

OTTERBEIN UNIVERSITY

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GREAT
FUTURES



SINCE 1847

OTTERBINDER

All the information you need to be a NEW CARDINAL!

OtterBinder Checklist

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

- MAY** **Early May** – Course Registration Survey emailed to student’s Otterbein email account. The Course Registration Survey is due within two weeks of receiving it.
- May 15** – Registration deadline for Student Orientation, Advising and Registration (S.O.A.R.)* Online request form at www.otterbein.edu/SOARform.

- JUNE** **If you are attending the June 15* or June 17* Orientation**, make sure your Course Registration Survey is completed. If necessary, take the Modern Language Placement Exam at least two weeks in advance of Orientation.
- Early June** – A link to the online Education Module for New Students, focused on choices related to alcohol/ drugs and sexual misconduct, will be sent to student’s Otterbein email account.
- June 1** –
- Complete the online Address Information Form at www.otterbein.edu/address or scan the QR code to the right. This form includes a request for on-campus housing, commuter status or off-campus status.
 - If needed, have your healthcare provider submit the completed Housing Accommodation Request for diagnosed disabilities (including requests for air conditioning).
- June 15** –
- All students accept desired loan amounts online through Banner.
 - First-time borrowers complete Direct Loan Promissory Notes and Entrance Counseling.
 - Complete Parent PLUS application and Private Loans for students and parents.
- June 15** – S.O.A.R. session (Orientation)*.
- June 17** – S.O.A.R. session (Orientation)*.



- JULY** **July 1** – Return the completed Immunization History Form.
- If you are attending the July 7 Orientation***, make sure your Course Registration Survey is completed. If necessary, take the Modern Language Placement Exam at least two weeks in advance of Orientation.
- July 7** – S.O.A.R. session (Orientation)*.
- July 31** – Student Athlete Health History Information due via Healthy Roster (see instructions on page 6).
- Late July** – Housing assignments emailed to student’s Otterbein email account.

- AUG** **If you are attending the Aug. 15 Orientation***, make sure your Course Registration Survey is completed. If necessary, take the Modern Language Placement Exam at least two weeks in advance of Orientation.
- Aug. 7** – Online Education Modules for New Students are due.
- Aug. 15** – S.O.A.R. session (Orientation)*.
- Aug. 16** – New student Move-In Day.
- Aug. 16-20** – First Flight (see page 8).
- Aug. 21** – First day of classes!

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

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Student Forms

These important forms require your immediate attention. **All forms are due by the deadlines below OR two weeks after you've paid your enrollment fee.**

Orientation – Complete Online Registration by May 15

All students should sign up online at www.otterbein.edu/SOARForm for new student Orientation. You will select one of the available summer Orientation dates. The sooner you submit your online form, the more likely you will be to get your first choice of dates.

Student Address Information Form – Complete online by June 1

All students, whether or not you are living on campus or at home for the 2023-2024 academic year must complete this online form at www.otterbein.edu/address or scan the QR code to the right. This form will collect your housing plans and emergency contacts, and guide you through requesting to live on campus, commute from home, live off-campus and/or selecting a meal plan.



Student Housing Request Form – Complete online by June 1

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

Application for Commuter Status and Parent Verification Form – Complete online by June 1

Only students who are planning to live at home with their parents and commute to Otterbein University during the 2023-2024 academic year should complete this online form at www.otterbein.edu/address or scan the QR code above.

Residence Hall Room and Board Plan Agreement – Due June 1

Students should submit a signed Room and Board Agreement if they wish to live on campus. The form is linked in the Address Information Form and can be returned via email to reslife@otterbein.edu or through U.S. Mail.

Housing Accommodation Request Form – Due June 1

Students with a diagnosed disability needing an essential accommodation (including air conditioning) within campus housing should have their healthcare provider fax a completed Housing Accommodation Request Treating Practitioner Disability Verification form to Tracy Benner's attention at **614.823.3299**.

Immunization History Form – Due July 1

All students are required to return their Immunization History Form to Student Affairs through U.S. Mail or fax to **614.823.3299**. Prepaid, addressed envelope provided in front of the Otterbinder.

Student Athlete Health History Information – Due July 31

All student athletes must complete this information via Healthy Roster.
(See page 6 for instructions.)

Commuter & Off-Campus Status Policy

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

Both **commuter and off-campus living require 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 a parent's or legal guardian'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, a student must meet one of the following criteria:

- Has 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.
- Is legally married, or a single parent with their child, residing within a 30-mile radius of Otterbein University.
- Has lived in Otterbein or other college/university residence halls for three full years (nine quarters or six semesters, excluding summers).
- Is a United States military veteran 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.



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 Policy, please visit www.healthyroster.com

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

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

ORIENTATION

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

Student Orientation, Advising and Registration (S.O.A.R.) is designed to help you become familiar with Otterbein's campus and resources prior to your arrival as a student.

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?

Student Success and Career Development

Towers Hall, room 27

614.823.1624

orientation@otterbein.edu

www.otterbein.edu/orientation

www.otterbein.edu/otterbinder/orientation

What is S.O.A.R.?

Student Orientation, Advising and Registration (S.O.A.R.) is a one-day session designed to prepare you to be a successful student at Otterbein. You will have the opportunity to meet with a faculty member about your academic schedule, learn about Otterbein's academic expectation, learn what it's like to be a student at Otterbein from those who are living it now, and build relationships with other new students.

S.O.A.R. is required for all new students and is offered on various dates. Parents and family members are welcome and encouraged to attend orientation as we have a separate program designed especially for them. While there is no cost for students, there is a guest registration fee.

More information about the orientation experience and how to register is available online at www.otterbein.edu/orientation.

First Flight

New students starting in fall term come back to campus prior to the start of classes for First Flight, Otterbein's new student program. First Flight is a week-long series of events — First Year Seminar/Transfer Year Seminar class sessions, department meetings, Convocation, service projects, friendly competition, group activities and more — designed to help you transition to college life. **First Flight is required for all new fall term Otterbein students**, so be sure to mark your calendars. More information is available online at www.otterbein.edu/orientation.

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.

The Common Book is distributed through the Orientation program for free to all students thanks to a gift from Mary B. Thomas and the Thomas Academic Excellence Fund.

To learn more about the Common Book program, including information about the First Year Seminar (FYS) assignment, visit www.otterbein.edu/CommonBook.

What is my Common Book?

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

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.

REGISTRATION

Are you ready for class registration?

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.

Prior to orientation, you will receive a link to our online course registration survey. Your responses to the survey questions will help us create your first term schedule. If you have questions, a special team of advisors will be available throughout the registration process.

At Orientation, you will meet with 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.



Who can I contact about class registration?

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

www.otterbein.edu/otterbinder/registration

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 build your course schedule and will help improve the advising process in the future. It is important that you complete the survey within two weeks of receiving it.

How do I fill out the survey?

You will receive your individualized Course Registration Survey in your Otterbein email. You will complete and submit the survey online. You must set up your Otterbein email to receive your survey.

Is the course registration survey required?

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

Who should I contact if I'm having problems accessing my course registration survey?

If you cannot access or have problems with your course registration survey, please contact the Orientation team at 614.823.1624.

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

What if I need accommodations for my disability?

We encourage all students who have a disability to contact DisabilityServices@otterbein.edu or 614.823.1610 to discuss accommodation requests and potential documentation requirements, which may vary by situation and individual. The Disability Services staff will determine appropriate accommodations through an interactive process based on discussion with the student, the student's history of accommodations, and documentation. See the Academic Support and Transition Services section for more information.

Advising at Otterbein

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 with whom you meet at Orientation may not be your permanent faculty advisor.

When your school year officially starts, 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.

Advisors and students work together in the advising relationship, and both have responsibilities to make the relationship work. Learn more about advising and how to be successful in this partnership at www.otterbein.edu/sscd/academic-advising.

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 DegreeWorks, to check how you are progressing with your graduation requirements.

Advisor responsibilities:

- Understanding all aspects of Otterbein's grading policy.
- Understanding the mechanics of enrolling a student, such as scheduling, the add/drop process and closed section situations.
- Knowing where to refer students in case of special needs.
- Helping the student plan a complete course designed through personal interaction between the student and the advisor, utilizing career interests and academic records.
- Relaying information that they may have about extracurricular activities and career opportunities that could 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 such roles may have varied from school to 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. They can recommend how to handle different academic situations and resolve scheduling issues. Ultimately, your advisor may be someone who helps you find an internship, writes you a letter of recommendation for graduate school or serves as a reference for your first job.

What if I want to change my advisor?

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

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

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

Dual Enrollment/College Credit Plus/Advanced Placement (AP)/International Baccalaureate (IB)

Did you take college courses while in high school?

If you took college courses through College Credit Plus, Post Secondary Enrollment Options 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 first term course schedule being completed.

In order for your transcript to be considered official, it must be sent directly from the issuing institution to Otterbein. Please have your transcript sent to **Otterbein University, 1 South Grove Street, Westerville, OH 43081**, or as an electronic copy to enrollmentservices@otterbein.edu.

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.

If you have already completed some courses but are **still taking courses**, 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.

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

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

IB transcript information is downloaded by the Office of Admission during the summer following your high school graduation. Contact the Otterbein University Office of Admission (**614.823.1500**) if you did not request that the information be provided to Otterbein.

PLACEMENT

What placement exams do I take?

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

If you have already completed college level work, your official transcript will be evaluated by the Office of the Registrar. Part of that review may indicate coursework in math and/or modern language which will provide answers on whether 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. Amy Sheeran

Professor and Placement Coordinator

sheeran1@otterbein.edu

www.otterbein.edu/otterbinder/placement

Mathematics Placement

How is math placement determined?

Your mathematics placement is initially determined by your **Math subscore on the ACT or SAT** (your highest score within the last five years) **and your intended major**. For more information go to www.otterbein.edu/math-placement.

1. Find your highest Math score within the last five years (not Comprehensive score):		2. Select a mathematics course (see descriptions online at www.otterbein.edu/placement) required by your major.
ACT Math	SAT Math	Course options
27 or higher	620 or higher	Eligible to register for MATH 1500, 1700, or one of: MATH 1210, 1220, 1230, 1240, 1250 or PHRE 1200
24-26	560-610	Eligible to register for MATH 1250, Section B or one of: MATH 1210, 1220, 1230, 1240, 1250 or PHRE 1200 Successful completion of a summer math improvement tutorial is required to register for MATH 1500 or MATH 1700
23 or lower	550 or lower	Eligible to register for: MATH 1210, 1220, 1230, 1240 or PHRE 1200 OR MATH 1250, Section A (3 credit) AND MATH 0960 (1 credit)

Students that were admitted under the test optional admission policy, but whose application information includes an ACT or SAT score, will be placed according to that score. Students who have submitted no ACT or SAT score, nor earned college credit for math will be **required to take an ACCUPLACER test to determine math placement.*

What are the options to improve my Math Placement?

If you do not feel your Math subscore on your ACT or SAT accurately represents your math ability, you have two options to improve your placement.

The first option is to complete an online summer tutorial called ALEKS (Assessment and Learning in Knowledge Spaces). This is a self-paced, mastery-based online tutorial. Please send an email to tschwarz@otterbein.edu if you would like to enroll in this tutorial. Registration information will be available in May for fall term start students.

The second option is to take an Accuplacer test. We use the Advanced Algebra and Functions test as a math placement test. You can reach out to **Tess Schwarz** at **614.823.1218** or tschwarz@otterbein.edu to schedule a time to come to campus to take it. You may also look on the Accuplacer website for locations available near you, though you will still need to contact Tess Schwarz for a testing voucher once your location is confirmed.

Students whose major requires beginning MATH 1700 but are not eligible for that course should plan to either take the Accuplacer test in June with enough time to complete ALEKS if MATH 1700 is not reached, or plan to complete the ALEKS option in the first place.

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. Final math placement is determined by your **best** option from your math ACT/SAT or transfer credit.

Mathematical Foundations Courses required for certain majors (degrees)

Although any of the Mathematical Foundations Courses satisfy the general Otterbein Mathematics Requirement for graduation, certain majors require specific 1200 or 1700 level mathematics course(s). Refer to the online Otterbein University Catalog (www.otterbein.edu/registrar/catalogs) for the most up-to-date information regarding degree requirements.

Descriptions of these courses are available online at www.otterbein.edu/math-placement.

You can learn more about Otterbein's Mathematics Requirement Purpose and Goals at www.otterbein.edu/math-placement.

Modern Language and Culture Placement

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 16 for a list of languages offered that fulfill the Skills Development requirement.

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

AP Credit

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

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

Course Registration Information

When you complete your **Course Registration Survey**, you will be asked to indicate which language you are interested in studying and, if applicable, how many years you have previously studied the language. Students interested in taking the language exam will indicate their plans at that time.

Modern Language Placement Exam

All Otterbein students are required to take 8 – 9 credit hours in general education level courses in any combination of the Modern Languages, Oral and Written Communication, and/or Experimental Laboratory Sciences categories.

Students interested in being considered for placement into a higher language level, or who feel their initial placement is not an accurate reflection of their abilities, must take the online Modern Language Placement Exam and may need to complete a speaking proficiency test with the Department of Modern Language and Cultures.

To learn more about the courses offered to meet the general education Skills Development requirements in modern languages visit www.otterbein.edu/language-placement.

To learn more about the Modern Language Placement Exam (for French, Spanish), please visit www.otterbein.edu/french-spanish-placement.

To learn more about the American Sign Language (ASL) Placement Exam, please visit www.otterbein.edu/ASL-placement.

You can learn more about Otterbein's Modern Language Skills Purpose and Goals at www.otterbein.edu/language-skills.

Modern Language Exam Details

Detailed information about how to access the exam, placement notification, etc., is found at www.otterbein.edu/language-placement. Reminders and updates will also be sent to fall term start students in the registration mailing.

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

Spanish:

SPAN 1000 - Elementary Spanish I, 3 hrs

SPAN 1100 - Elementary Spanish II, 3 hrs

SPAN 2000 - Intermediate Spanish I, 3 hrs**

SPAN 2100 - Intermediate Spanish II, 3 hrs**

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

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

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. The following information is meant to be helpful and used as a reference after you have received your financial aid award from Otterbein University.

This information will help answer questions about your financial aid including federal student loans, private student loans, and Federal Work-Study.

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/financial-aid

www.otterbein.edu/otterbinder/financial-aid

How do I access my financial aid information online?

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

Questions? Contact our office by phone at **614.823.1502** or email financialaid@otterbein.edu.

How do I apply for education loans?

The process for completing the various loan programs is outlined below. Federal Direct and Federal Direct Parent Loans (PLUS) require Entrance Counseling and Master Promissory Note completion before the loans may be disbursed. Direct loan applications are completed online at StudentAid.gov.

Federal Direct Loan Process

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

1. You must confirm the loan amount you wish to borrow from your offered Federal Direct Loan(s). You will need to Log in to your Banner account to accept/decline/partially accept your loan(s).
2. Complete Entrance Counseling (first-time Direct Loan borrowers only). This can be completed online by going to: studentaid.gov/entrance-counseling. Entrance Counseling helps you to understand your rights and the responsibilities of your loan.
3. Complete and sign your Master Promissory Note (MPN) online (first-time Direct Loan borrowers only). This can be completed online by going to: studentaid.gov. The MPN is a legally binding agreement to repay your loan to the U.S. Department of Education. To accomplish this you will need complete names, addresses and phone numbers of at least two references.

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

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

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

1. To submit a Federal Direct Parent PLUS Loan application, parent borrowers can log in to studentaid.gov with their parent FSA ID and password, not the student’s credentials. We recommend that you submit your application several weeks before your bill due date.
2. Once the PLUS loan application is submitted, a credit decision is made and the school is notified by the U.S. Department of Education. If the credit decision status is declined, the parent borrower is notified by email and the student becomes eligible for additional unsubsidized loan funds depending on grade-level status. Other options for a denied credit status for the PLUS loan include pursuing an endorser (co-signer) or appealing the credit decision with the U.S. Department of Education.
3. Upon credit approval, the borrower needs to complete the MPN for parents. The U.S. Department of Education notifies the school electronically once this is completed.
4. If the credit decision changes from declined to approved, the borrower is required to complete PLUS Loan Credit Counseling.

Private Student Loans (credit-based approval required)

1. Go to the Loans page on the Otterbein Financial Aid website (www.otterbein.edu/financial-aid) then select “Loans” then “Private Student Loans.” There are two free tools to assist in private loan selection. To apply, click on the links farther down the page for FASTChoice (“Welcome to FASTChoice”) or Credible (“Compare Private Student Loans with Credible”). Our preferred list does not include all private student loans, so you are welcome to research and contact additional lenders.
2. To use FASTChoice, provide the requested info to view the 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. To use Credible, select “Get Started” to enter the required information and to be matched with student loan lenders with viewable details, such as interest rates, loan maximums, repayment options, etc. If you find the one you like, you can select the one you want to start the application. Some applications may require a co-signer.
4. Once the borrower’s credit and application is complete, the school will receive a certification request. Certification is required before loan funds can be sent by the lender to the student’s account. The private student loan process can take up to one month.

Additional Information

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

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

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

If you are selected for verification, you will need to log into StudentForms to submit your Federal Tax Return Transcripts (student and parent) and complete the electronic verification worksheet. You can obtain a Federal Tax Return Transcript online at www.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 include, but are not limited to:

- 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.

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 through Handshake Job & Internship Network. Students eligible for Federal Work-Study will be emailed more information on how to log in and review the job postings prior to their first term of enrollment. 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 www.otterbein.edu/workstudy.

What if I don't qualify for work-study but still want an on-campus job?

Limited opportunities are available to students who do not qualify for the need-based Federal Work-Study program. Interested students must apply and be approved by the hiring supervisor to be eligible to work.

Where do I send outside scholarships?

All outside scholarships should be sent to:

Otterbein University
Attn: Cashier's Office
1 S. Grove Street, Westerville, OH 43081

Financial Aid Timeline

Timeline Objective	Fall Starts	Spring Starts
Priority filing deadline for the FAFSA	Feb. 15	Dec. 1
Notify the Office of Student Financial Services about non-Otterbein scholarships received by the student	March 1	Dec. 1
First-time borrowers, complete Federal Direct Loan process	June 1	Dec. 1
Parent and Graduate Students complete PLUS loan application or Student and Parent Private Loans (if intend to borrow)	June 1	Dec. 1

Student Accounts generates electronic bills approximately six weeks prior to the start of the term. The payment of the bill is due according to the published academic calendar found here: <https://www.otterbein.edu/academic-affairs/academic-calendar/>

Important resources

Understanding Financial Aid
www.otterbein.edu/understandingyouraward

Free Application for Federal Student Aid
www.fafsa.gov

Otterbein School Code: 003110

Consumer Information
www.otterbein.edu/about/consumer-information

Direct Loan Program
studentaid.gov

Apply for Direct PLUS Loan and MPN
studentaid.gov/

MANAGING YOUR ACCOUNT

How do I pay my bill?

That's a very important question. Some other important questions about managing your student account might be: What payment plans are available? What is Otterbein's refund policy? What happens if I miss a payment? Answers to all of these questions and more can be found in this section.

You will also find information about Otterbein's online bill payment system, ePay, as well as step-by-step instructions on how to use this system to set up a payment plan, authorized users, direct deposit refunds and more.

If you have questions that are not answered in the section, please do not hesitate to contact Otterbein's Business Office.



Who can I contact about paying my bill?

Accounts Receivable

25 W. Home Street, first floor

614.823.1151

BusinessOffice@otterbein.edu

www.otterbein.edu/businessoffice

www.otterbein.edu/otterbinder/student-account

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.

What is an authorized user on my account?

An authorized user is any individual a student adds to their ePay account for the purposes of viewing bills and making payments on behalf of the student.

When do I pay my bill?

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

How can I pay my bill?

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

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

What payment plan options are available?

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

How do I set up a payment plan in ePay?

1. Log into ePay at www.otterbein.edu/epay
2. Click on the Payment Plan tab at the top
3. Click Enroll Now
4. Select the Term
5. Within the Payment Plan, click "Details" to review plan information. To continue with enrollment, click "Select"
6. Review installment due dates, amount due, and required down payment. You may also increase your down payment here.
7. Once complete, click "Continue"
8. The next screen will verify your down payment. Click Continue.
9. Select Payment Method and Complete Information
10. Agree to terms of payment, Continue
11. To print your agreement, select Control/P.
12. An email confirmation will be sent to your email address. You will also be sent a payment plan reminder by email five days before your next installment due date.

What is the University's policy on late payments and delinquent accounts?

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

- All accounts must be paid in full or enrolled into a payment plan through ePay prior to the published academic calendar term due dates. Failure to do so could result in financial withdrawal. All loans should be applied for prior to July 1 to help ensure timely receipt. If you have Financial Aid pending prior to the due date, it is recommended that you establish a payment plan through ePay to secure your term registration. Payment plan installments must be paid according to the plan agreement in ePay. Failure to do so would result in a \$35 monthly late fee until the account is brought current.

- All accounts must be paid in full or current within their payment plan in order to enroll in succeeding terms (semesters) or to receive copies of certificates, diplomas, and transcripts.
- Otterbein reserves the right to recover all costs involved with the collection and/or litigation of delinquent accounts.
- If an account must be sent to collection or litigation due to nonpayment of the outstanding balance, the University reserves the right to demand payment in full for subsequent terms (semesters) of enrollment prior to the beginning of each term.
- The University reserves the right to cancel the registration of any student if their prior term balance remains delinquent prior to the due date of the subsequent term. The University reserves the right to cancel the registration of any student if their current term balance is not paid in full and is not on a payment plan.
- The University reserves the right to demand payment in the forms of a certified check, money order, cash or credit cards in the event that one or more checks have been returned unpaid for any reason.

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

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

How do I log into ePay?

For Students:

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

For Authorized Users:

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

How do I create authorized users on my ePay account?

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

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

How do I review my billing statement in ePay?

1. Log into ePay.
2. Within home screen, select “View Statements”
3. Select “View” next statement to the date you wish to review
4. Control/P to Print

Please note that the statement is as of the statement date. If you have had registration and/or aid changes since the billing date, changes after this date are not reflected. To view current account activity and balances due, return to your Home screen in ePay and select “View Activity” next to your balance due.

How do I make a payment in ePay?

1. Log into ePay.
2. Select I would like to Pay ↓
 - a) Option 1: Pay “Current Account Balance”.
 - b) Option 2: Pay “Next Installment” (This option is for students who have already established a term payment plan).
 - c) Option 3: Pay “Other Amount” (This option gives you the ability to type over the current account balance with the amount you wish to pay. This is helpful if you need to split payments between multiple sources.)
3. After you have made your selection, click “GO!”
4. If you selected “Other Amount,” the next screen will allow you to type over the Current Account Balance with the amount you wish to pay; continue to proceed to payment method.
5. Select Payment Method; Continue. If you are paying via credit/debit, you will be redirected to “Paypath” to complete your payment.
6. Continue through steps.
7. Agree to Terms and Conditions.
8. Submit Payment; Control/P to print a copy of your receipt.

A confirmation page with the payment detail will appear after the payment is processed. A confirmation email is sent to the student or authorized user submitting the payment.

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

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

When a refund has been completed, you will receive an email alert that the University has processed your refund. After receipt of this email, it can take up to two days for bank processing. Please confirm receipt of deposit through your banking institution.

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 service, a 2.85% (\$3.00 minimum) convenience fee will be charged to cover the credit card transaction costs assessed by credit card companies. We are working hard to contain our expenses in order to keep the cost of attending Otterbein affordable for everyone.

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

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

What is Otterbein's refund policy?

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

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

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

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

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

NEW STUDENT ACCOUNT & INFORMATION TECHNOLOGY

Are you ready to get connected?

How do I get connected to campus technology? How do I activate my network account? You will find answers to these questions and more in this section.

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

To set up your network account, you will need your Otterbein Username and Temporary password, which have been provided to you in the Otterbein Network Information letter accompanying this binder.

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



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

Please contact:

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

Academic Term Hours:

Mon – Thurs: 7:30 a.m. – 9 p.m.
Fri: 7:30 a.m. – 5 p.m.
Sat: 10 a.m. – 2 p.m.
Sun: 1 p.m. – 5 p.m.

Summer Hours:

Mon – Fri: 7:30 a.m. – 5 p.m.

www.otterbein.edu/otterbinder/it-account

How do I activate my network account?

You will need your Otterbein Username and Temporary password, which have been provided to you in the Otterbein Network Information letter accompanying this binder or emailed to your personal email account. Go to <http://activate.otterbein.edu> and follow the step-by-step instructions. If you do not know your Username and temporary password, contact the Office of Admission at 614.823.1500.



How do I configure my Multi-Factor Authentication (MFA)?

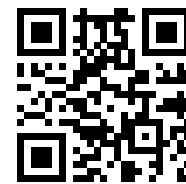
Multi-Factor Authentication means you will be required to prove your identity to Office 365 using two factors. The two factors are something you know (your password) and a way to verify your identity via a notification on your phone or personal email. Please go to: www.otterbein.edu/information-technology/account-activation for further instructions on setting up MFA.



How do I access my Otterbein email and free Office 365?

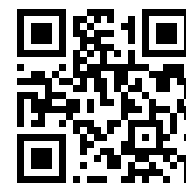
Log on to Outlook email in Office 365 at mail.otterbein.edu by typing in your username@otterbein.edu (e.g., doe2@otterbein.edu). Then type in your network password.

Use the app launcher in the upper left corner of the page (waffle icon) for free access to the Microsoft Office suite and other apps. Install Office on your computers, tablets and smart phones for free. Every student has one free terabyte (TB) of storage in the OneDrive cloud.



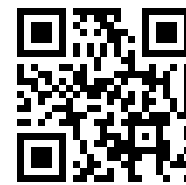
What is My O-Zone?

My O-Zone (<http://ozone.otterbein.edu>) is the online portal for Otterbein users, where you can find the Campus Life Handbook and other campus policies, weekly news, and other resources. You can also log in to Self-Service Banner via My O-Zone by clicking on the Banner link (a padlock) in the left menu. Logon is single sign-on meaning you will not need to log in again or type in your Otterbein ID number and PIN. You will be logged right into Self-Service Banner.



How do I reset my password?

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



Do I have to bring my own computer and printer?

Residential students thinking about your living situation may choose to bring their own computer to Otterbein. Macintosh, Windows systems, iOS, and Androids are compatible on the network. Bringing a personal printer is not necessary and depends only on your preference.

All students, regardless of residency, find laptops and tablets work great for their portability and access to Wi-Fi. Printing is available in public computer labs. Each student is allotted 600 pages of free black and white printing per semester and then there is a small fee for extra printing as needed.

Where are the computer labs located on campus?

Computer labs are in various academic buildings on campus, including the Library. In addition, there are numerous departmental labs with curriculum-specific software installed. Students do not need to purchase potentially expensive curriculum software for their own computing systems and may use the departmental labs outside instruction time for this purpose. For a full list of labs and resources, visit the lab section of the ITS web site www.otterbein.edu/techinfo.

How do I get connected to the Otterbein network?

Wireless (phone, tablet, laptop) — To securely connect to the Otterbein network (while on campus), select either OtterbeinU or “Eduroam.” Logon is your username (e.g., smith1) and your email password. Eduroam additionally connects at thousands of higher education institutions across the world. See eduroam.org for a list of participating Eduroam institutions. Note: **Wireless gaming, wireless printing, and wireless media streamers are not supported.** Please use the wired Ethernet service in your residence hall for these devices. Use the local printer cable for printing. Use a media streamer that is Ethernet ready.

What software is available for free?

Otterbein faculty, staff, and students are provided a free Microsoft Office 365 account which includes 1 TB of free OneDrive storage through Microsoft’s ProPlus Program. For more information and directions on how to access these resources, please visit office.otterbein.edu.

What is the policy for using Otterbein technology?

It is the intent of Otterbein University to maintain a campus environment that facilitates access and sharing of information without fear that an individual’s work will be violated by misrepresentation, tampering, destruction and/or theft. The privilege of using Otterbein’s technology resources carries with it the responsibility and a policy for ethical behavior. Unethical behavior will not be tolerated. You agreed electronically to the policy when you activated your network account. Read Otterbein’s Acceptable Use Policy located on My O-Zone’s home page under the Policies and Forms link.

Students who engage in illegal downloading or unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. The Acceptable Use Policy is available online at www.otterbein.edu/information-technology/account-activation and includes information on copyright infringement, a summary of the penalties for violation of federal copyright laws, and legal alternatives to acquiring copyrighted material.

Please note: Otterbein Information Technology Services will NEVER ask for your password. Do not click on links or type in your credentials on fake IT or other similar types of emails you receive.

Only use the Forgot Password link on mail.otterbein.edu in combination with your Authenticator application on your mobile device to reset your password.

What services does the Help Desk provide?

All services are free! Walk-ins welcome.

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

ACADEMIC SUPPORT AND TRANSITION SERVICES

What support is available for New Cardinals?

Making the transition to college is a big deal. Part of that transition is the experience of navigating the expectations in the classroom and having access to services to support your success. Otterbein is here to support your academic endeavors as you learn and grow.

From academic advising to disability services, the library, and buying your books, we are here to support your success.



Who can I contact about support resources?

Student Success and Career Development
Towers Hall, room 27
614.823.1624
studentsuccess@otterbein.edu
www.otterbein.edu/sscd

www.otterbein.edu/otterbinder/success

How do I know what books to buy?

Once you have your schedule for your first term, you will be able to look up the required and optional resources for your classes on the bookstore website. Students who have their textbooks by the first week of class are better prepared for the term and prepared to start from day one. More information about ordering textbooks, and spirit gear, from the Otterbein bookstore is available online at www.otterbein.edu/bookstore.

How will I navigate my academic major requirements and expectations?

In addition to learning how to manage the systems that will keep your requirements managed throughout your enrollment, your Academic Advisor will be a great resource to support your academic expectations. Additionally, **Student Success and Career Development (SSCD)** offers supplemental academic advising through individual assistance along your Otterbein journey.

What if I need tutoring or support in a specific class or subject area?

The **Academic Support Center (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. Professional staff and peer tutors in our tutoring programs work with students in a variety of settings — drop-in, small groups, and one-to-one tutoring. All services are free for Otterbein students. Please contact us by stopping by Courtright Memorial Library, Room #226 (on the second floor), emailing academicsupport@otterbein.edu, calling **614.823.1610**, or visiting the ASC website at www.otterbein.edu/asc.

What if I need accommodations for my disability?

We encourage all students who have a disability to contact DisabilityServices@otterbein.edu or **614.823.1610** to discuss accommodation requests and potential documentation requirements, which may vary by situation and individual. The Disability Services staff will determine appropriate accommodations through an interactive process based on discussion with the student, the student's history of accommodations, and documentation.

Documentation from a student's previous school (verifying the diagnosis, the functional limitations, and the recommendations for/history of accommodations) is typically sufficient. A one-page registration form is available on the Disability Services website if a student does not already have documentation. While students may submit documentation and register at any point, we suggest that they do so prior to their first semester when possible. Additionally, informational meetings are available for future and current Otterbein students throughout the year to discuss the process and potential accommodations.

For students starting in fall term, our suggested registration timeline for incoming students is as follows:

- **April:** Submit documentation.
- **May:** Receive a follow-up email regarding transitioning to Otterbein; schedule Welcome Meeting for August.
- **May/June:** Return completed Pre-Welcome Meeting questions; Complete appropriate placement exams.
- **June/July:** Attend S.O.A.R. (Orientation).
- **August:** Attend Welcome Meeting.

More information can be found at www.otterbein.edu/ods. The Disability Services office is located on the second floor of Courtright Memorial Library, Room #228.

For students starting in any other term, any contact prior to the start of the term will allow us to best support you.

How can I get help with internship, job, or graduate school searches?

Student Success and Career Development (SSCD) offers holistic career advising. Through individual assistance and a variety of resources and programs we are here to help guide students along their journey toward their career goals.

For more information contact studentsuccess@otterbein.edu or call **614.823.1624**.

What if I want to study abroad?

If you're thinking about studying abroad during your time at Otterbein, visit www.otterbein.edu/studyabroad, contact studyabroad@otterbein.edu or call 614.823.1624 to learn more about Otterbein's study abroad programs.

What resources can the Otterbein Library provide?

The Courtright Memorial Library is open to students, faculty, staff, and community members, serving over 250,000 people per year. The library is a member of the OPAL, OhioLINK, and SearchOhio consortia, so users can access hundreds of electronic databases and millions of books, eBooks, and journals. Additionally, the Otterbein library has games, DVDs, laptops, and more. There are many resources for book rental opportunities to discover.

Stop by the Customer Service Desk to ask questions or email your **Personal Librarian** directly at www.otterbein.edu/library/services/personal-librarian. You can also **Ask a Librarian** at www.otterbein.edu/library/help, via chat at <https://otterbein.libanswers.com>, email at library@otterbein.edu, text, or get social with us through Facebook, Twitter, and Instagram @Courtrightlib.

CAMPUS LIFE

How can I make the most of being a New Cardinal?

Being an Otterbein student includes your experience outside of the classroom. From residence life to commuter student services, we are here to support the campus life of all students.

From dining on campus to getting involved, you will have opportunities to connect with other students and become immersed in the Otterbein community. Learn about the resources available to keep you healthy, safe, and well. In addition, explore our student organizations, activities, and ways to make a difference at Otterbein and in the local area.

Campus life will be what you make of it and we are here to support you and what that may be.



Who can I contact about counseling?

Counseling Center
146 W. Home St.
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 getting involved and community service?

Center for Student Engagement
614.823.3202
cse@otterbein.edu

Who can I contact about wellness and student conduct?

Office of Student Affairs (back of Hanby Hall)
614.823.1250 (option2)
jsaker@otterbein.edu

www.otterbein.edu/otterbinder/campus-life

Online Education Modules for New Students

All new students are required to take a few online courses prior to the beginning of their first semester. The links to complete each course will be sent in separate emails to your Otterbein email account and must be completed prior to the start of classes. *U Got This* and *Binge Thinking* are focused on reducing risky behavior, preventing sexual misconduct, and promoting healthy relationships through direct information and interaction in realistic student scenarios. The *Anti-Hazing Module* is required by the State of Ohio.

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 Dean of Students is the Title IX Coordinator, and can be reached at **614.823.1554**.

For complaints against University employees, contact Molly Miller, Director of the Office of Human Resources at 614.823.1130 or miller95@otterbein.edu. For complaints against university students, contact Julie Saker, 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.

Living & Dining

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.

What does it mean to be a commuter? Where do I hang out? What resources are available as a commuter?

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

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, apply to commute, or apply to live off-campus using the Housing Request Form online. This form is available at www.otterbein.edu/address and is required of all students.

What does my housing agreement mean?

Your housing agreement is your commitment to live in and pay for campus housing for the academic year. 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.

Eating on Campus and Meal Plan Options

What am I going to eat?

Otterbein's dining service prepares locally sourced, made-from-scratch food for fresh and flavorful meals. Otterbein gives you healthy options at every meal. Many are low in fat, carbohydrates and sodium. Vegetarian entrées and sides are available at each meal. Gluten-free options are also available. Visit our Dining Services page at Otterbeindining.catertrax.com for more information.

What if I have special dietary needs?

Since most of our food is made from scratch, Otterbein can accommodate most special dietary needs with advance notice. Just contact the Dining Services Director at 614.823.1855 for more information.

What are my meal plan options?

Otterbein offers four meal plans:

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

The three meal plans with meals and Cardinal Dollars provide the most flexibility. They allow students to eat their meals in the Cardinal's Nest (dining hall), the OtterDen or The Point Café. Cardinal Dollars are used like cash in any of the four dining locations on campus (Cardinal's Nest, OtterDen, OtterBean and The Point Café). Students can always check the balances of their meals and dollars or when making a purchase. Students who run out of meals or dollars during the semester can purchase additional dollars (Munch Money) as described below.

For students who want to maximize the number of meals they are offered, the Cardinal Plan provides students with the ability to eat a meal during every dining period when the dining services 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 meals in the Cardinal's Nest when open or use meals for meal exchanges in the OtterDen or Point Café. 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.

Safety, Health, and Wellness

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 Counseling Center, the Dean of Students and the Otterbein Police Department.

Where can I go if I get sick? What wellness programs are available? Do I need to register my vehicle? Who do I call for help? Answers to all of these questions and more can be found in this section.

As a member of the Otterbein community, you are automatically enrolled in Otterbein's Red Alert system, which sends campus emergency notices, campus closing information and weather alerts to your phone and email.

Does Otterbein offer student health services?

With a wide variety of local health resources to keep you well, you can focus on the important things in your daily life, like classes and friends. More information about the resources and partnerships with medical providers in the Westerville area are available online at www.otterbein.edu/healthcenter.

Where do I go if I have an emergency illness or injury?

If it's a life-threatening situation, please call 911.

OhioHealth hospitals (Riverside Methodist and Dublin Methodist), as well as the facilities listed below, are located just minutes from the Otterbein campus. You are advised to check your insurance coverage before using these services.

OhioHealth Westerville Medical Center and Emergency Care Center

300 Polaris Parkway (at Africa Road)
Westerville, OH 43082
614.533.3000

Kroger's The Little Clinic

7345 N. State Street
Westerville, OH 43082
614.794.5560

IHA Westar Urgent Care

444 N. Cleveland Ave.
Westerville, OH 43082
614.839.1118

Westerville Close to Home

433 N. Cleveland Ave.
Westerville, OH 43082
614.355.8300

Mount Carmel St. Ann's

500 S. Cleveland Ave
Westerville, OH 43081
614.898.4000

CVS Minute Clinic

918 N. High St.
Worthington, OH 43085
866.389.2727

Does Otterbein offer counseling services?

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

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

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

What wellness programming is available?

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

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

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 parked on campus are required to be registered with OPD. Students can purchase a parking decal on the OPD website at www.otterbein.edu/police. You can also register your bicycle at the website as well.

How can I report a crime or incident?

If you see, hear about or experience a crime on campus, please contact the authorities. For emergencies, dial 911. For non-emergencies, call OPD at 614.823.1222. If you wish to report a crime or incident anonymously, please submit a Silent Witness form. The form is available at www.otterbein.edu/silentwitness.

As required by the Federal Department of Education Clery Act, OPD maintains a Daily Crime Log of criminal incidents and alleged criminal incidents that are reported to the campus police. The Daily Crime Log is available to all students, parents and the general public. It includes, but is not limited to, such information as date, time, location, responding officer and outcomes of incidents. We include reports of all types of crimes, not just those required by the Clery Act. OPD also maintains an On-Campus Residential Housing Fire Log. The campus crime and fire logs, as well as OPD's Annual Campus Security and Fire Safety Report, are available at www.otterbein.edu/police.

Student Experience

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.

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

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 (fall term) and Winter Involvement Fair (spring term) at the Campus Center, at which 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 Engagement at cse@otterbein.edu for information on how to reach student organization leaders directly. Feel free to stop at the Campus Center Office to learn more about student activities.

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.

Can I go to campus events for free?

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

How can I give back?

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

Otterbein hosts the Fall Community Service Plunge where first year students volunteer in Westerville to assist the community with literacy, food access, and environmental and other local issues.

The Otterbein Community Garden, located at Otterbein's Austin E. Knowlton Center for Equine Science just a few minutes northeast of campus, is a one-acre give back garden. The Garden serves as a Living Learning Laboratory for Otterbein students, an educational site for youth camps and workshops, and a demonstration site for sustainable gardening practices. Students can volunteer at the garden or have their own plot!

Where can I attend worship services?

There are many opportunities to worship at Otterbein. Catholic students attend mass each Sunday morning, and there are a variety of protestant and non-denominational services on campus every week. As a United Methodist affiliated school, there are two United Methodist churches adjacent to campus. You are also encouraged to attend Westerville area churches, synagogues and mosques, many of which are within walking distance or just a short drive from campus. A listing of area worshipping communities is available from the Office of Religious and Spiritual Life, located at 82 W. Main St. on campus. If you don't see a group that represents your religious or spiritual tradition, the Chaplain is happy to help you start a new one!

Where can I work out?

The Clements Recreation and Fitness Center has a sanctioned six-lane, 200-meter indoor track; four practice courts for everything from basketball to tennis; four batting cages; and state-of-the-art Cybex weightlifting and Star Trac cardio equipment. The Rike Center's "O" Club weight room features York Barbell equipment and free weights. Access all of these facilities by swiping your Cardinal Card at the front desk located in the Clements Center.

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. For updated information on this programming and Clements Recreation Center, please visit www.otterbein.edu/fitness-recreation.

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, soccer, Ultimate Frisbee and an Equestrian team. To start a new club sport contact the Center for Student Engagement at cse@otterbein.edu. Tryouts for cheerleading, dance, and mascots will be during First Flight. Equestrian team information is available at www.otterbein.edu/equine.

What are some Otterbein traditions?

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

What resources are available to students on campus?

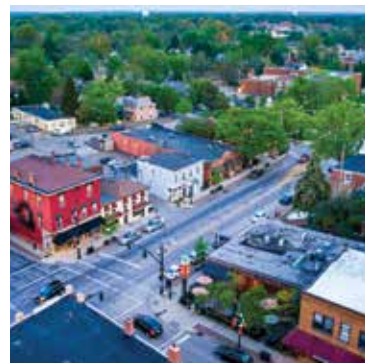
- **Student Affairs Office:** If you have any questions or concerns about student life at Otterbein, please do not hesitate to contact the Student Affairs Office at 614.823.1250.
- **Office of Social Justice and Activism (OSJA):** The Office of Social Justice and Activism serves as a resource for all students, hosting programs and events that promote and celebrate diversity and inclusion. Through educational, social, and cultural programs, you are encouraged to explore your identity and to learn about the diverse populations that create the Otterbein community. OSJA is located in the Multicultural Center, accessible from the West side of Barlow Hall, behind the rock. Please stop by, call 614.823.1312, or visit www.otterbein.edu/osja for more information.
- **Women's, Gender, and Sexuality Resource Center (WGSRC):** The WGSRC serves to educate the Otterbein community about women's and gender issues; acts as a campus resource for meetings, programming and educational materials centered on women's and gender issues; and provides a safe and inclusive space for all students. The WGSRC is also staffed with peer advocates who are trained to offer confidential information and support to women, LGBTQIA students, and survivors of sexual violence of any gender. The helpline can be reached at 614.823.1028.
- **The Promise House:** The Promise House is a food pantry and resource center for students. They provide food staples, personal care items, and school supplies, as well as Emergency Mini-Grants. Contact PromiseHouse@otterbein.edu for assistance or to meet with a Resource Navigator.

AROUND THE AREA

What is it like to live in Westerville?

Whether you commute or live on campus, Otterbein University will be a 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 during your time as a student!

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



Who can I contact for information about the area?

Visit Westerville

670 Meridian Way, Suite 128
Westerville, OH 43082
614.794.0401
www.visitwesterville.org
[Facebook.com/visitwesterville](https://www.facebook.com/visitwesterville)

Greater Columbus Convention & Visitors Bureau

277 W. Nationwide Blvd #125
Columbus, OH 43215
614.221.6623
www.experiencecolumbus.com
[Facebook.com/ExperienceColumbus](https://www.facebook.com/ExperienceColumbus)

www.otterbein.edu/otterbinder/area

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?

These directions will take you to the Admission Office specifically. Once on campus you can navigate using the Campus Map available at www.otterbein.edu/campusmap and in the back of this binder.

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

CAMBRiA Hotel Columbus-Polaris

9100 Lyra Drive
Columbus, Ohio 43240
614.841.9100
www.cambriasuitespolaris.com

Comfort Inn North/Polaris (3.7 miles)

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

Courtyard Marriott (4.9 miles)

7411 Vantage Drive
Columbus, OH 43235
614.436.7070
www.marriott.com
Ask about Otterbein Parent/Friend Rate

Embassy Suites by Hilton Columbus (2.8 miles)

2700 Corporate Exchange Dr.
Columbus, OH 43231
614.890.8600
www.columbus.embassysuites.com
Ask about Otterbein Parent/Friend Rate

Fairfield Inn & Suites Columbus Polaris (2.6 miles)

9000 Worthington Rd.
Columbus, OH 43082
614.568.0770
For Otterbein guest rates, visit:
www.otterbein.edu/marriott

Four Points by Sheraton Columbus Polaris (2.8 miles)

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

Hampton Inn & Suites (2.7 miles)

8411 Pulsar Pl.
Columbus, OH 43240
614.885.8400
www.hamptoninnpolaris.com
Ask about Otterbein Parent/Friend Rate

Hilton Columbus / Polaris (3.6 miles)

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

Hilton Garden Inn (3.6 miles)

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

Hilton Garden Inn Columbus Easton (6.8 miles)

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

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

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

Homewood Suites by Hilton® Columbus/Polaris, OH (2.9 miles)

2045 Polaris Parkway
Columbus, OH 43230
614.396.5100
hilton.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 is a thriving suburb in Central Ohio. 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 www.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

Cardinal Pizza
10 E. Main St.
614.818.2697

DiCarlo's Pizza
20 S. State St.

Fusian
79 S. State St.
Sushi, Bowls, Salads

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

Espresso Air
25 N. State St.
Coffeehouse, pastries and more
614.392.2944

Graeter's Ice Cream
1 N. State St.
Ice cream, shakes, ice cream cakes and more
614.895.0553

Java Central Café and Roaster
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 Greek & Italian Grill
7 N. State St.
Greek salads, sandwiches, pasta and more
614.882.6366

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

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

Schneider's Bakery
6 S. State St.
Doughnuts, pastries and more
Home of the late-night doughnut run!
614.882.6611

Shirley's Gourmet Popcorn Company
15 N. State St.
Flavored popcorn, Cardy Corn and more
614.800.4642

Thai Grille
15 E. College Ave.
Traditional Thai fare
614.865.4515

Uptown Deli & Brew
41 N. State St.
Appetizers, deli sandwiches, craft beer
614.891.2337

Westerville Grill
59 S. State St.
Burgers, sandwiches, entrées and more
614.794.7200

Whit's Frozen Custard
46 N. State St.
Frozen custard, Cardinal Pride sundae
614.392.0802

BUSINESSES

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

Doctor Shoe
16 W. College Ave.
Shoe repair and more
614.891.2395

Music & Arts
43 N. State St.
Rentals, lessons, repairs and more
614.891.9008

Old Skool Skateboards
11 E. College Ave.
Full line of decks, wheels, trucks and
accessories
614.865.0421

Rising Moon
19 E. College Ave.
T-shirts, custom apparel and screen
printing
614.882.1336

Talbott's Flowers
22 N. State St.
English-style arrangements, outdoor
baskets, patio containers and more
614.882.4151

The Sewing Shop
12 W. Main St.

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
543 N. Cleveland Ave.
614.707.4000

Chase Bank (two locations)
77 Huber Village Blvd.
614.248.2650
875 N. State St.
614.248.2640

Education First Credit Union
501 W. Schrock Rd., Suite 100
614.221.9376

Fifth Third Bank (two locations)
132 W. Schrock Road
614.895.1454
7425 St. Rt. 3
614.882.3554

First Merit Bank
7345 St. Rt. 3
614.818.4545

Heartland Bank
450 S. State St.
614.839.2265

Huntington Bank (two locations)
630 S. State St.
614.480.0016
790 N. State St.
614.480.0034

Middlefield Bank
17 N. State St.
614.890.7832

PNC Bank (two locations)
72 E. Schrock Rd.
614.895.6510
120 Maxtown Crossing
614.895.1840

Union Savings Bank
44 S. State St.
614.882.2286

U.S. Bank (two locations)
833 S. State St.
614.899.2001
100 Polaris Pkwy
614.901.8955

GROCERY STORES

Aldi
5990 Westerville Rd.
855.955.2534

Giant Eagle
650 N. State St.
614.865.0357

Kroger (two locations)
55 W. Schrock Rd.
614.890.8660
7345 St. Rt. 3
614.794.5555

Marc's
111 Huber Village Blvd.
614.523.3597

Meijer
100 Polaris Pkwy.
614.865.2000

The Raisin Rack
2545 W. Schrock Rd.
614.882.5886

Walmart
50 E. Schrock Rd.
614.948.4402

PHARMACIES

CVS (three locations)
145 S. State St.
614.890.4660
620 S. Cleveland Ave. (Open 24 hours)
614.891.9771
1202 County Line Rd.
614.891.8300

Uptown Pharmacy
23 N. State St.
614.882.2392

Walgreens
748 N. State St.
614.865.0352

AUTO REPAIR SHOPS

Joe's Auto Repair
80 N. State St.
614.882.9965

Hometown Automotive
130 East College Ave.
Westerville, Ohio 43081
614.895.8069

Westerville Automotive (two locations)
31 E. Main St.
614.890.6700
5591 Westerville Rd.
614.890.0707
**10% student discount on all automotive services*

HAIR & BEAUTY SALONS

Cala Luna Salon & Spa
20 S. State St.
614.901.3118

Crimson & Clover Hair Salon
91 S. State St.
614.882.8211

Distinctive Nail Design
Nail Salon
59 E. Home St.
614.890.5808

Fantasy Coiffure
100 S. State St.
614.882.3651

Gen Nails and Spa
540 S. State St.
614.890.8080

J Carmen Salon
24 W. Main St.
614.314.8543

Michael David Salon
16 E. Main St.
614.891.9909

Salon on Main
379 W. Main St.
614.794.7171

Shear Madness
58 E. Main St.
734.262.2219

Suite 59 Hair Design
59 E. Home St.
614.891.4247

Uptown Hair Design
12 E. College Ave.
614.891.5500

HEALTH & WELLNESS

Massage Medic
100 S. State St.
614.882.2219

Professional VisionCare
185 S. State St.
614.898-9989

Uptown Eye Care
114 N. State St.
614.882.0851

Note: Otterbein does not in any way endorse these businesses,

What is there to do in Columbus?

Columbus is the 14th largest city in the United States, which means there are countless events, activities and destinations for you to explore. Otterbein is located just four miles from Polaris Fashion Place and eight miles from Easton Town Center — both are premiere shopping and entertainment destinations.

Catch a movie at Rave Cinemas Polaris 18 and XD (use your Cardinal Card to get a student discount or see a movie for \$5 all day every Tuesday!), go ice skating year round at the OhioHealth Chiller ice rink at Easton, explore science at COSI (the Center of Science and Industry) or history at the Ohio History Center, tour the gardens at Franklin Park Conservatory, or spend the day at one of the top ten zoos in the United States — the Columbus Zoo and Aquarium.

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

Columbus is also home to two major league sports teams — the Columbus Blue Jackets (NHL) and the Columbus Crew SC (MLS) — 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, the Jazz and Ribs 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 www.experiencecolumbus.com.



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



ALPHABETICAL

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

BY NUMBER

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

PARKING

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