

OTTERBEIN UNIVERSITY

LAUNCHING
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 25).

APRIL

- Orientation:** Go to www.otterbein.edu/orientation for orientation information and registration
- Once you pay your deposit, you will receive a link in your Otterbein email to schedule your Fall 2026 New Student Registration advising appointment.

MAY

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

JUNE

- If you are attending the June 5* or June 26* Orientation**, make sure to schedule your New Student Registration advising appointment at least two weeks in advance of Orientation. If necessary, take the Math Placement Exam at least two weeks in advance of Orientation.
- Early June** – A link to the online Education Module for New Students, focused on choices related to alcohol/drugs and sexual misconduct, will be sent to student's Otterbein email account.
- June 1** –
 - Provide your address information through MCR Housing at <https://otter.mcrhousing.app>. Using directions on the MCR landing page, complete an On-Campus Housing Application, a Commuter Status Application or an Off-Campus Status Application.
 - If needed, have your healthcare provider submit the completed Housing Accommodation Request for diagnosed disabilities (including requests for air conditioning).
- June 5** – S.O.A.R. session (Orientation)* if registered for this date.
- 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 26** – S.O.A.R. session (Orientation)* if registered for this date.

JULY

- If you are attending the July 10 Orientation***, make sure to schedule your New Student Registration advising appointment at least two weeks in advance of Orientation. If necessary, take the Math Placement Exam at least two weeks in advance of Orientation.
 - July 10** – S.O.A.R. session (Orientation)* if registered for this date.
 - July 31** – Student Athlete Health History Information due via Healthy Roster (see instructions on page 5).
 - Late July** – Housing assignments emailed to student's Otterbein email account.
- Check otterbein.edu/bookstore for more information about our campus bookstore, Slingshot.*

AUG

- If you are attending the Aug. 15 Orientation***, make sure to schedule your New Student Registration advising appointment at least two weeks in advance of Orientation. If necessary, take the Math Placement Exam at least two weeks in advance of Orientation.
- Aug. 1** – Due date for fall tuition.
- Aug. 6** – Online Education Modules for New Students are due.
- Aug. 15** – S.O.A.R. session (Orientation)* if registered for this date.
- Aug. 16** – New student Move-In Day.
- Aug. 16-18** – First Flight (see page 6).
- Aug. 19** – First day of classes!

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

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For additional resources go to:
www.otterbein.edu/otterbinder



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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 – Submit RSVP request online 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 living on campus or at home, must provide address information through an online application. Log into our online system (MCR Housing) at <https://otter.mcrhousing.app>. Watch the tutorial video and use the online directions to complete one of the available applications, based on where you plan to live.

Student Housing Request Form – Complete online by June 1

For those who wish to live on campus, complete this form and select a meal plan. Sign your housing & meal plan agreement, provide your hall preferences, personal information and after submission, complete your online roommate profile and match with a roommate of your choice, all through MCR Housing.

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

For those who wish to live at their permanent home address with their parent/guardian within a 30-mile radius of campus. Provide your emergency contact information and confirm your home address.

Application for Off-Campus Status Form – Complete online by June 1

For transfer students who are eligible to live off-campus (not with a parent/guardian). Criteria for eligibility is listed in the application.

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**.

Student Athlete Health History Information – Due July 31

All student athletes must complete this information via Healthy Roster.
(See page 4 for instructions.)



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 alongside 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 027

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 expectations, 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. Attendance at Orientation is offered at no cost to all new students and up to two guests. More than two guests per student may register at a rate of \$35 per person.

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

First Flight

New students starting in fall term arrive on 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, class of 1928, 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.

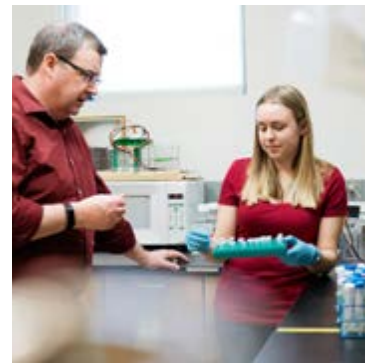
REGISTRATION

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.

Watch your Otterbein email for a link to schedule your New Student Registration Advising Appointment. The registration process starts when you schedule this appointment. Your responses to the questions included for the appointment will help us create your preliminary first term schedule. During the appointment you will discuss the preliminary schedule and make any necessary adjustments for your major.

At Orientation, you will meet with a faculty advisor in your major, 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?

Student Success and Career Development

Towers Hall, room 027

614.823.1624

studentsuccess@otterbein.edu

www.otterbein.edu/sscd

www.otterbein.edu/otterbinder/registration

How am I registered for my courses?

When you schedule your New Student Registration Advising Appointment, you will provide information necessary for the advising team to build your preliminary schedule. During your advising appointment, you will review this schedule and make necessary adjustments based on incoming credit from AP and/or college coursework, if applicable.

What if I need accommodations for my disability?

Start by exploring the services available through Disability Services at <https://www.otterbein.edu/asc/academic-support-center/disability-services/>. Gather your documentation and register with Disability Services. 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.

What if I have questions or something changes before or after my appointment?

At Orientation you will meet with a faculty advisor in your major who will review your schedule with you and make any necessary changes. Students will be given instructions both at their advising appointment and at SOAR on how to access OtterNet and Banner to view their schedule. After August 1st, you will be able to make changes to your own schedule. Keep in mind, changes should be minimal outside of your New Student Registration Advising Appointment and your Orientation/SOAR date. Students are encouraged to talk with an advisor before making any changes to their schedule. There are advisors in Student Success and Career Development (SSCD) available to help you.

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, such as the academic catalog.
- Running a new degree audit each term, in DegreeWorks, to check how you are progressing with your graduation requirements.
- Knowing the academic calendar.

Advisor responsibilities:

- Understanding Otterbein's grading policy.
- Understanding the mechanics of scheduling, the add/drop process and closed section situations.
- Knowing where to refer students when needs arise.
- Helping the student with academic planning through personal interaction, utilizing career interests and academic records.
- Sharing 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 School counselor and Faculty advisor?

In high school you likely had a school 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 maximize your experience at Otterbein.

How often should I meet with my advisor?

You should meet with your advisor at least once per semester prior to course registration for the following 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.

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 also 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.

For your transcript to be considered official, it must be sent directly from the issuing institution to Otterbein. We can only accept hand-delivered transcripts in an unopened, sealed, official envelope from the issuing institution.

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. Knowing your incoming credits 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. Additionally, many schools will allow you to request a transcript before a term is completed. If you are within 2-3 weeks of completion, you can request one transcript now and indicate that the transcript should not be mailed until all grades are posted.

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. **Note:** we strongly recommend that you check your College Board account to ensure that scores will be sent officially to Otterbein University.

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

Patti Welch

Academic Administrative Assistant

614.823.1361

pwelch@otterbein.edu

www.otterbein.edu/otterbinder/placement

Mathematics Placement

What is Math Placement?

Your math placement level determines which math course is appropriate for you. The math class you will take is determined by your intended major. Some majors will require that you take specific math classes and we need to make sure you are prepared to be successful in that class.

How is math placement determined?

Math placement is determined one of three ways.

1. ACT or SAT Math subscore: With our test optional policy, many students have not sent test scores as a part of their application. You can still submit your score directly to Otterbein from the ACT/SAT website, just for math placement purposes. This is the fastest and easiest option!
2. Accuplacer math exam: This must be taken on campus, or an Accuplacer-approved testing location, and can be scheduled starting in the early spring before you arrive.
3. Transfer credit from a college math class.

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)

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, or if your accuplacer results are lower than needed, 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.

What math class do I take?

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). Any student whose major requires MATH 1250 or MATH 1700 is required to have some sort of math placement in place (ACT/SAT Test scores or Accuplacer). 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 Skills Development area from the General Education curriculum 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.

Students are not required to study the same language studied in high school. A list of languages offered that fulfill the Skills Development requirement is provided below.

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.
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 meeting, you will be asked to indicate which language you are interested in studying.

Is Modern Language Required?

The Skills Development area/requirement within the General Education curriculum requires students to take 8-9 credits hours to develop skills in any combination of Modern Languages, Oral and Written Communication, and/or Experimental Laboratory Sciences categories. This means Modern Language classes are an option, but not a requirement, for Otterbein students. If you are interested in taking Modern Language classes, and have prior experience, the information below outlines how to obtain the proper placement for your Modern Language class.

Modern Language Placement

Students interested in taking Modern Language courses at Otterbein who have completed previous courses in the language and/or who have otherwise gained prior language exposure may request instructor permission to enroll directly in a more advanced Modern Language course. Please contact Patti Welch, pwelch@otterbein.edu, to be connected to a faculty member in the relevant Modern Language area who can help to confirm your appropriate level.

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 Aid
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 OtterNet (see page 26) using your Otterbein network username and password.
2. Click on the Student tab.
3. Find the Financial Aid card and click "View Financial Aid".
4. There are several tabs to view Financial Aid Information
 - Home – student requirements are listed by Unsatisfied and Satisfied, general links at the bottom to guide you to resources
 - Offer – award, expected enrollment status, SAI, and loans
 - Financial Aid History – award history of all grants, scholarships and loans
 - Satisfactory Academic Progress – shows academic standing for financial aid eligibility by term

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 Student Dashboard to accept/decline/modify 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 is one free tool to assist in private loan selection. To apply, click on the links farther down the page for FASTChoice ("Welcome to FASTChoice"). 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. 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 Aid in writing within 14 days of receiving notice of disbursement. Contact the Office of Student Financial Aid 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 Student Dashboard 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.

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 Aid. 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 biweekly for actual hours worked.

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: Business Office
1 S. Grove Street, Westerville, OH 43081

Financial Aid Timeline

Timeline Objective	Fall Term Start	Spring Term Start
Priority filing deadline for the FAFSA	Jan. 31	Dec. 1
Notify the Office of Student Financial Aid 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.studentaid.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

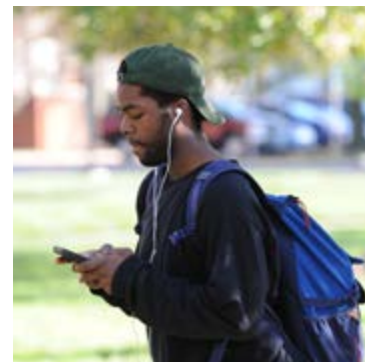
MANAGING YOUR ACCOUNT

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 16.

How can I pay my bill?

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 if I miss a payment or cannot pay my bill?

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

- All accounts must be paid in full or enrolled into a payment plan through ePay prior to the published academic calendar term due dates. Failure to do so could result in financial withdrawal. All loans should be applied for prior to July 1 to help ensure 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 form 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 directly to ePay at www.otterbein.edu/epay. Scroll midway down the page for the student login link
OR
1. Proceed to www.otterbein.edu
2. Menu – Otternet
3. Click on the Student tab
4. Locate your Student Account Card
5. Click on ePay

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 Statement” highlighted in blue
3. Select Term and Click Submit
4. Control/P to Print

Please note that there are two available statements in ePay. The “View Current Statement” highlighted in blue is current. The “View Statements” just beneath is your statement as of a specific emailed date. We encourage students and authorized users to always look at the blue statement for current information, but the “View Statements” would allow you to compare what changed since your last statement was emailed. Typically, changes are a result of registration changes, payments received, or financial aid.

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.

If the account credit is the result of a parent plus loan on file, and the parent borrower did not request within the loan application that the refund be given to the student, the credit on the account up to the plus loan disbursement for the term, will be refunded directly to the parent borrower. If the parent borrower is an authorized user in ePay using the same email address as provided on the loan file, the borrower can set up a direct deposit refund under their login credentials to ePay as shown above. The parent borrower must answer all required security questions such as the last four of social security number and date of birth of the parent borrower. These security questions are validated within the loan file. If these questions remain blank, the direct deposit will fail to process. If a direct deposit account is not set up for a parent borrower, a paper check will be mailed home to the address on the loan file.

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 convenience fee will be charged to cover the credit card transaction cost assessed by the 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 614.823.1151.

What is Otterbein's refund policy?

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

Tuition Insurance

Optional tuition insurance is available through a third party within ePay. Insurance enrollment opens each term as tuition is billed and closes at 11:59 EST on the last day for a 100% tuition refund according to our published refund policy. Proceed to <https://www.otterbein.edu/business-affairs/student-business-office/> to view this policy. Insurance plans provide peace of mind by reimbursing the financial losses if a student withdraws at any time during the semester for a covered reason as advised by a licensed medical professional for the covered term, which can include serious injury or illness, chronic illness, or mental -health conditions. For additional information, proceed to <https://gradguard.com/tuition>. For additional questions, feel free to call Grad Guard customer service at 877.794.6603. If you purchased tuition insurance and need to file a claim, call 800.426.5252.

Student Financial Responsibility Agreement

Each student must read and sign our student financial responsibility agreement located in Self-Service Banner. This agreement provides relevant information about Otterbein's policies and student financial responsibilities. To access this agreement, follow the steps provided below:

1. www.otterbein.edu
2. Menu – Otternet
3. Click the Student Tab
4. Locate your Student Account Card
5. Click on “Student Financial Responsibility

NEW STUDENT ACCOUNT & INFORMATION TECHNOLOGY

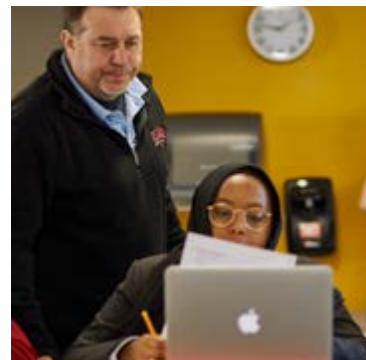
Are you ready to get connected?

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, BrightSpace, and OtterNet, 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:

Monday-Tuesday: 7:30 a.m. - 9:00 p.m.
Fri: 7:30 a.m. - 5 p.m.
Sat: 11 a.m. - 1 p.m.
Sun: 1 p.m. - 5 p.m.

Summer/Break:

Mon - Fri: 8:30 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.



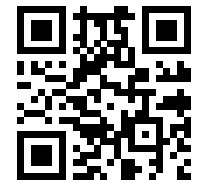
How do I configure my Multi-Factor Authentication (MFA)?

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 app notification or text codes sent to your mobile device. 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.



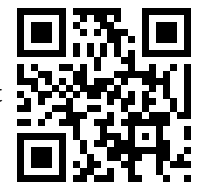
What is OtterNet?

OtterNet (<https://www.otterbein.edu/OtterNet>) is Otterbein University's secure portal and intranet. It's your one-stop destination for everything Otterbein—news, events, and essential information—all in one convenient place. With OtterNet's role-driven design, you'll see content tailored specifically for you. You can enjoy seamless access to your Self-Service Banner account through single sign-on, meaning you will not need to log in again or type in your Otterbein credentials.



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.

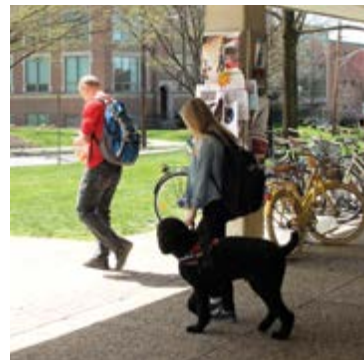
- Answers to computer software/hardware questions and what to buy.
- How to prepare a personal computer for use on the Otterbein network.
- Help with account issues.
- Assistance using Otterbein technology resources.
- Connecting personal computers and mobile devices to the Otterbein network.
- How to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

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 027
614.823.1624
studentsuccess@otterbein.edu
www.otterbein.edu/sscd

www.otterbein.edu/otterbinder/success

How do I know what books to buy?

Otterbein University partners with Slingshot as its campus store and course materials provider.

Students are automatically enrolled in Slingshot's Choice Program with "rental" set as the default preference — the most affordable choice. Students have a window each semester to change their media preference (new, used, purchase, rental, digital, print, etc.) or to opt out of Slingshot's automatic fulfillment program. Slingshot's Choice Program strives to manage the cost of course materials for students while providing them with their choice of media, including the option to buy or rent materials that are new, used, printed, or in a digital format.

Another benefit of Slingshot's Program is that charges for course materials are automatically added to your student account on the first day of class. Placing these charges on your student account enables you to utilize any available Financial Aid to help cover the cost of course materials. Students enrolled in the payment plan will also have their course material costs divided amongst their payments.

Learn more about Slingshot, the Choice Program, and all of your textbook and course materials options by visiting www.otterbein.edu/bookstore.

How will I navigate my academic major requirements and expectations?

In addition to learning how to navigate 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. (DisabilityServices@otterbein.edu).
 - The sooner we receive your documentation the better. This will allow DS enough time to work with you and ensure that accommodations are in place for the first week of classes.
- **May:** Receive a follow-up email regarding transitioning to Otterbein; schedule Welcome Meeting for July/August.
- **May/June:** Return completed Pre-Welcome Meeting questions; Complete appropriate placement exams.
- **June/July:** Attend S.O.A.R. (Orientation).
- **July/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 #229.

For students starting in any other term, we recommend submitting documentation 6 weeks prior to the term.

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. You can also learn about opportunities to borrow your textbooks from the library for free.

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 Instagram, Twitter, and Facebook @Courtrightlib.

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.

Is it true that I can get an early start on a graduate degree at Otterbein?

Yes, you can get a head start on a graduate degree while you're an Otterbein student.

Otterbein offers Graduate Early Admission Pathways (GEAPs) through its exclusive role as a co-founder in a national system of universities known as the Coalition for the Common Good.

This unique Otterbein GEAP program gives you the chance to:

- **ATTEND** any information sessions about GEAPs during your first three years.
- **APPLY** to Graduate Early Admission Pathways during your junior year.
- **START** taking graduate courses with our partner, Antioch University, as an Otterbein senior.
- **TAKE** a determined number of graduate courses.
 - ▷ Your GEAP courses fulfill Otterbein undergraduate major or elective requirements.
 - ▷ Your regular undergraduate tuition covers all GEAP courses.
 - ▷ After you graduate, you can continue your Antioch University graduate program with 9 graduate credit hours already earned and covered as part of your Otterbein studies.
- **LEARN** more about GEAPs at www.otterbein.edu/GEAP

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.

Otterbein READY

We are ensuring **EVERY STUDENT WILL be READY** for their future. Otterbein's smart new career and professional preparation program will guide your four years to ensure you feel **READY** to land your future goals. You'll have the chance to start dreaming and planning what you want to do during your time at Otterbein, and you'll start thinking, "How does this help me think about what I want to do in the future?" For more information visit www.otterbein.edu/READY.

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?

Student Affairs Office (back of Hanby Hall)
614.823.1250
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

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. Most first-year students live on campus.

Students may request on-campus housing, apply to commute, or apply to live off-campus using the appropriate application online through MCR Housing at <https://otter.mcrhousing.app>. This form is required of all students every academic year.

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.

Commuter & Off-Campus Status Policy

All current, full-time, undergraduate students who are not planning to live on campus must submit a Commuter or Off-Campus Status Application for every academic year. 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.

Commuter and off-campus living require an application to verify the appropriate requirements for eligibility have been met. Students must re-apply each year. All full-time, traditionally admitted new transfer students 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 the campus 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 <http://www.freemaptools.com/>.

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

Any student who meets eligibility for Commuter Status and submits a complete Commuter Status Application by June 1 will be approved. Students admitted after July 1st must submit an application within two weeks of admission. Formal approval will be sent to the student's Otterbein email within 2 weeks of the application being received. Applications are submitted through MCR Housing (otter.mcrhousing.app).

To qualify for Off-Campus Status, a student must meet one of the following criteria:

Prior to the first day of fall semester classes, the student will:

- Have completed at least 90 semester credit hours based on their Otterbein transcript and have not signed a housing agreement with the University prior to the first day of classes of fall semester
- Be 22 years of age prior to the first day of classes of fall semester
- Be legally married, or a single parent with their child, residing within a 30-mile radius of Otterbein University
- Have lived in Otterbein or other university residence halls for three full years (nine quarters/six semesters, excluding summers)
- Be a United States military veterans with 18 months or more of active military service

After the Off-Campus Status Application has been received through MCR Housing and any required documentation submitted via email to addressinfo@otterbein.edu, formal approval will be sent to the student's Otterbein email within 2 weeks. No student should sign an off-campus lease until formal approval has been received via Otterbein email.

Application Deadline

All new, full-time, undergraduate students not planning to live on campus must submit a Commuter or Off-Campus Status Application through MCR Housing (otter.mcrhousing.app) by June 1 for fall semester or December 1 for spring semester (or within 2 weeks of acceptance to Otterbein, if accepted after the deadline).

Any student who has not applied and been approved for Commuter or Off-Campus Status by the first day of fall or spring semester classes will automatically be assessed for the on-campus room & board fees until the appropriate application is submitted and approved. A monthly fee may be assessed for failure to submit the application.

Special Residency Exemption

Students transferring to Otterbein University may request an exemption for medical reasons, for an existing lease or for special circumstances. Students requesting an exemption for a medical reason should ask their medical provider to complete and fax the Housing Obligation Exemption Request for Medical Reasons directly from the medical provider's office to 614-823-3299.

Students with documentation showing they reside in off-campus housing during the current academic year and have a lease which extends into the academic year when they will attend Otterbein or who do not meet any of the criteria above but feel they qualify for an exemption due to a special circumstance, should complete the Housing Obligation Exemption Request for New Transfer Students online form by July 1 for fall semester or December 1 for spring semester. Late submissions may be considered for students admitted after the deadline.

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 614.823.1880 for more information.

What are my meal plan options?

New Otterbein students may choose from two different meal plans:

Otterbein creates a shared foundation that supports community, flexibility, and affordability by offering our first year residential students either the **Cardinal Meal Plan** (recommended/default plan) or the **210 Meal Plan**.

Our **Cardinal Meal Plan**** is truly designed with the first-year residential student in mind – to make the transition to campus life easier and more connected. With **21 weekly meal swipes** and **\$50 in Cardinal Dollars for the semester** – which can be used for snacks, coffee, beverages, and meals across campus – students can enjoy consistent access to food without the stress of budgeting or tracking meals every day. The Nest dining hall, along with our three additional dining locations, are natural gathering places where students, faculty, and staff come together – making dining a meaningful part of the first-year experience. Students with the Cardinal Plan may choose to purchase Munch Money through the TouchNet 360U app.

Our **210 Meal Plan offers 210 meals and \$150 Cardinal Dollars*** (approximately 13 meals per week)

The 210 Plan provides students flexibility to eat their weekly meals in the Newly Renovated Cardinal's Nest (dining hall) or The Point Café using their 210 meals during the semester. Cardinal Dollars are used like cash in any of the three dining locations on campus (Cardinal's Nest, OtterBean and The Point Café). Students can always check the balances of their meals and dollars through the TouchNet 360U app on their phone. Students who run out of meals or dollars during the semester can purchase additional dollars (Munch Money) through the app.

Commuting? Commuters are encouraged to participate in the meal plan program. This year we are offering a new commuter-designed meal plan (optional), but all meal plans on offer are available to you to choose from.

**Number of meals and Cardinal Dollars are per fall/spring*

***Number of meals per week, during fall and spring semester. Breakfast/lunch/dinner M-F, brunch/dinner S-S & holidays.*

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?

While Otterbein does not have a health center on campus, we offer a wide variety of local health resources to keep you well, so you can focus on the important things in your daily life, like classes and friends. 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/healthservices.

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

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

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.
- 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 have an Otterbein parking decal. 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.

Otterbein Safe App

The Otterbein Safe app is a safety and wellness tool at your fingertips with tools you can use on and off campus. It is available in the Apple App Store and Google Play. Some of the many benefits include:

I'm OK: This feature allows you to quickly send an "I'm OK!" message with your location during an emergency to pre-identified text or email recipients of your choice, like family, friends, or your RA.

Friend Walk: This location-sharing feature lets a family member or friend remotely monitor your location while you walk to your destination and ensure you arrive safely.

Health and Safety Contacts: Otterbein Safe includes contact info for on- and off-campus law enforcement, mental health services, and food and shelter resources — all in one place!

On-Campus Resources: Report a tip, anonymously or not, to Otterbein Police; Action Plans in case of an emergency on campus; Campus Maps; and more!

Student Experience

With more than 100 ways to get involved through student organizations, athletics, community service opportunities, music and theatre performances, art exhibitions, etc., it's easy to express yourself and be part of Otterbein University. Otterbein also has a variety of campus resources, such as the Office of Social Justice and Advocacy and the Women's, Gender, and Sexuality Resource Center to help you make the most of your Otterbein experience.

What Intramurals does Otterbein offer?

Dive into campus life and stay active by joining Otterbein's Intramural Sports! Intramurals offer a fun, inclusive way for all students to compete in various sports throughout the year, regardless of skill level. Past seasons have featured flag football, volleyball, basketball, soccer, dodgeball, ultimate frisbee, and even lawn games, providing a great opportunity to meet new friends, build community, and compete. Whether you're looking for friendly competition or just a way to stay fit, Otterbein Intramurals is a fantastic way to get involved.

What kinds of student organizations does Otterbein offer?

Otterbein offers student organizations across a variety of categories, including Fraternity and Sorority Life, Otterbein University Student Government, Campus Activities Board, 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/cse/. If you don't see what you're looking for, you can even start your own student organization! We also offer an online platform called Campus Groups where you can find information about Otterbein events. Visit otterbein.campusgroups.com for more information.

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 Fraternity and Sorority Life. For more information about Otterbein's Fraternity and Sorority Life, visit www.otterbein.edu/cse/fsl.

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. Worshipping communities are available from Rev. Lucy Kelly, Director of Faith and Spiritual Life, kelly28@otterbein.edu.

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; 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 as well as two regulation sized auxiliary basketball courts for students to use when available.

Our goal is to provide members of the Cardinal Community with access to fitness and recreation opportunities. As a private institution, we must limit outside access to maximize the opportunities for our students, faculty, and staff. To enforce our existing guest policy, curb unauthorized facility usage, and to enhance campus safety, we are implementing some new procedures. Please refer to the Athletics website to access the guest policy.

<https://otterbeincardinals.com/facilities/clements-recreation-center/1>

Access all of these facilities by tapping your Cardinal Card at the front desk located in the Clements Center. For updated information on Clements Recreation and Rike Center, please visit www.otterbein.edu/fitness-recreation.

Otterbein is located adjacent to the 26-mile Westerville bikeway/leisure path. The Dave Lehman Cross Country course offers a mix of grass trails, fields, woods, and a scenic view of Alum Creek. Runners, hikers, and walkers can all find a quiet peaceful place to workout. 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 22 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 booth to get into home athletic events for FREE.

Otterbein also offers several club sports including cheerleading, Esports and an Equestrian team.

Do you have school spirit? Do you want to be the Otterbein University college mascot? Tryouts will be held the entire month of April by submitting a video to Coach Shuster. Otterbein Cheer kicks things off with a spring clinic in March or April. Official tryouts are held in May with sign-ups through an online link. Please contact Coach Shuster at Rannshuster@icloud.com for more information about either opportunity.

Otterbein's first season of competitive Esports took place in 2024-25. We field teams in the following titles: Overwatch 2; Super Smash Bros; Valorant; Rainbow Six Siege; Rocket League; and Call of Duty. If you are interested in exploring Esports, please email our Esport Director at woofter1@otterbein.edu.

Equestrian team information is available at www.otterbein.edu/equine.

To start a new club sport contact the Center for Student Engagement at cse@otterbein.edu

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.
- Commencement
- MLK Convocation/Pack the Mac Service Day

In addition, student and University traditions provide many opportunities to show your Cardinal Pride. Cheering on the Otterbein Cardinals at home contests is just one example of Cardinal Pride. The Otterbein OAR tradition is a long-standing rivalry with crosstown rival Capital University that began with 19th-century canoe races on Alum Creek. This rivalry features the "Battle for the Oars," where each sport plays for an individual oar trophy awarded to the winner of their matchup. The tradition was revived in 2021, with individual sport oars being awarded after each competition, fostering a renewed spirit of competition and camaraderie between the two institutions. Historically speaking, Otterbein consistently comes out on top in OAR ownership each year!

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.
- **Center for Student Engagement:** From student organizations to community engagement, the Center for Student Engagement is your source for engagement outside of the classroom. You can reach out to them at CSE@otterbein.edu or 614.823.3202.
- **Office of Social Justice and Advocacy (OSJA):** The Office of Social Justice and Advocacy 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

Ampersand Asian Supper Club
32 W. College Ave.
614.423.4454

Asterisk Supper Club
14 N. State St.

Comfort food from scratch, afternoon tea
614.776.4633

Birdie Books
74 N. State St.
614.942.6005

Cardinal Pizza
10 E. Main St.
614.818.2697

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

Everbowl
15 N. State St.
Fresh fruit bowls, smoothies and coffee
614.392.0390

Fox in the Snow
79 S. State St.

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

High Banks Distillery
28 S. State St.
Casual, distillery pub with cocktails,
sandwiches, pizza, and entrees
614.380.3130

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

Los Altos Mexican Bar & Grill
8 N. State St.
Traditional Mexican burritos, enchiladas,
and more
614.392.0044

North High Brewing
250 S. State St.
Sandwiches, flatbreads, craft beer
614.819.3289

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

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

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

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

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

BUSINESSES

A Twist On Olives
44 N. State St.
Natural goods store selling various olive
oils and balsamic vinegars, plus gift ideas
614.823.8800

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

Fathey Beer Co.
79 S. State St.
Beer store offering on-tap, bottled, and
frozen varieties, plus a patio, and board
games
614.392.1671

Meza Wine Shop
48 N. State St.
Featuring wine, gift baskets and catering-
style charcuterie boards for delivery
614.259.3101

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

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

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

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 Banking Company
450 Altair Pkwy.
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

Wright Patt Credit Union
1600 Polaris Pkwy
800.762.0047

GROCERY STORES

Aldi
5990 Westerville Rd.
855.955.2534

Westerville Market District
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

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

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
670 Meridian Way
614.314.8543

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, products or services. This listing is provided as a resource only.

IMPORTANT DATES TO KNOW

FALL 2025 DATES

AUGUST 1

Tuition and fees payment due

AUGUST 20

First day of classes

AUGUST 27

Last day to add a class

SEPTEMBER 1

Labor Day, no classes

SEPTEMBER 24

Last day to drop a class without a grade

OCTOBER 13-14

Fall break, no classes

NOVEMBER 26-28

Thanksgiving break, no classes

DECEMBER 3

Last day of classes

DECEMBER 5, 8-11

Exams

Disclaimer: Fall schedule subject to change.

Cardinal Contacts

ACADEMIC RESOURCES

Academic Support Center
614.823.1610

- Content Tutoring
- Disability Services
- Math Lab
- Writing Center

Student Success and
Career Development
614.823.1624

Registrar
614.823.1350

BUSINESS RESOURCES

Student Financial Aid
614.823.1502

Student Accounts
614.823.1151

HEALTH & WELLNESS RESOURCES

Counseling Services
614.823.1333

Disability Services
614.823.1610

Student Wellness
614.823.1250

STUDENT RESOURCES

Athletic Department
614.823.3530

Bookstore
614.823.1364

Center for Student Engagement
614.823.3202

Chief Diversity Officer
614.823.1312

Dining Services
614.823.1880

Office of Engagement/Family
Engagement Network
614.823.1650

Office of Social Justice and Advocacy
614.823.1312

Otterbein Police
614.823.1222 *(For emergencies call 911)*

Student Affairs
614.823.1250

- Dean of Students and
Title IX Coordinator
- Residence Life
- Student Affairs

Student Mail Services
614.823.1309



OTTERBEIN
UNIVERSITY

For more information:
visit www.otterbein.edu/otterbinder