect the family contribution are:

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

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

**What is federal work-study and how will I know if I qualify?**

When you receive your financial aid award packet from Otterbein, it will indicate if you have qualified for federal work-study. Federal work-study is a federally funded, need-based program, which provides on-campus or community service employment.
On-campus employment opportunities are listed on the Cardinal Careers website: otterbein.edu/cardinalcareers. Students eligible for federal work-study are invited to attend a Job Fair during the First Flight week. Attendees will meet employers to find employment and complete hiring paperwork. Students may work up to 20 hours a week while classes are in session (not to be exceeded). Students will be paid on the 10th of each month for actual hours worked during the previous month.

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

What if I don’t qualify for work-study but still want an on-campus job?
Limited opportunities are available to students who do not qualify for the need-based, federal work-study program. Interested students must apply and be approved by the hiring supervisor to be eligible to work.

Financial Aid Timeline

<table>
<thead>
<tr>
<th>Timeline Objective</th>
<th>Fall Starts</th>
<th>Spring Starts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority filing deadline for the FAFSA</td>
<td>Feb. 15</td>
<td>Dec. 1</td>
</tr>
<tr>
<td>Notify the Office of Student Financial Services about non-Otterbein scholarships</td>
<td>March 1</td>
<td>Dec. 1</td>
</tr>
<tr>
<td>First-time borrowers, complete Federal Direct Stafford Loan</td>
<td>June 1</td>
<td>Dec. 1</td>
</tr>
<tr>
<td>Parent and Graduate Students complete PLUS loan request or Student and Parent</td>
<td>June 1</td>
<td>Dec. 1</td>
</tr>
<tr>
<td>Private Loans (if intend to borrow)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Accounts generates electronic bills approximately four 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 Your Award
www.otterbein.edu/understandingyouraward

Free Application for Federal Student Aid
fafsa.gov

Otterbein School Code:
003110

Consumer Information
otterbein.edu/consumerinformation

Direct Loan Program
https://studentaid.ed.gov/sa/

Apply for Direct PLUS loan and MPN
https://StudentLoans.gov
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. There will also be information sessions about managing your account offered at Orientation (S.O.A.R.).

Who can I contact about paying my bill?

Cashier’s Office
25 W. Home Street, first floor
614.823.1150
BusinessOffice@otterbein.edu
www.otterbein.edu/businessoffice
When will I receive my bill?
The Office of Student Accounts will email a bill to students and authorized users on the student’s ePay account approximately six weeks prior to the first day of the term.

When do I pay my bill?
For fall semester, fees and charges are due on Aug. 1. For spring semester, they are due on Dec. 10.

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 2.75 percent convenience fee for payments made by credit card.
- 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?
2. Click My O-Zone.
3. In My O-Zone, click on the Banner icon.
4. Click on Student.

How do I review my billing statement in ePay?
1. Log into ePay.
2. Click on the eBill tab at the top, or click on New Bill. (This message appears whenever a new billing statement is available.)
3. Select the Statement Date from the drop-down menu.
4. To review prior statements, pick the statement that you wish to view.
5. Click Go.
6. To print, press the Control key at the same time as the “P”

How do I make a payment in ePay?
1. Log into ePay.
2. Click Make a Payment.
3. Select either “Current Account Balance” or “Amount Due.” If you wish to pay an amount not shown in the boxes, change the figure in the “Amount Due” box to your actual payment.
4. Click Continue.
5. Select Payment Method (Visa, MasterCard, Discover or check).
6. Fill in payment method information.
7. To save this information for future payments, click Option to Save and name this payment method.
8. Click Continue.

A confirmation page with the payment details will appear after the payment is processed and a confirmation email is sent to the student and the authorized user. If a receipt is needed, click Print Receipt.
What if I miss a payment or cannot pay my bill?

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

- All accounts not paid in full by the first day of each term are subject to a late payment fee of $35 in addition to monthly interest at a rate of 1.5 percent per month. Loan funds or any other sources of financial aid not received by the first day of each term are subject to late charges and interest. Therefore, all loans should be applied for prior to July 1 to help ensure timely receipt.
- All accounts must be paid in full in order for students 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 his/her current term charges remain unpaid by the term's due date, or if a balance due from a previous term remains unpaid at the start of a subsequent term.
- 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. However, other payment options are available. 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 Plans tab at the top.
3. Click Enroll Now.
4. Select Payment Plan from the drop down menu.
5. Select the Term. Read the descriptions and select the appropriate plan.
6. Review the details of the payment plan, then click Continue.
7. Click Display Payment Schedule to review the payment due dates, amounts and the Amount Now Due.
8. If you would like to set up automatic scheduled payments from your credit card or checking account, click the Yes block at the bottom.
9. Click Continue.
10. Select your payment method and fill in the information.
11. To save the payment method for future payments, click Save Payment Method and name this payment method.
12. Print the payment plan agreement and the receipt.

An email confirmation will be sent to your email address. You will be sent a payment reminder by email five days before your next scheduled payment is due.
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 eRefunds tab at the top.
3. Click on Set Up Account.
4. Fill in the information requested in the form.
When a refund has been deposited into your designated account, you will receive an email alerting you that the funds are available.

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 and room/board fees due or paid, according to the refund schedule.

To be entitled to a refund, you must officially withdraw from your class or classes by contacting the Office of the Registrar. See 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 2.75 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 1098-T online at the ECSI website at this address: http://www.ecsi.net/taxinfo.html.
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/its/newstudents.

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 ID Number 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, location of computer labs across campus and more.

Otterbein offers free Wi-Fi for students. There is also wired internet in each residence hall.

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

Services are free. Please contact:

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

**Hours:**
Mon – Thurs: 8:30 a.m. – 9:00 p.m.
Fri: 8:30 a.m. – 5:00 p.m.
Sat: 8:00 a.m. – 2:00 p.m.
Sun: 1:00 p.m. – 5:00 p.m.
How do I activate my network account?
You will need your Otterbein ID Number 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 otterbein.edu/newuser and follow the step-by-step instructions. If you do not know your ID number 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 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. See www.otterbein.edu/its/office365 for full details. Every student has one free TB of storage in the OneDrive cloud.

What is my Google Apps account?
You have a Google Apps account that does not include Gmail since we use Outlook. Log on to Google via http://accounts.google.com. You can activate your Google account by typing in your username@otterbein.edu. The first time you log in, your password is your Otterbein ID without the preceding “A.” Just use the eight numbers of your ID. You will then be prompted to create a unique password. For your convenience, make your Google password the same as your network password, so you only have to remember one Otterbein password. When your network password is changed, your Google password remains the same. Google is not on Otterbein's domain. So reset this password when you reset your network password to keep them the same. If you forget your Google password, please contact the ITS Help Desk.

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, password and PIN number.

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, iOS, and Windows systems 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 labs. Each student is allotted 600 pages of free black and white printing per semester, then there is a small fee for extra printing as needed. Students can also print from their own computers using PaperCut software with instructions found at www.otterbein.edu/its/lab. See the technology checklist at www.otterbein.edu/its/checklist to get the requirements for residents and commuters to prepare your computer for the network.

Where are the computer labs located on campus?
There are many computer labs across campus that are available for student use: Library basement, Library rooms 200 and 201, Roush Hall rooms 015A (a 24-hour lab) and 212, Collegeview rooms 155 and 142, and Science Center 244. Most labs double as teaching spaces (except for RoushHall 015A), so please check first to see if an instructor is conducting class before entering.
How do I get connected?

Wireless (phone, tablet, laptop, video games) — Connect to either OtterbeinU or “eduroam” wireless Wi-Fi network using your username (e.g., smith1) when you’re on campus and smith1@otterbein.edu when you’re using eduroam off campus. Use your email password. This will allow you to securely connect to Otterbein's wireless network. Eduroam additionally connects at thousands of higher education institutions across the world. See eduroam.org for a list of participating Eduroam institutions. If you have friends visiting Otterbein from another Eduroam institution, they can seamlessly connect to our network. The Ohio State University, Columbus State, and Denison University are examples of Eduroam institutions. If you step onto one of these campuses your mobile device will automatically connect to their wireless network so you won’t incur data charges. Wireless gaming is not supported. Please use the wired Ethernet service in your residence hall.

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 network credentials (username@otterbein.edu and network password).

For information on reduced-cost software for students, visit this web page: www.otterbein.edu/its/softwareandhardware

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 for ethical behavior. Unethical behavior will not be tolerated. Read Otterbein's Responsible Use Policy at www.otterbein.edu/its/responsibleusepolicy.

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/its/download 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. Don't click on links or type in your credentials on fake IT 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?

- 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.

Follow technology notices and receive technology tips and tricks via Facebook (Otterbein Help Desk) and Twitter (@otterbeinhelp).
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 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 student health concerns?

Elizabeth “Susie” Cook, R.N., Director of Student Health Center
78 W. Home Street
614.823.1345
cook1@otterbein.edu
www.otterbein.edu/healthcenter

Who can I contact about wellness & student conduct?

Julie Saker, Associate Dean of Students
Office of Student Affairs (back of Hanby Hall)
614.823.1250
jsaker@otterbein.edu
www.otterbein.edu/wellness
Campus Clarity: *Think About It*
All new students are required to take an online course prior to the beginning of their first semester. The course will be emailed to new students in early June and must be completed prior to First Flight. Campus Clarity *Think About It: Turning Points* is a program to reduce risky behavior, prevent sexual misconduct and promote healthy relationships through direct information and interaction in realistic student scenarios. You will receive information about this course in your Otterbein email account. The course must be completed by Aug. 5.

**Does Otterbein have a student health center on campus?**
Student Health Services is operated by OhioHealth which is a not-for-profit, faith-based hospital and healthcare organization serving patients in Central Ohio since 1891. The Student Health Center, located at 78 W. Home Street, (next to the campus center) provides services to full time students on a walk-in basis or appointment by calling 614.823.1345. The Student Health Center is not intended to replace primary care providers or specialists. While at Otterbein, students are encouraged to maintain care and medical management for ongoing conditions with their health care providers from home and the health center will assist in providing health care to students while on campus. *When coming to the Student Health Center for care, students should always bring a student or legal ID, and a credit card, debit card or check for costs associated with care for onsite testing, vaccines and injections.* Documentation is provided to the students to submit to their insurance for reimbursement.

**What services does the Student Health Center offer?**
The Student Health Center provides care on a walk-in or appointment basis. Our hours of operation are **Monday – Friday from 8 a.m. – 4 p.m. during the school year**. A schedule of provider hours are posted each month at [www.otterbein.edu/healthcenter](http://www.otterbein.edu/healthcenter).

**Student Health offers:**
- Preventive and wellness care
- Episodic and illness care
- Refer for Specialty Care needs *(student should provide health insurance information to referring agency for payment)*
- Minor injuries
- Administer allergy injections *(written orders and medication provided by students’ allergist)*
- Administer select immunizations *(Fees apply: Student Health accepts check, credit card or debit) (TB, TDaP, Flu)*
- Maintain ADD/ADHD medications *(continue care of primary care providers from home with adequate documentation supporting diagnoses)*
- Follow and prescribe medications for depression, anxiety, eating disorders and obsessive compulsive disorders
- Refer for mental health counseling
- Provide counseling for contraceptives
- Diagnose, treat and provide counseling for sexually transmitted diseases. *(Fees apply.)*

**Where do I go if I have an emergency illness or injury and the Student Health Center is closed?**
Ohio Health's 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.

<table>
<thead>
<tr>
<th>Mount Carmel St. Ann’s</th>
<th>OhioHealth Westerville Medical Center and Emergency Care Center</th>
<th>IHA Westar Urgent Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 S. Cleveland Ave</td>
<td>300 Polaris Parkway (at Africa Road) Westerville, OH 43082</td>
<td>444 N. Cleveland Ave., Westerville, OH 43082</td>
</tr>
<tr>
<td>Westerville, OH 43081</td>
<td>614.533.3000</td>
<td>614.839.1118</td>
</tr>
<tr>
<td>614.898.4000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CVS Minute Clinic</td>
<td>Kroger’s The Little Clinic</td>
<td>Westerville Close to Home</td>
</tr>
<tr>
<td>918 N. High St.</td>
<td>7345 OH-3, Westerville, OH 43082</td>
<td>433 N. Cleveland Ave., Westerville, OH 43082</td>
</tr>
<tr>
<td>Worthington, OH 43085</td>
<td>614.794.5560</td>
<td>614.355.8300</td>
</tr>
<tr>
<td>614.888.6366</td>
<td></td>
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</tbody>
</table>
Does Otterbein offer counseling services?
Yes. All students are eligible for short-term counseling, free of charge, on a year-round basis. Available mental health services include: confidential diagnostic evaluations, 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 are Kathy Ryan, Ph.D., a clinical psychologist; and Caleb Tipple, M.A., LPCC, and Judy Wymer, M.Ed., LPCC-S, both clinical counselors. All have many years of experience providing for the psychological needs unique to college students and young adults. They can help with:

- Feeling overwhelmed
- Death of a loved one
- Changes in family dynamics
- Sexual identity
- Alcohol and other drugs

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](http://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, and it is ready for pick-up, you will receive an email on your Otterbein email account. All decals are picked up at OPD, located on campus at 194 W. Main Street.

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. To register your bicycle, download the bicycle registration form from the OPD website at [www.otterbein.edu/police](http://www.otterbein.edu/police) and return it to OPD. Once OPD and the Westerville Police Department have registered your bicycle information, you will receive 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](http://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](http://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](http://www.otterbein.edu/police).
10 Tips for Keeping Yourself Safe on Campus

1. Don’t walk alone, especially after dark. Walk with friends or call OPD for an escort. If you have to work in an isolated lab, practice room or study lounge, tell someone or ask them to come with you.

2. Always lock your residence hall room door, especially when you’re sleeping inside or go out.

3. Don’t let others use your room key or Cardinal Card (student I.D.). If you lose your room key or Cardinal Card, report it to your residence hall director or OPD immediately.

4. In case of a fire, know where all the emergency exits are in your residence hall. Always heed the fire alarm, even if you think it’s “just another drill.”

5. Always keep your vehicle locked whether you’re in it or not. If possible, walk to your vehicle with someone you trust, especially at night. If walking to your car alone, always have your key ready in your hand and check the back seat before getting into your vehicle.

6. Don’t leave your valuables and/or money in plain sight. Remember to register your valuable property with OPD in case of theft.

7. Both female and male students can be victims of rape or attempted rape. Don’t be alone with someone you just met. If you go somewhere with friends, make sure everyone is accounted for before leaving.

8. Don’t prop open the exterior doors to your residence hall. If you see a door propped open, close it immediately. Report repeat problems to your residence hall staff.

9. Use privacy settings on your social media accounts and be smart about the type of information you are sharing about yourself online. If someone is sending you threatening emails, texting inappropriate comments or stalking you online, save these messages and turn them over to OPD. You don’t have to deal with this alone.

10. Make smart choices when it comes to alcohol and other drugs. When you are under the influence, you compromise your safety due to lowered inhibitions and clouded judgment.

For more tips about staying safe on campus, visit www.otterbein.edu/police.
Are you ready to get involved?

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

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

Otterbein also has a variety of campus resources, such as 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; as well as others that can 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/studentlife

Otterbein Bookstore
Campus Center, first floor
614.823.1364
bookstore@otterbein.edu
www.otterbein.edu/bookstore
What kinds of student organizations does Otterbein offer?
Otterbein offers student organizations across a variety of categories, including Greek life, Otterbein University Student Government, community service, diversity and inclusion, honorary, fine arts, athletics and recreation, academics and professional, political, religious, student media and social. To see a complete list of all of Otterbein's student organizations, visit www.otterbein.edu/studentorgs. If you don't see what you're looking for, you can even start your own student organization!

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

Can I go to campus events for free?
All full-time students receive FREE tickets to all main stage theatre and dance productions, music performances, special convocations and lectures and art exhibitions during the academic year. Student organizations also host a variety of events 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!
How can I stay in shape?
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 Michelle Riegler (mriegler@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 or on Facebook “Otterbein University Campus Fitness & Recreation.” Information can also be found on My O-Zone.
How do I join a fraternity or sorority?
Each semester, Otterbein's eight fraternities and six sororities hold informational events for new students to learn about Greek life. For more information about Otterbein's Greek chapters and recruitment, visit www.otterbein.edu/GoGreek. Look for recruitment information and meet current Greek Life members at the First Friday Festival!

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

What resources are available to students on campus?
- **Office of Student Affairs:** If you have any questions or concerns about student life at Otterbein, please do not hesitate to contact the Office of Student Affairs at 614.823.1250.

- **Center for Career and Professional Development (CCPD):** The CCPD offers internship and career guidance and exploration, as well as major exploration. The CCPD hosts internship and career-related networking events and workshops each semester. You can also schedule to meet with a career counselor any time. Visit www.otterbein.edu/career for more information or call 614.823.1456.

- **Center for Student Success (CSS):** The CSS offers supplemental academic advising and peer mentoring for students dealing with academic concerns, and can help students make individualized academic success plans. It may refer students to other appropriate campus offices for help and guidance. For more information contact studentsuccess@otterbein.edu or call 614.823.1624.

- **Office of Social Justice and Activism:** The Office of Social Justice and Activism serves as a resource for all students, hosting programs and events that promote and celebrate diversity and inclusion. Through educational, social and cultural programs, you are encouraged to explore your identity and to learn about the diverse populations that create the Otterbein community. For more information call 614.823.1250.

- **Academic Support Center (ASC):** The ASC helps students develop and strengthen the skills necessary to attain their academic goals. We support student learning and success through tutoring, teaching, disability services, and academic coaching. All services are free for Otterbein students. Please contact us by stopping by Library 229 (on the second floor), calling 614.823.1610, or visiting the ASC website at www.otterbein.edu/asc.

- **Disability Services (DS):** The Office of Disability Services provides academic accommodations and advocacy for registered students with disabilities and to facilitate students’ access to university life. DS serves Otterbein students with documented disabilities including learning disabilities, ADHD, physical disabilities, medical disorders, visual and hearing impairments, psychiatric disorders, and temporary diagnoses. Please contact us by stopping by Library 229, calling 614.823.1610, or visiting the Disability Services website at www.otterbein.edu/ods.

- **Study Abroad Programs:** If you’re thinking about studying abroad during your time at Otterbein, visit www.otterbein.edu/studyabroad or call 614.823.1624 to learn more about Otterbein’s study abroad programs.

- **Women's, Gender, and Sexuality Resource Center (WGSRC):** The WGSRC, located on the first floor of 25 W. Home Street, serves to educate the Otterbein community about women's and gender issues; acts as a campus resource for meetings, programming and educational materials centered on women's and gender issues; and provides a safe and inclusive space for all students. The WGSRC is also staffed with peer advocates who are trained to offer confidential information and support to women, LGBTQIA students, and survivors of sexual violence of any gender. The helpline can be reached at 614.823.1028.
AROUND THE AREA

What is it like to live in Westerville?

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

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

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

Who can I contact for information about the area?

Westerville Visitors & Convention Bureau
20 W. Main Street, Westerville, OH 43081
614.794.0401
visitwesterville.org
Facebook.com/visitwesterville

Greater Columbus Convention & Visitors Bureau
277 W. Nationwide Blvd #125
Columbus, OH 43215
614.221.6623
experiencecolumbus.com
Facebook.com/ExperienceColumbus
Where is Otterbein University located?

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

How do I get to campus?

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

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

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

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

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

Where can I stay?

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

- Aloft Westerville Hotel (2.1 miles)
  32 Heatherdown Dr.
  Westerville, OH 43081
  614.899.6560
  www.aloftcolumbuswesterville.com
  Ask about Otterbein Parent/Friend Rate

- Candlewood Suites Polaris (3.6 miles)
  8515 Lyra Dr.
  Columbus, Ohio 43240
  614.436.6600
  ihg.com

- Comfort Inn North/Polaris (3.7 miles)
  8400 Lyra Dr.
  Columbus, OH 43240
  614.791.9700
  choicehotels.com

- Courtyard Marriott (4.9 miles)
  7411 Vantage Drive
  Columbus, OH 43235
  614.436.7070
  www.marriott.com
  Ask about Otterbein Parent/Friend Rate

- Embassy Suites by Hilton Columbus (2.8 miles)
  2700 Corporate Exchange Dr.
  Columbus, OH 43231
  614.890.8600
  www.columbus.embassysuites.com
  Ask about Otterbein Parent/Friend Rate

- Fairfield Inn & Suites Columbus Polaris (2.6 miles)
  9000 Worthington Rd.
  Columbus, OH 43082
  614.568.0770
  For Otterbein guest rates, visit: www.otterbein.edu/marriott

- Four Points by Sheraton Columbus Polaris (2.8 miles)
  8505 Pulsar Pl.
  Columbus, OH 43240
  614.844.5888
  starwoodhotels.com

- 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 the fifth friendliest town in America by Forbes (2012) and seventh by Motovoto.com on its list of happiest suburbs in America (2014). 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

Cucinova
79 S. State St.
Pizza, Italian
614.423.4282

Dairy Queen
84 S. State St.
Ice cream, shakes, sandwiches, hot dogs, and more
614.899.2253

Espresso Air
25 N. State St.
Coffeehouse, pastries and more
614.839.0698

Graeter’s Ice Cream
1 N. State St.
Ice cream, shakes, ice cream cakes and more
614.891.2337

Java Central Coffee House & Gifts
20 S. State St.
Coffeehouse, boutique, live music and more
614.839.0698

Jimmy V’s Grill & Pub
1 S. State St.
Burgers, gyros, pasta, salads and more
614.865.9090

Koble Grill
7 N. State St.
Greek salads, sandwiches, pasta and more
614.882.6366

North Star Café
109 S. State St.
American, vegetarian, brunch
614.394.8992

Old Bag of Nails
24 N. State St.
Burgers, pub favorites, salads and more
614.794.6900

Red Apron Pizza Co.
10 E. Main St.
Pizza, calzones, garlic bread and more
614.818.2697

Rollies Ice Cream Shop
79 S. State St.
Rolled ice cream
614.882.6611

Schneider’s Bakery
6 S. State St.
Doughnuts, pastries and more
614.890.8202

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 sundae
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

A tattoooed
16 S. State St.
Tattoos, piercings, alternative health
614.392.2304

Apparel Running Company
50 N. State St.
Apparel, shoes, training, wellness and more
614.523.2377

Atattooed
16 S. State St.
Tattoos, piercings, alternative health
614.392.2304

Captive 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.
Vintage clothing and home décor
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.
Retail boutique and gallery
614.259.3515

Rising Moon
19 E. College Ave.
T-shirts 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
**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*  
12 S. 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

FirstMerit 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  
833 S. State St.  
614.899.2001

*ATMs available on campus

**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  
145 S. State St.  
614.890.4660

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  
31 E. Main St.  
614.890.6700

**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

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.  
614.259-3544

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 + Xtreme (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.
BY NUMBER

1. Art/Communication Department
2. The Point
3. President's Home
4. Otterbein Police
5. Sigma Delta Phi
6. Tau Epsilon Mu
7. Center for Student Success
8. Tau Delta
9. Hanby House
10. Dunlap-King Hall
11. The Commons on Park St.
12. Service Department
13. Womens Club Thrift Shop
14. Battelle Fine Arts Center
15. 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 Physical Education Building
27. Sigma Alpha Tau
28. Mayne Hall
29. Psychology Department
30. Courtright Memorial Library
31. Towers Hall
32. Roush Hall
33. Eta Phi Mu
34. Cellar House/Marketing
35. Howard House/Alumni
36. Pi Kappa Phi
37. Hancock House/Advancement
38. Cowan Hall/Fritsche Theatre
39. Lambda Gamma Epsilon
40. Clippinger Hall
41. Epsilon Kappa Tau
42. Community Engagement
43. Kappa Phi Omega
44. Campus Center
45. Student Affairs Office
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 St.
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

WEST CAMPUS
ACROSS BRIDGE
DOWNTOWN COLUMBUS
14.8 mi.
EASTON
6.8 mi.
POLARIS
3.9 mi.
600 N. Spring Road