



# Study at Otterbein: A handbook for F-1 International Students

Created by the Center for International Education and Global Engagement

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## Welcome to Otterbein University!



Otterbein, founded in 1847, is a private, coeducational comprehensive four-year liberal arts institution. Located in Westerville with its warm and friendly small-town atmosphere, Otterbein students are conveniently close to Columbus, a large metropolitan city.

The Center for International Education and Global Engagement (CIEGE) facilitates the engagement of international students and visiting scholars in research and education in the liberal arts. CIEGE provides advising assistance with immigration regulations and paperwork, cultural adjustment, and personal and financial concerns. The Office of Diversity at Otterbein facilitates student and scholar engagement with U.S. culture by organizing and leading excursions as well as coordinating cultural events on campus.

We hope that your time at Otterbein proves to be an academically engaging and culturally rich experience. We hope that you take advantage of the opportunities to become involved in campus life in addition to becoming a part of a warm and friendly community of students, faculty, and staff.

If you have questions, comments, or would just like to enjoy a cup of tea, please feel free to visit our office!

### **CIEGE Staff:**

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## Immigration Information

As an F-1 international student at Otterbein you are in the unique situation of having to balance both academic requirements and immigration regulations. You have to not only successfully manage academic life but also learn about what it means to be in F-1 non-immigrant status and what is required in order to maintain lawful status and remain in the U.S. in order to complete your program of study.

The Center for International Education and Global Engagement (CIEGE) is here to assist you with navigating immigration rules and regulations; however, we cannot maintain your status for you. Your immigration record is your responsibility, and it is therefore very important that you read this section carefully. This information is provided to you so that you can educate yourself on what is required of you to remain in the U.S. legally and successfully complete your academic program of study at Otterbein.

### F-1 Status Maintenance Checklist

To maintain F-1 status you must:

- Notify CIEGE of your local address upon arrival and any time you change addresses within 10 days after moving
- Enroll in a full course of study during the academic year
- Make normal progress towards completing your course of study
- If necessary, extend your Form I-20 at least a semester before its expiration
- Obtain approval from CIEGE *prior to* reducing your enrollment, withdrawing, or taking a leave of absence
- Inform CIEGE and update your Form I-20 if you change majors, degree levels or financial support
- Keep your passport valid at all times
- Follow proper procedures for transfer of schools
- Abide by the F-1 grace period rules
- Limit on-campus employment to a maximum of 20 hours per week, while school is in session
- Do not engage in on or off-campus work unless specifically authorized under the federal regulations – Know your employment options!!

### SEVIS Reporting Requirements

CIEGE is required to report all enrollment and address information to the Department of Homeland Security (DHS) through each student's individual record in the Student and Exchange Visitor Information System (SEVIS). Therefore, be sure that your physical address is always up to date in your online profile on the CIEGE website and that you are enrolled full-time every semester!

You must notify DHS of your address change within 10 days of any move. To report the change, send an e-mail to Cheryl Walter ([cwalter@otterbein.edu](mailto:cwalter@otterbein.edu)), Assistant Director of the Center for International Education and Global Engagement. Do not submit your mailbox number. DHS will not accept a P.O. Box or student mailbox number.

Follow this format when sending in your address update:

Line 1: 123 Otter Road

Line 2: Apt. 2F

Line 3: Westerville, OH 43081





## Enrollment Requirements and Vacation Term policy for F-1 Students

CIEGE is required to report on each student's enrollment to DHS each semester. In order to maintain lawful F-1 non-immigrant status, you must remain enrolled in a full-course of study each fall and spring semester.

Minimum full time enrollment requirements for:

Undergraduate students.....12 credit hours

Graduate students.....9 credit hours

Otterbein University officially recognizes summer as the annual vacation. As such, vacation terms will not be issued in any semester outside of the summer term.

Summer term will be automatically processed as a vacation term for all F-1 degree-seeking students, unless it is the student's final term of study. Do note that vacation term limits are unrelated to reduced course load policies. Therefore, F-1 students may be authorized to enroll below full-time during the final semester of study as long as a timely request for a reduced course load for final term is made with CIEGE.

Summer vacation is not automatically issued as a vacation term for ESL students. ESL students who meet eligibility requirements must request a vacation term from CIEGE by the first week summer term.

To be eligible for a summer vacation term, an F-1 student must:

- Not be suspended
- Intend to enroll in a full course of study the following fall semester
- Have a SEVIS record with a program end date of at least the end of the following fall semester. If the I-20 does not go through December of the following fall semester, the student must apply and be approved for a program extension before the summer vacation term will be granted.
- Have been enrolled for one academic year or equivalent

Students admitted to begin their course of study at Otterbein at the start of spring semester may take their first summer as a vacation term. Full-time enrollment in all fall and spring semesters thereafter is required.

ESL students who begin their program of study at the start of Spring Session I or earlier are eligible to take their first summer as a vacation term provided that they intend to enroll full-time through the duration of Fall Semester, and the I-20 end date correspondingly goes through the following December.

## Program Extension Process

Item #5 on your Form I-20 is your program end date. If you are unable to complete your course of study by the program end date you must request an extension of the Form I-20 and F-1 status. To apply for a program extension, you must provide CIEGE with a letter from the academic adviser supporting the extension reason and financial documentation covering tuition, fees, and living expenses for the period of time you are requesting to extend. If you receive sponsorship, the sponsor guarantee must be valid through the duration of time you are wishing to extend. If you do not extend your program and receive a new Form I-20 before your current program end date, you will be in violation of your status. It is not possible to be granted a program extension after the program end date on the Form I-20 has passed.



## Reduced Course Load (RCL) Policies

The federal regulations list very few exceptions to the full course of study requirement. In all situations, **you MUST meet with a staff member in CIEGE before reducing your course load below the full-time requirement or withdrawing from your courses completely.** If you drop below the minimum enrollment requirement without prior approval from CIEGE, you will be considered to be out of status and your record will be terminated.

The federal regulations state that there are certain circumstances that may justify less than full-time enrollment. These circumstances are listed below. Except as otherwise noted, a reduced course load must consist of at least six credit hours. Students granted a Reduced Course Load (RCL) authorization on the basis of an academic reason must resume a full course of study in the next term, excluding the annual summer vacation term.

### Academic Difficulties

A student may be authorized for an RCL based on academic difficulties only on the basis of the following reasons specified by the federal regulations:

- Initial difficulties with the English language
- Initial difficulties with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement

-An RCL based on academic difficulties must consist of at least six credit hours.

-An RCL based on academic difficulties can be approved only once per degree level.

-An RCL based on the “initial difficulties” or “unfamiliarity with American teaching methods” will be granted only to students in their first two terms of study in the United States.

### Final Term

A student may be authorized for an RCL in the final term of study if fewer courses are needed to complete the program of study.

### Medical Reasons

A student may be authorized for a medical RCL due to a documented illness or medical condition.

In the case of an RCL based on a medical condition, the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to substantiate the illness or medical condition. The student must provide updated medical documentation prior to reducing the course load in each subsequent term or session.

A student may be authorized for an RCL based on medical reasons for a period of time not to exceed 12 aggregate months during a course of study at a particular program level. If after 12 months, the illness or medical condition still prohibits the student from enrolling full-time, the student may be required to return to his or her home country.



## Travel

You may wish to travel outside of the U.S. sometime during your course of study at Otterbein: travel home during your annual summer vacation term, take a cruise during spring break, or visit Canada during a weekend. While international travel is permitted during your course of study in the U.S., it is your responsibility to ensure you have all documents required to be re-admitted to the U.S. in lawful F-1 status.

### Required Documents

- Passport valid at least six months into the future
- I-20 with a valid travel signature by a DSO on page three
- Valid U.S. visa (unless you qualify for automatic visa revalidation. Note: Canadian citizens are not required to have a visa.)

### Suggested Documents

- Proof of enrollment  
-i.e. an unofficial transcript, which you can print from your student account on Banner
- Financial documentation that matches the funding source on your I-20

If you are traveling outside of the U.S., you may be required to obtain a tourist or transit visa for the country you are visiting. CIEGE staff members are experts regarding U.S. visas only! It is your responsibility to research and obtain any required visas for countries you will be visiting.

### Automatic Visa Revalidation

If you travel to Mexico, Canada or certain adjacent islands in the Caribbean, you may re-enter the U.S. with an expired U.S. visa if the period of time spent outside of the U.S. in these countries does not exceed 30 days.

Additionally, ALL of the following conditions must apply:

- 1) You have maintained lawful F-1 status and intend to resume your F-1 status in the U.S.
- 2) You present a valid Form 1-94 and current 1-20 endorsed with a valid travel signature.
- 3) You possess a valid passport (unless exempt from passport requirements).
- 4) You apply for re-entry to the U.S. before the program end date listed on the Form 1-20

This program is referred to as Automatic Visa Revalidation. NOTE: Students from Cuba, Iran, Iraq, Syria, Libya, Sudan, and North Korea may not participate in this program.

A list of adjacent islands can be found here: [http://www.ice.gov/sevis/travel/faq\\_f2.htm#\\_Toc81222015](http://www.ice.gov/sevis/travel/faq_f2.htm#_Toc81222015).

### Travel Endorsement

Your I-20 must be endorsed with a valid travel signature in order to be granted admission to the U.S. Be sure that before you depart the U.S., you check your I-20 to verify that it has been signed for travel! CIEGE staff members are the only people with authorization to sign your I-20.

To obtain a travel signature, bring your I-20 to CIEGE during regular business hours. CIEGE staff will verify your enrollment and confirm all information on the I-20 is current and up to date before signing.

Travel signatures are valid for twelve months from the date of signature. For students on Optional Practical Training (OPT), travel signatures are valid for six months only.





## Employment

As a student holding lawful F-1 status, you have been granted admission to the U.S. for the primary purpose of engaging in a full course of study. To qualify for employment you must be eligible based on one of the following options:

### On-campus employment

You may work on the premises of Otterbein University as a benefit of maintaining lawful F-1 student status. While school is in session, you may work on-campus for a maximum of 20 hours per-week. During your annual summer vacation term and official university breaks, you may work on-campus beyond 20 hours per-week. You may begin on-campus work no more than 30 days prior to the start date on your Form I-20.

You must complete the following steps before starting on-campus employment:

- 1) Obtain a letter from your employer on department letterhead that states your position title, start date, pay rate, and the number of hours you will work per week;
- 2) Bring your employer letter to CIEGE and obtain instructions for applying for a Social Security number
- 3) Apply for a Social Security number using the letters from your employer and CIEGE
- 4) Make an appointment with Human Resources (HR) to complete the Form I-9

**ANY OTHER FORM OF EMPLOYMENT REQUIRES AUTHORIZATION FROM CIEGE OR U.S. Citizenship and Immigration Services (USCIS).** If you are not sure if a position on-campus qualifies as on-campus employment, consult with a staff member in CIEGE.

**Unauthorized employment is a violation of F-1 status and one that is taken very seriously by USCIS. If you engage in unauthorized employment your immigration record will be terminated, and you will be at risk of denial for any future applications for U.S. visas or immigration benefits.**

If you are a graduate student and hold a Graduate Assistantship with a 50% full-time equivalency (i.e. 20 hours per week), the work component of your assistantship counts as 20 hours/week of on-campus employment, and you may not take any additional on-campus employment.

### Off-campus employment

You may be eligible to engage in temporary off-campus work based on either economic need or practical training. Strict eligibility requirements apply, and you must meet with a staff member in CIEGE prior to commencing with any type of off-campus employment to determine eligibility. For more information, please make an appointment with the Assistant Director of CIEGE ([cwalter@otterbein.edu](mailto:cwalter@otterbein.edu)).

## Grace period

As an F-1 student, you have a 60-day grace period following the completion of study (graduation) or an authorized period of practical training (OPT). During the 60-day grace period you may prepare for departure, transfer your SEVIS record another school to begin a new program, change education level at Otterbein, or file an application to change status. You can travel within the U.S. during your grace period; however, you cannot travel outside the U.S. and then re-enter on the basis of your current F-1 status.

### Transfer

If you have been admitted into a new program of study at another U.S. institution, you may request to have your F-1 SEVIS record transferred from Otterbein to the new school. The transfer process refers only to the



transfer of the SEVIS record. It does not refer to the transfer of credits. In order to request a transfer, you must submit a completed transfer out request form to CIEGE along with a copy of your official admission letter to the new school. The new program must begin in the next available term or in no more than five months from the last date of attendance at Otterbein, whichever is earlier. The transfer must be completed, at the latest, by the last day of the 60-day grace period.

### **Change of Education Level**

If you will be moving to the new academic level at Otterbein (i.e. from Language Training to Bachelor's or from Bachelor's to Master's), you must request a change of education level and receive a new I-20 before the start of the program and no later than the last day of your 60-day grace period. Please notify CIEGE as soon as you decide to change education level.

### **Change of Status**

If you decide to change status to another category, such as F2, H4, H-1B, or J-1, please contact CIEGE immediately to set up an appointment and discuss the application process. Do not stop attending classes without first consulting CIEGE.

### **Leave of Absence**

You must inform CIEGE if you plan to take a leave of absence and not enroll for a semester. It is important that you keep your academic adviser informed of any plan to take a leave of absence; however, informing the academic adviser alone is not sufficient. Do not leave without also informing CIEGE.

### **Immigration Documents**

Retain all of your immigration documents! Make a copy of each one of your immigration documents and keep them in a safe place. While you are studying in the U.S. in F-1 status, you may receive a number of new I-20s. Be sure to keep all previously issued I-20s. You should never discard an old immigration document. You may be requested to submit copies of the previously issued documents with an application for an employment benefit, to change status, or receive a visa.

### **Form I-20**

Your Form I-20 is your certificate of eligibility for non-immigrant student status. The I-20 is connected to your individual record in the Student and Exchange Visitor Information System (SEVIS). It contains your biographic and program information, and it is the document you use to apply for an F-1 visa in order to enter the U.S. to pursue a course of study. It is your responsibility to keep this document valid by updating it anytime your program information or funding source changes. All F-1 students are required to report to the school that is listed on the Form I-20.

### **Visa**

Your U.S. visa is your permit to enter the United States, and it must be valid anytime you are at the port-of-entry seeking admission to the U.S. Your F-1 visa is connected to your individual SEVIS record and it becomes invalid if your F-1 status is completed or terminated.

### **Form I-94**

The Form I-94 is the small white card given to you at the port-of-entry upon arrival to the U.S. The I-94 card is your **most important immigration document**. It is the official record of your arrival into and departure from the U.S., and it shows that you entered the country legally. The I-94 card indicates the status in which you have been



admitted into the U.S. as well as the duration of time you are permitted to remain in the U.S. The I-94 card must be replaced if lost or stolen. If you do not have your I-94 card, or if you notice a problem with the card, notify CIEGE immediately.

### D/S

Upon admission to the U.S., the officer at the port-of-entry should have stamped your I-94 card with the F-1 D/S notation. D/S stands for “Duration of Status.” Duration of status is the period of admission to the U.S. Because it is not date-certain admission, this notation enables you to complete your course of study, move academic levels, and complete practical training, provided that you abide by F-1 nonimmigrant rules and federal regulations.

### When should you come to CIEGE?

You’re welcome to visit us in CIEGE anytime; however, below are some topics that may require you to either contact us or come in:

- Travel signature
- Address change
- CPT/OPT application
- Change of major
- Transfer out
- Program extension
- Reduced Course Load application
- Change of education level
- Financial information update
- Leave of absence
- Academic probation or dismissal
- Change of status
- Loss of/replacing immigration documents

### Who should provide you with immigration advice?

You should trust only CIEGE for accurate immigration information. Seek immigration related advice from either the CIEGE Director or Assistant Director. Do not take immigration advice from your academic adviser or international student friends. They are not immigration experts! Immigration regulations are complex, ambiguous, and constantly changing. The Director and Assistant Director of CIEGE are experts on F-1 and J-1 federal regulations, and are your on-campus resource for the most up-to-date immigration information.

### Additional resources

U.S. Department of Homeland Security	<a href="http://www.dhs.gov">www.dhs.gov</a>
U.S. Immigration and Customs Enforcement	<a href="http://www.ice.gov">www.ice.gov</a>
U.S. Citizenship and Immigration Services	<a href="http://www.uscis.gov">www.uscis.gov</a>
U.S. Customs and Border Protection	<a href="http://www.cbp.gov">www.cbp.gov</a>
U.S. Department of State	<a href="http://www.state.gov">www.state.gov</a>

**Important note:** The immigration information included in this handbook is not all inclusive. It is intended to educate you on your basic rights and responsibilities while in the U.S. in J-1 status. You should always consult with a CIEGE staff member for advice, instructions, or answers to any questions. The staff members in CIEGE are



well-versed in the federal non-immigrant regulations and are here to help! In addition, we hope you will seek support and guidance from CIEGE regarding not only immigration related matters but also personal and financial concerns and social and cultural adjustment.

## Academics

This section is designed to provide you with information about what to expect in the U.S. classroom. Do not hesitate to ask questions of fellow students, professors, your academic adviser, or CIEGE staff.

## Cultural Differences in the U.S. Classroom

Educational systems vary widely from country to country. As such, we want to provide you with information on U.S. classroom culture that we hope will facilitate your adjustment to academic life in the U.S.

In many countries outside of the United States, it may not be common for students to address the professor of the course or even to speak in class. Students may be expected to sit quietly in class and not question the material being presented by the professor. In the United States, however, it is quite common for students to interact with the professor and speak during class. In fact, many of your instructors in the U.S. may count participation points toward your final grade. They expect you to share your ideas and comments on the subject material both with the class.

### *Follow the course syllabus and always Ask Questions!*

It is common that you ask questions if you do not understand the material being presented in class or an assignment your instructor has given. If you are not comfortable with approaching your instructor directly after class, you may visit the instructor's office hours. On the first day of class you will be given a course syllabus. The syllabus functions as your "contract" for the course, detailing the makeup of your grade, the map of the course assignments and when they are due, and the instructors expectations for attendance and participation.

In addition, the syllabus will indicate your instructor's office hours and when and how he or she can be reached. It is expected that you visit your instructor's office hours or contact him or her to ask questions if you do not understand the material presented in class.

### *Participation*

As mentioned above, it is common for students to participate in class. How much should you participate and when? A good rule to follow is to raise your hand and wait to be called upon by the instructor before making a comment or answering a question. If you are called upon in class to answer a question and you give a wrong answer, it is generally okay. If your professor calls upon you to give a response to the answer you should always respond, even if you respond with "I don't know." As mentioned earlier, many instructors will give a participation grade. How participation points will factor into your final grade should be stated in the course syllabus.

### *Attendance*

It is expected that you will show up for class on-time, attend class regularly, complete all assignments, and participate in class discussions. Your instructor may even have an individual attendance policy that will affect your final grade. The attendance policy and how it affects the final grade will be outlined in your course syllabus. You are also expected to notify your instructor **ahead of time** if you will be missing a class. If you must miss a



class due to illness, you may need to provide the instructor with a doctors' note. This is especially true if you have a prolonged illness that will require you miss a number of classes.

### Code of Conduct

The *Campus Life Handbook* is the official guide for all students of Otterbein University. It is updated annually by the Student Affairs Office. The handbook provides a wealth of important information, including the student code of conduct and judicial policies which outline plagiarism, cheating, and academic dishonesty. All students are provided with a link to the online handbook at:

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct.aspx>

In becoming a member of the Otterbein community, students assume obligations of performance and behavior reasonably agreed upon by that community for the purpose of furthering its missions, objectives, processes, and functions. Each student is provided a link to the online code of conduct and is expected to read and understand the rules, regulations, and policies of the code. Each student is held accountable for any violation, and a claim of ignorance to the code will not be accepted in support any violation.

### Academic Misconduct

At Otterbein, each student is held to a high standard of personal integrity. It is necessary to ascertain with accuracy an individual's strengths and weaknesses in order to prepare a proper academic program for students and to evaluate their work. Thus the "high standard of personal integrity" in the classroom means that an individual will not receive credit for work which is not their own. Academic misconduct is more broadly defined as any activity that compromises the academic integrity of the University's educational process.

Examples of academic misconduct include:

- Cheating
- Copying
- Plagiarism
- Unauthorized collaboration
- Fabrication or falsification of documents or records
- Alteration of grades or misuse of any University document
- Use of unauthorized materials before or during a test
- Failure to follow course guidelines
- Use of an assignment to fulfill credit in multiple courses
- Furnishing false information to any University official, faculty member or office

#### *What is plagiarism?*

Plagiarism is the use of the words or ideas of someone else as though they were your own. This definition applies to the use of both printed and unprinted sources, including the work of other students or faculty.

To avoid plagiarism, all borrowed materials must be fully documented. Direct quotations, however small, must be placed in quotation marks or indented beyond the regular margins, and their sources must be clearly identified.

Ideas or arguments not directly quoted but paraphrased must also be documented; merely altering the wording does not make their substance a student's own work.



Facts, formulas, and other types of information which are widely known and considered common knowledge in a field do not always require documentation, but a student may not falsely claim the independent derivation or observation of such materials, nor borrow without acknowledgment someone else's special arrangement or use of it.

When in doubt, the student should consult a member of the faculty. If acceptable methods of documenting borrowed materials are not clear, the student is to consult beforehand with the faculty member who will receive the finished work.

And Remember, you must put quotation marks around any direct quotations of another author's words. It is not enough to merely identify the source that you used, you must also identify author's words by using quotation marks!

Tips to avoid committing academic misconduct

- Don't procrastinate - manage your time!
- Don't turn in an assignment for credit in two courses
- Do your own work!
- Follow the course syllabus
- Ask questions and use your professor's office hours
- Be sure to cite any sources you use in essays, tests, term papers, presentations, and other out-of-class projects, and use quotation marks around any words that are not your own!
- Don't give in to peer pressure

Adjusting to the new classroom environment may not be easy, but be patient! Have reasonable expectations and understand that it may take longer at first to complete assignment. Adjusting to the U.S. classroom and a new academic system is a process. If you have questions, ask your classmates, your academic adviser, or visit your professors' office hours. The Center for Student Success at Otterbein can assist you with academic concerns by providing supplemental academic advising and peer mentoring. The Academic Support Center can help connect you with a tutor as well as offer writing assistance. Take advantage of these great resources!

### **Academic Adviser**

An academic adviser is a faculty member who serves as your official guide for academic planning. He or she can assist you with mapping out your academic plan, advising you on how to best meet the requirements for your course of study, and offer any information they may have regarding extracurricular activities and career opportunities. Your academic adviser may register you in courses or they may provide you with resources and tools that you can use to add your own classes. They will also be able to assist you in the add/drop process as well as with any closed section situations.

The academic advising process is an ongoing series of consultations between each student and a faculty member. While the advisee and advisor are active participants in the advising process, the student is responsible for making decisions regarding personal and educational goals and satisfying all graduation requirements.





## Academic Calendar

Otterbein University is structured on a semester-based academic calendar. The academic year consists of two semesters (fall and spring) and an optional term in January. The semesters are 16 weeks in length: 14 weeks of instruction with the remaining time consisting of breaks, holidays and an examination period.

An Otterbein University student typically takes two semesters of classes for a full academic year with a break during fall and spring semester. Please reference the Registrar's website for specifics on registration deadlines, exam days/times for each meeting pattern and grade due dates.

## Academic Support Center

*Courtright Memorial Library, 2nd Floor, phone: 614.823.1610*

The Academic Support Center provides a variety of academic support services. The Writing Center offers both drop-in hours and appointments for consultation on writing in any course. Students can also e-mail the Writing Center with short focused questions. The Center, staffed by students and professionals, is open to all students who want to develop and refine their writing skills. The Math Lab provides assistance with math homework or concept review. It is staffed by student tutors and faculty who are available for extended hours each day. Content area peer tutoring on an individual basis is available in many other academic subjects. Noncredit individualized assistance from the professional staff is offered in areas such as time management, exam preparation, effective reading techniques, note-taking, and math study skills. Supplemental Instruction, a series of weekly review sessions, is offered in selected courses that are considered historically difficult. The Academic Support Center also facilitates special academic accommodations for students with disabilities.

## Blackboard

Students can access Blackboard for class information such as course documents, grades, assignments, and class announcements. Usage varies by professor.

## Center for Student Success

The Center for Student Success serves as a resource center for students at Otterbein. The Center offers supplemental academic advising, as well as peer mentoring; helps students make individualized semester conversion plans, and refers students to different campus offices for help. The goal of the Center is to help students by serving as an advocate and removing barriers for success. The Center also coordinates support for students who are undecided in their major or are considering switching majors. The Center for Student Success is located next door to the Center for Career Planning (behind the Rock) in Barlow Hall.

## Course registration

Undergraduate students will register for courses as part of new international student orientation. During the orientation program, there will be specific time set aside for you to meet an academic adviser in your department who will help you navigate the course catalog, set your schedule, and register for courses in banner. J-1 students may be pre-registered in their courses before the start of the semester, and will have an opportunity to make changes to the course schedule at orientation.

Graduate students should contact their specific department directly about setting up courses.

For a list of course offerings, go to the course catalog on the Otterbein Registrar's website at <http://www.otterbein.edu/public/catalogs>. Courses at Otterbein fill up very quickly.



## Grading System

The following grades from letter-graded courses are included in the calculation of the grade point average (GPA). The numeric equivalents to the letter grades are displayed with the % symbol.

A	4.0	100-93%	exceptional
A-	3.7	92-90%	excellent
B+	3.3	89-87%	above average
B	3.0	86-83%	above average
B-	2.7	82-80%	above average
C+	2.3	79-77%	average
C	2.0	76-73%	average
C-	1.7	72-70%	below average
D+	1.3	69-67%	below average
D	1.0	66-60%	below average
F	0.0	under 60%	failure

## Transcript of Academic Work

The transcript is the official record of courses students have taken or are in progress, and the grades that were received in each. Copies of official transcripts may be obtained for a nominal fee from the Office of the Registrar. An official transcript cannot be provided when there is an outstanding bill or a loan in default. Requests are filled within five business days. Order forms are available on campus or on the Office of the Registrar's website, [www.otterbein.edu/registrar](http://www.otterbein.edu/registrar).

## Life in the U.S.

### Cultural Adjustment

Cultural adjustment is the process of getting settled in to your new environment and adjusted to your new life in the U.S. It is not immediate; rather, it is a process that takes place over a period of weeks or even months.

#### There are four stages of cultural adjustment:

Honeymoon stage – excitement about being in a new country and cultural environment; exhilaration

Hostility stage – frustration, anger, homesickness

Humor Stage – ability to laugh at one's mistakes and cultural oddities; building social support networks

At Home Stage – continued connectedness to your home, and also feeling "at home" in the United States; feeling very comfortable with your life in the U.S. and at Otterbein

#### Strategies for coping with cultural adjustment

- Learn about the new culture and find ways to experience it
- Find opportunities to meet new people and make new friends
- Eat healthy and avoid alcohol
- Exercise or find other ways to stay physically active
- Get plenty of rest
- Stay connected to family members back home
- Avoid staying closed up in your dorm room



- Get involved in an activity on campus or with a student organization
- Get help by contacting a CIEGE staff member or making an appointment with student life to visit one of the counselors: 614-823-1250

## U.S. Culture

*This section of the handbook is taken from: United States Agency for International Development, "Pre-Departure Guide for U.S. Based Participant Training and Exchange Visitor Program," October 2010.*

### Stereotypes

Don't believe all of the stereotypes you may have heard about Americans. Even the ones that are true in general may not be true about specific individuals or a large segment of the population. For example, although Americans tend to be louder and more boisterous than people from other cultures (especially at athletic events), many of the people you meet will be quiet and polite. Some people may be intolerant and xenophobic, but most will be pleasant and welcoming.

Remember that American films and television exaggerate in order to generate excitement, and so present a rather distorted picture of what life in the United States is really like. Likewise, tourists are not always on their best behavior!

### Independence

The United States was founded by people who valued independence. An independent spirit is still evident in this culture. Many people from the United States believe that they are responsible for their own destinies. Being self-reliant is considered more important than relying on family and friends. Many people from the United States believe that individuals reach maturity at age 18 and should be ready to make independent decisions. Privacy is valued for many of the same reasons. Even among members of a family, issues such as money, marriage, politics, religion, and career decisions may not be discussed out of respect for a person's privacy.

### "Hi! How are you?"

You may find it strange that when you pass a stranger on the sidewalk or in the street, they will likely smile and say "Hi, How are you?" Additionally, when you greet someone they may also ask how you are doing, but they will often times not wait for a response. This is a very common greeting in the United States. Sometimes international students perceive this as rude, but it is not intended to be. It is customary to reply with "fine" or "okay."

### Friendship and Friendliness

You may make American friends who may invite you to hang out only a few times per semester. This does not mean your American friend does not value your friendship; rather, it is an indicator that he or she has a lot of outside commitments that can include family, extracurricular activities, work, etc. Life in the U.S. is fast-paced and busy, and American students tend to balance a large amount of outside commitments.

Americans may also be friendly to you in class, but not wish to build a friendship. International students can perceive this as meaning Americans are superficial and do not care to build meaningful relationships. Friendliness is a U.S. custom, and you may find that strangers smile and say "hello" on the street. These casual interactions both in and outside of the classroom are not intended to ignite romantic interest or start a conversation. These are all just forms of American friendliness.



### **Talking with Americans**

Because the United States is a nation of immigrants, international students look as American as students from the United States. U.S. students are very sensitive about differences, and some do not want to risk offending someone by asking an ignorant or insensitive question. For that reason, some Otterbein students may feel shy about approaching you. If they do notice that you have a foreign accent, they may be unaccustomed to talking with someone who is not from the United States. This may be the first time an Otterbein student has interacted with an international student! Many Americans may never have met anyone from another country! They may wait for you to take the initiative to talk with them first. Although it may seem awkward, you may find that saying hello to someone in your class and explaining that you are a new international student will give you an opportunity to meet Americans.

### **Dating**

When you first start interacting with Americans, it may seem a little awkward in the way they joke with each other and socialize. Someone you meet may find an interest in you, or you may find an interest in him or her.

- If you like someone: Tell him or her that you are interested and ask him or her to have dinner or coffee with you sometime. It is all right to be direct in these cases. Don't worry—even most Americans find the dating process to be difficult. Do not go out alone with someone you've just met. If someone asks you on a date and you wish to accept, agree to meet in a public area with other people around.
- If you don't like someone: When he or she asks to see you sometime, simply say, "Probably not, but thank you."
- If you want to break things off, or if you are not interested in someone who is pressuring you: Tell him or her directly what you want. Don't be afraid to state your mind or else he or she may assume you are still interested. If someone behaves aggressively or threateningly, end the relationship. You do not need to be polite if someone makes you feel pressured or scared.

### **Just Say No!**

The freedom of speech to which Americans have become accustomed has established a way of communicating that is sometimes seen as very direct. There is a certain amount of flexibility that Americans have when speaking with each other. Directness while communicating with others is very acceptable and sometimes expected. In some countries, open rejection or disagreement may be considered rude. This is not the case in the United States. Here it is quite normal to disagree openly.

### **Telemarketers**

You may get phone calls from people wanting to sell you things or wanting you to give money to a charity. The people who call may ask for your personal information without telling you why they are asking. They may also keep talking without giving you the chance to talk or explaining things that you don't understand. They will also do their best to keep you on the phone as long as possible. This is their job.

What you can do is say, "No, thank you!" and hang up the telephone. Don't stay on the phone any longer once you have said it. If these people come to your door, just say, "No thanks!" and close your door. Don't worry—they are used to it!

### **Begging**

It is very possible that sometime during your program, you will have an encounter with a beggar, or someone asking for money who has little or no money of their own. As poor as they may seem, you have the right not to give them anything if you don't want to. If you don't wish to give them anything, you can say, "Sorry, I don't



have any change” or “No, thanks.” When you have said what you want to say, keep walking. Or, you can give them a small amount of money, some coins if you like.

### **Illegal Drugs**

Recreational drugs, although often illegal, are common in the United States. You may be offered drugs at a party, a night club, or a bar. Common illegal drugs in the United States include marijuana, cocaine, psilocybin mushrooms, ecstasy (MDMA), nitrous oxide, and ketamine.

Some highly addictive drugs, such as cocaine/crack, heroine, and methamphetamine are deadly and can lead to lifelong addictions. Use or possession of illegal drugs can result in your arrest and detention.

Be aware that many drugs are made in people’s homes and are cut, or mixed, with deadly substances. Remember that if you are offered drugs that are legal or illegal, you always have the right to say no.

### **Alcohol**

Drinking any alcoholic beverages in cars or in public in non-designated areas (on the streets, in parks, and at beaches) is against the law in the U.S. It is also unusual to see Americans drinking alcohol during work hours. The drinking age in the U.S. is 21. Bars, restaurants, and grocery stores will ask to see an identification card with your birth date on it before serving or selling you alcoholic beverages, including wine or beer. Do not risk your legal stay in the U.S. by violating this law. If you are 21 or older, do not buy alcoholic beverages for younger friends, this is also a violation of the law.

### **Smoking**

Smoking is no longer considered socially acceptable as America is moving towards what are called “smoke-free environments.” Most buildings are “smokefree” and it is against the law to smoke in these buildings. It is safe to assume that smoking is forbidden everywhere, unless indicated otherwise. It is a good idea to always ask if you are permitted to smoke before lighting up. Aside from courtesy, there are fines for smoking in non-smoking areas. Airline flights within the United States have a non-smoking policy. In most airports, smoking is banned. Many shopping center malls have become smoke-free as well. It is not normally acceptable to smoke in people’s homes, and it is common for smokers to step outside to smoke. If in doubt, ask your host what she/he prefers.

### **Laws**

The United States is governed by laws. There are federal laws, state laws, and local laws that apply to all individuals living, visiting, or working here. Laws in the United States may be very different from laws in your home country, and when violated, the punishment may be very different from the punishment you might receive back home. Violating any laws can result in the termination of your immigration status. If you are unsure if something that you want to do is legal, ask someone.

## **Money Matters**

### **Currency**

The unit of currency in the U.S. is the American dollar. One dollar is equal to 100 cents. It is common for paper bills to come in the amount of \$1, \$5, \$10, \$20 and \$50. American dollars, regardless of denomination, are almost the same color with similar designs. Be sure to double check the amount on the bill before using it. There are also six coins (also known as change) – penny (1 cent); nickel (5 cents); dime (10 cents); quarter (25



cents); and the less common half dollar (50 cents) and dollar (\$1) coins. It is recommended to carry change or a few one dollar bills for items such as bus fare, vending machines, parking meters, laundry machines, etc.

### **Using Cash**

For security and convenience, Americans do not typically carry cash. Instead, they use credit cards, debit cards, or write checks to pay for things. *Do note: taxis, street vendors, and fast-food restaurants will most often require cash payment.*

### **Credit Cards**

A credit card is method of payment that allows the user to purchase an item without using cash and pay for it later by the monthly deadline. Credit card balances that are not paid off each month are charged interest. If you secure a credit card, and you do not pay the bill in full each month, you can accumulate considerable debt. Be wary of credit cards with hidden fees and high interest rates! If you do secure a credit card, be sure to shop around and find the right card for you, use it within your budget, and pay the balance in full each month!

### **Debit Cards**

A debit card is a method of payment that can be used in place in cash or checks, similar to a credit card. Unlike credit cards, however, a debit card is connected to your bank account and money is taken directly from the bank account upon use. Debit cards can be used at ATMs (Automatic Teller Machines) 24 hours per day to withdraw funds from a checking or savings account. There is typically no charge for this service; however, you may be charged a fee for using your debit card at an ATM belonging to a different bank (for example, if your bank account is with Chase Bank, and you use your Chase debit card to withdraw funds at a Huntington Bank ATM, you will likely be assessed a fee).

### **Depositing and Cashing Checks**

Soon after opening your U.S. bank account, you will receive your personalized checkbook which includes the bank routing number and your personal account number. You can use checks to withdrawal money from your account as well as to make purchases. Be aware that some vendors may not accept personal checks. Checks are payable on demand, and once you sign your name on the check, it can be exchanged for cash. Checks typically contain the payee's name, the date, the amount both in numbers and written out in words, and your signature.

When depositing or cashing a check drawn from a U.S. bank account, you will need to endorse the check by signing it on the back in a designated location. You may also be required to show personal identification in the form of a state ID, driver's license, or passport.

Be certain that you keep a record of all payments and deposits you have made to your checking account. If you notice a discrepancy between your personal account records and your bank statement, notify the bank immediately.

### **"Bad checks" and Overdraft Charges**

Be sure you remain mindful of your account balance. The balance is the amount of money that you have available in your account. If you use your debit card or write a check for an amount greater than what is in your bank account, you will overdraft your account and very likely be charged a substantial fee. This is called an overdraft. If you offerdrafted by writing a check, this is called "writing a bad check" or it's sometimes referred to as the check "bouncing." Many banks offer overdraft protection to ensure that the money is still paid to the





vendor or payee; however, the bank then charges you a fee which is typically approximately \$50 each time you overdraft your account. This can be a quick and easy way to accumulate a large amount of debt.

### **Wiring Money**

If you deposit a check drawn from a foreign bank into your U.S. bank account, the funds will not be available until the check clears. It can take weeks for the check to clear and for the funds to be credited to the U.S. bank account. A faster method of receiving funds from abroad is to have the money wired to your U.S. bank account.

### **Bank Services**

In addition to setting up checking and savings accounts, banks offer a variety of services, such as money wiring and transfers and setting up credit and debit cards. Different banks charge varying amounts for these services. When you set up your checking account, and if you are new to the U.S., explain that to the bank representative and ask them to explain the services that they can offer you as well as any terms that you do not understand. It's also recommended that you speak to other international students about banking services that they have used or can recommend, and don't hesitate to ask American friends and colleagues for advice.

### **Bank Locations**

On-campus: Otterbein students have access to a 5/3 Bank ATM located in Otterbein's Student Center.

Off-campus:

*Chase Bank* is located at 75 N State St. 1.78 from campus.

*Emerald Bank* is located at 17 N State St and is approximately 1 mile from campus.

*Fifth Third Bank: Northeast* is located at 132 W Schrock Road and is approximately 2 miles from campus.

*Heartland Bank* is located at 44 S State Street and is approximately ½ mile from campus.

*Key Bank* is located at 33 N Cleveland Avenue and is approximately 2 miles from campus.

## **Life at Otterbein**

### **Housing**

#### **On-campus Housing**

All residence hall rooms accommodate 1-4 people and have Internet and phone connections as well as free basic cable. Every hall has a lounge, computer lab, and on-site laundry facility.

A student's housing agreement is in effect for the academic year when classes are in session. During winter and summer break, international students may request to live on campus and will be assigned to a different residence hall which will accommodate every student who wishes to stay on campus during those breaks.

Otterbein offers the following types of accommodation for students: traditional residence halls, suite-style residence halls, the commons apartments, theme houses, and break housing. The following are Otterbein University residences:

25 W. Home St.

Clements Hall

Commons Apartments on Home St. and Park St.

Davis Hall and Davis Annex

DeVore Hall



Dunlap King Hall  
 Engle, Garst and Scott Halls (The Triad)  
 Hanby Hall  
 Mayne Hall

**Off-campus Housing**

Otterbein University considers residence life an integral part of a student’s development. As a residential campus, Otterbein University expects all single, traditionally admitted, undergraduate students enrolled for 12 or more credit hours to reside in University residential facilities (excluding Greek houses) unless they meet certain criteria. More information about these criteria and the process for requesting an exemption can be found on the Office of Residence Life website at:

<http://www.otterbein.edu/public/CampusLife/LivingOnCampus/ResidenceLife.aspx>

To assist students with the transition to off-campus houses and apartments, the Student Affairs Office provides an Off-Campus Living Resource Guide. The guide contains information about searching for off-campus accommodations, renter's rights, safety measures, and important phone numbers. Paper copies of the guide are available in the Student Affairs Office. Download an electronic copy of the guide at:

<http://www.otterbein.edu/Files/pdf/Residence%20Life/Off%20Campus%20Housing%20Guide.pdf>

**Dining Options**

**Campus Dining Facilities:**

**OtterBean Café**

Located next to Otterbein’s library, the OtterBean is open Monday through Thursday from 7:30am to 10:00pm, Friday from 7:30am to 6:00pm, and weekends from noon until 6:00pm. Students who choose to come here for a snack can select from a variety of coffees, teas, salads, sandwiches, wraps, smoothies, and other cold beverages.

**The Roost Express**

The Roost Express is located in Roush Hall. Students can stop here for a quick snack between classes whether it be for a quick coffee, sandwich, bagel, muffin, cookie, grab-n-go sandwich, salad, snack, or a nice warm bowl of soup. The Roost is open Monday through Thursday from 7:30 am to 8:00pm and on Friday from 7:30am to 2:00pm.

**The Cardinal’s Nest**

The Cardinal’s Nest is located on the second floor of the Campus Center. The food here is made from fresh regional and seasonal ingredients and served as buffet style for students to have a variety of meal options.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Breakfast</i>	7:30 a.m. - 10:00 a.m.	7:30 a.m. - 10:00 a.m.	7:30 a.m. - 10:00 a.m.	7:30 a.m. - 10:00 a.m.	7:30 a.m. - 10:00 a.m.	10 a.m. - 2:00 p.m.	10 a.m. - 2:00 p.m.
<i>Lunch</i>	11:00 a.m. - 2:00 p.m.	11:00 a.m. - 2:00 p.m.	11:00 a.m. - 2:00 p.m.	11:00 a.m. - 2:00 p.m.	11:00 a.m. - 2:00 p.m.		
<i>Dinner</i>	5:00 p.m. - 8:00 p.m.	5:00 p.m. - 8:00 p.m.	5:00 p.m. - 8:00 p.m.	5:00 p.m. - 8:00 p.m.	5:00 p.m. - 7:00 p.m.	5:00 p.m. - 7:00 p.m.	5:00 p.m. - 7:00 p.m.



### **Meal-Plan Options**

Otterbein University offers three full meal plans. Each plan consists of a number of meals which may be used in the Cardinal's Nest Café during the semester and a number of dining dollars which may be used in the OtterBean Café, The Roost, The Roost Express or the Cardinal's Nest Café. Each meal plan has a different cost per quarter. Students have until the Friday before each term begins to switch their meal plan.

- Meal Plan A: 210 Meals & \$150 Dining Dollars - \$2217 per semester /\$4434 per year
- Meal Plan B: 150 Meals & \$225 Dining Dollars - \$2138 per semester/\$4276 per year
- Meal Plan C: 120 Meals & \$260 Dining Dollars - \$2054 per semester/\$4108 per year

Meals and Cardinal Dollars carry over from term to term during an academic year, as long as a student continues to carry a full meal plan. At the end of the academic year, all leftover meals and Cardinal Dollars are removed from the student's account.

### **Safety**

Otterbein police officers provide 24-hour patrols of the entire campus, including parking lots, residence halls, academic/administrative buildings, athletic facilities, and surrounding campus properties.

### **Emergency Numbers**

In most communities in the United States, when you need police, the fire department, or paramedics in an emergency situation, you simply dial "911." Once you have dialed 911, the operator will ask you what the emergency is, ask for your address, and then summon the appropriate help. Most of the time, the operator will stay on the line and give you support or advice until help arrives. It is very important to call 911 only in an emergency situation, and it is illegal to use it otherwise.

It is very important to write down emergency numbers (fire, police, doctors, paramedics, campus emergency numbers, and so on) and to keep them near your telephone.

**To report an emergency:** 9-1-1

**Emergency/Fire/Otterbein Police (24 hours):** (614) 823-1222 (if calling from a campus phone, only dial the last four digits, 1222)

**University Police (non-emergency):** (614) 823-1870

**Health Center:** (614) 823-1345

### **Emergency telephones**

There are emergency telephones strategically located throughout campus. They are marked with a yellow call box on a white pole, with a blue light on top of the pole. Emergency call boxes should only be used to report a crime, a fire, or any other type of emergency. The call box rings directly into the Otterbein University Police Department or to portable radios carried by Police Officers.

### **Escort Service**

You may call the Otterbein University Security Department at (614) 823-1222 to request an escort to your vehicle or class. This service is provided to all students that might be leaving the Library late, are on campus late at night, or have injuries that limit their ability to walk to/from class or other areas on campus.



### **Cardinal Red Alert**

Otterbein University provides a free emergency alert/notification system for the campus community. Cardinal Red Alert will send email, text messages, and automated phone calls to the campus community in the event of an emergency or a cancellation of classes due to bad weather. By default, all Otterbein e-mail addresses are registered in the system. We encourage you to register your dorm room number as well as any non-Otterbein telephone numbers (cell phone or off-campus home number) to help ensure your safety and security. Access instructions for adding your telephone numbers to Cardinal Red Alert at: <http://www.otterbein.edu/its/redalert/RedAlertinformationentry.pdf>.

## **Medical Facilities**

### **Otterbein Health Center**

Located at 78 W. Home St., east of the Campus Center

For detailed information on types of services visit <http://www.otterbein.edu/healthcenter>

Ann Pryfogle, a resident nurse (RN), is on duty daily, and a physician is on duty for two hours a day. These two hours vary day to day. The doctors are local family practice or internal medicine practitioners.

### **Medical Clinic Walk-In Hours:**

Open 4:00 a.m.-5:00 p.m., Monday through Friday.

### **Additional Medical Facilities**

In addition to the Health Center located on the Otterbein campus, the following health facilities are located in the Westerville area:

Westerville Medical Campus, 300 Polaris Parkway, Westerville, Ohio 43082

Hours of Operation: Monday - Th, 7 a.m. to 8 p.m.; Friday, 7 a.m. to 5 p.m.

Phone: (614) 533-3000

Mount Carmel St. Ann's, 500 South Cleveland Avenue, Westerville, Ohio 43081

Phone: (614) 898-4000

## **Postal Services**

### **Campus Address**

Your campus mailbox is identified by a 5-digit SMC (Student Mail Center) number.

The correct mailing address format for all incoming student mail, including packages, is:

Student Name

00000 SMC

1 South Grove Street

Westerville, OH 43081-2006

USA

### **Mailbox and Package Information**

Student mailboxes are located in the lower level of Towers Hall next to the Copy Center and Mail Services Departments.



All Student mail is delivered to the mailroom. If you are sent a package or oversized mail, you will receive a package pick-up slip in your SMC as well as an e-mail notification from Mail Services. Package slip and ID are required for package pick up.

UPS, DHL, FedEx Express, FedEx Ground, and FedEx Home makes daily deliveries, M-F, to Mail Services.

Incoming Otterbein U.S. mail is picked up from the Westerville State Street Post Office twice on weekday mornings and once on Saturday mornings.

Outgoing U.S. mail is picked up from the mailroom by the Post Office between 3 and 4 pm, Monday through Friday.

A computer to access your SMC/combo numbers is located above the mail drop boxes at the end of the Mail Services hallway.

All student mail is automatically forwarded to the permanent address for winter and summer break unless you request otherwise.

## Technology

### Internet issues

If you need any help with computer and internet related issues call the help desk at (614) 823-1060 or send an email to [studenthelpdesk@otterbein.edu](mailto:studenthelpdesk@otterbein.edu).

## Courtright Memorial Library

Explore variety of reference books, fiction, journals, magazines, and other research materials.

Visit <http://www.otterbein.edu/resources/library/library.htm> for more information. This website allows the ability to search all library resources online and reserve needed materials.

Library Hours:

Monday - Thursday	7:45 a.m. - 2:00 a.m.
Friday	7:45 a.m. - 6:00 p.m.
Saturday	12:00 p.m. - 6:00 p.m.
Sunday	12:00 p.m. - 2:00 a.m.

## Event and Athletic Calendars

Otterbein offers a wide variety of events for both the campus and surrounding communities. We offer a range of events from music to theatre, athletics to lectures, and more. There is something for everyone at Otterbein! Academic, event, and athletic calendars can be found on the Otterbein website at: <http://www.otterbein.edu/public/About/Calendars.aspx>

Additionally, each year in October, Otterbein has its annual homecoming celebration. This typically involves community events such as the 5K run to promote cancer awareness as well as other fun events such as a movie



night, parade, and, of course, the homecoming football game! Don't miss out on showing your school spirit and attending this uniquely American event.

## **Student Organizations**

### **Athletic and Recreational Student Organizations**

Cardinal Dance Team, Cheerleading, Health and Physical Education Club, Hip Hop All Starz, Otterbein Club of Athletic Training Students (OCATS), Otterbein Cycling Club, Otterbein Equestrian Team, Outdoor Adventure Club, Western Equestrian Team, and Intramural Sports

### **Diversity Student Organizations**

Africana Club, African-American Student Union (AASU), Alpha Phi Alpha, DESIRE (Diversity Education Scholars: Involved in Reaching and Educating), Films Without Borders, Freezone (Gay, Lesbian, Bisexual Transgender and Allies Organization), Heritage of Latino Americans (HOLA), International Students Association (ISA), Men of Vision, Shades of Success (SOS), Sisters United, The Alliance of Black Student Leadership (The Alliance), William Henry Fouse House of Black Culture (HBC), and Zeta Phi Beta

### **Fine Arts Student Organizations**

Music Ensembles and Starving Artists

### **Fraternities and Sororities**

InterFraternity Council (IFC) Fraternities, Panhellenic Council (Panhel) Sororities, and National Pan-Hellenic Council (NPHC)

### **Honorary Student Organizations**

Alpha Epsilon Delta (AED) - National Pre-Med Honorary, Alpha Lambda Delta - National Freshman Academic Honorary, Delta Omicron, Kappa Delta Pi, Lambda Pi Eta, Mortar Board (Senior Leadership/Service Honor Society), Order of Omega, Phi Alpha Theta, Pi Kappa Delta, Phi Eta Sigma, Phi Sigma Alpha - Alpha Gamma Kappa Chapter, Phi Sigma Iota, Pinnacle, Psi Chi and Psychology Symposium, and Torch and Key

### **Media Student Organizations**

AEgis - OC Humanities Journal, Kate, Quiz & Quill, *Tan & Cardinal*, WOBN - University Radio Station, and WOCC TV-3 - University Television Station

### **Political Student Organizations**

Otterbein University Democrats and Otterbein University Republicans

### **Religious Student Organizations**

Religious Life Council, Otterbein Christian Fellowship (OCF), and Catholic ACTS

### **Service Student Organizations**

Animal Care Enthusiasts – ACE, CardinalCorps Leaders, Habitat for Humanity, America Reads, Circle K International, Club Whittier, Troop 1847 Campus Girl Scouts, Grandma's House, Indianola Mentoring Program, The Otterbein Animal Coalition, Plan-It Earth, Raise Your Voice, RotaractSports Pals, United Methodist Children's Home, and Up 'til Dawn





### Social Student Organizations

Campus Programming Board (CPB), Colleges Against Cancer, Gospel Choir, Commuter Association, Gamer's Guild, Model United Nations Club, Orientation Coordinators, Otterbein Students For Life, The Rwanda Project, Starving Artists, VOX: Voices for Planned Parenthood, and Women's Forum

### Index of University Offices and Services

<u>Office/Center</u>	<u>Location</u>	<u>Phone</u>	<u>Website</u>
Academic Support Center	2 <sup>nd</sup> Floor of Courtright Memorial Library	614 823 1610	<a href="http://www.otterbein.edu/ASC/index.asp">http://www.otterbein.edu/ASC/index.asp</a>
Otterbein Bookstore	Campus Center	614 823 1364	Via <a href="http://www.bkstr.com">http://www.bkstr.com</a>
Center for Career Planning	Corner of Grove and Home Streets	614 823 1456	<a href="http://www.otterbein.edu/careerplanning">http://www.otterbein.edu/careerplanning</a>
Counseling Services	Student Affairs Office	614 823 1250	<a href="http://www.otterbein.edu/wellness/counseling.asp">http://www.otterbein.edu/wellness/counseling.asp</a>
Disability Services	Student Affairs Office	614 823 1618	<a href="http://www.otterbein.edu/asc/DS/index.asp">http://www.otterbein.edu/asc/DS/index.asp</a>
Financial Aid Office	88 Cochran Alley	614 823 1502 or 888 OTTERBEIN	<a href="http://www.otterbein.edu/financialaid/">http://www.otterbein.edu/financialaid/</a>
Health Center	78 W Home	614 823 1345	<a href="http://www.otterbein.edu/heathcenter/">http://www.otterbein.edu/heathcenter/</a>
Center for Int'l Ed. & Global Engagement	172 W Main St.	614 823 3263	<a href="http://otterbein.abroadoffice.net">http://otterbein.abroadoffice.net</a>
Office of the Registrar	Towers Hall room 27	614 823 1009	<a href="http://www.otterbein.edu/acadmics/registrar/registrar.asp">http://www.otterbein.edu/acadmics/registrar/registrar.asp</a>
Courtright Memorial Library	138 W Main St.	614 823 1215	<a href="http://www.otterbein.edu/resources/library">http://www.otterbein.edu/resources/library</a>
Information and Technology Services		614 823 1060	<a href="http://www.otterbein.edu/its/contact.asp">http://www.otterbein.edu/its/contact.asp</a>

### Index of Academic Buildings

Take a virtual tour of the campus at the following website and walk from one end to another! Visit <http://www.umw.edu/vtour/default.php>

#### **25 W. Home Street** (Residence Hall, Business Office and Human Resources)

25 W. Home Street, Westerville, Ohio 43081

#### **Alumni Relations** (Hancock House)

111 W. Park Street, Westerville, Ohio 43081

#### **Art and Communication Building/Miller Gallery**

33 Collegeview Road, Westerville, Ohio 43081



**Battelle Fine Arts Center/Riley Auditorium**

170 W. Park Street, Westerville, Ohio 43081

**Business Office**

25 West Home St., Westerville, Ohio 43081

**Campus Center**

100 W. Home Street, Westerville, Ohio 43081

**Center for Career Planning**

60 N. Grove Street, Westerville, Ohio 43081

**Center for Continuing Studies**

Towers Hall (lower level), 1 S. Grove St, Westerville, Ohio 43081

**Clements Hall (Residence Hall)**

85 W. Home Street, Westerville, Ohio 43081

**Collegeview Center**

60 Collegeview Road, Westerville, Ohio 43081

**Commons on Home, Buildings I and II (Residence Halls)**

86 W. Home Street, Westerville, Ohio 43081

**Commons on Home, Buildings III and IV (Residence Halls)**

80 W. Home Street, Westerville, Ohio 43081

**Commons on Park, Buildings I and II (Residence Halls)**

190 W. Park Street, Westerville, Ohio 43081

**Commons on Park, Buildings III and IV (Residence Halls)**

180 W. Park Street, Westerville, Ohio 43081

**Courtright Memorial Library**

138 W. Main Street, Westerville, Ohio 43081

**Cowan Hall/Fritsche Theatre**

30 S. Grove Street, Westerville, Ohio 43081

**Davis Annex (Residence Hall)**

140 N. Center Street, Westerville, Ohio 43081

**Davis Hall (Residence Hall)**

170 Martin Drive, Westerville, Ohio 43081



**DeVore Hall**

96 W. Home St., Westerville, Ohio 43081

**Dunlap-King Hall (Residence Hall)**

193 W. Main Street, Westerville, Ohio 43081

**Engle Hall (Residence Hall)**

92 W. Home Street, Westerville, Ohio 43081

**Equine Science Center**

600 N. Spring Road, Westerville, Ohio 43082

**Financial Aid**

88 Cochran Alley, Westerville, Ohio 43081

**Frank Museum of Art**

39 S. Vine Street, Westerville, Ohio 43081

**Fritsche Theatre**

30 S. Grove Street, Westerville, Ohio 43081

**Garst Hall (Residence Hall)**

98 W. Home Street, Westerville, Ohio 43081

**Hanby Hall**

65 W. Home Street, Westerville, Ohio 43081

**Human Resources**

25 West Home St., Westerville, Ohio 43081

**Institutional Advancement (Howard House)**

131 W. Park Street, Westerville, Ohio 43081

**Marketing and Communications Department (Cellar House)**

141 W. Park Street, Westerville, Ohio 43081

**Mayne Hall (Residence Hall)**

65 N. Grove Street, Westerville, Ohio 43081

**McFadden Hall (Science Center)**

155 W. Main Street, Westerville, Ohio 43081

**Miller Gallery**

33 Collegeview Road, Westerville, Ohio 43081



**Rike Athletic and Clements Recreation Centers**

180 Center Street, Westerville, Ohio 43081

**Riley Auditorium**

170 W. Park Street, Westerville, Ohio 43081

**Roush Hall**

27 S. Grove Street, Westerville, Ohio 43081

**Schear Hall (Science Center)**

155 W. Main Street, Westerville, Ohio 43081

**Science Center (McFadden and Schear Halls)**

155 W. Main Street, Westerville, Ohio 43081

**Scott Hall (Residence Hall)**

94 W. Home Street, Westerville, Ohio 43081

**Service Department**

195 W. Park Street, Westerville, Ohio 43081

**Security Department**

194 W. Main Street, Westerville, Ohio 43081

**The Suites (Residence Hall)**

96 W. Home Street, Westerville, Ohio 43081

**Towers Hall**

1 S. Grove Street, Westerville, Ohio 43081

**Undergraduate Admission (Clippinger Hall)**

102 W. College Ave, Westerville, Ohio 43081