Welcome to Otterbein! The following is a list of things that will be helpful for you to have a smooth transition.

**Cardinal Cards:** The *Cardinal Card* is the official Otterbein identification (I.D) card and is a necessity on campus! It gives you access to a lot of the things such as checking out materials at the library, receiving free Theatre and Artist series tickets, and eating in the dining hall if you have a meal plan. You can also add “Munch” money to your card in the business office to be used in the Cardinals Nest (dining hall), OtterDen, the Roost Express, and the Otter Bean Café in the library or add money for the Vending machines. Please stop by the Campus Center Office at 100 west home Street to have your cardinal card made during the following hours: Monday through Friday from 8:30am – 5:00pm. Special hours are schedule upon request.

**Parking decals:** Purchase you’re parking decal from the Otterbein Security Office, located at 194 West Main Street. They will also furnish you with a campus map indicating parking locations. The office is open from 8:30am – 5:00pm, Monday through Friday. You can reach Otterbein’s Security Office by dialing 1222 from campus phones for emergency situations and for non-emergency situations you can call 1870. If off campus the full numbers are 823-1222, and 823-1870. To park on campus you must have a parking decal or a Otterbein parking pass.

**Mail Box:** Every full-time Otterbein student has a *Student Mail Center (SMC)* number for his or her mailbox located in the basement of Towers hall. All mail, both U.S. and campus mail, is distributed through this mail service. It is imperative that you receive your box number and combination. Stop by the mail center Monday – Friday 9am to 4:30pm to receive your mailbox assignment or packages. All personal mail should be addressed in the following format:

- Student’s Name
- SMC Number
- 1 South Grove Street
- Westerville, OH 43081-2006

**E-mail:** All new students will need to activate their network accounts. See Information Technology’s website at [www.otterbein.edu/its](http://www.otterbein.edu/its) for step by step instructions about what to do prior to campus arrival and what to do once you arrive. Parents are encouraged to visit this website, too, for valuable information regarding a comparative survey of Information Technology resources Otterbein University offers its students.

**IT Student Help Desk:** available in the Campus Center Monday through Saturday and a help line at (614) 823-1060. The help desk is a free service to both resident and commuting students. It includes a walk-in service to assist resident students with personal computer problems. Service for computer problems is limited to virus and connectivity support only.
Commuters: There is a commuter lounge located in the lower level of Towers Hall. The lounge has comfortable furniture, a refrigerator, a microwave, vending machines, lockers, and a study area. Stop by the lounge from 7:00am to 11:00pm to study, relax, and meet some new friends.

Cardinal’s Nest: The Otterbein Dining Hall is open daily for breakfast, lunch, and dinner. You can purchase one of three meal plans at Student Affairs or just add money to your cardinal card in the Business Office to be used for meals in the dining hall. Money added to your card can be used at the OtterDen on the first floor of the Campus Center, the Otter Bean Café in the library, and at the Roost Express in Roush Hall.

Bookstore: Many students find it helpful to attend all their classes before purchasing textbooks in order to determine if they need to purchase the books at once or space out over a couple of weeks. If you have any questions If you have any questions, please call 823-1364.

Work Study Positions: Employment opportunities are posted on MyOzone under the financial aid tab. Positions on campus, with varying rates of pay are posted. You may contact HR at 614-823-1805 for more information.

Disability Services: ODS provides services to students with physical disabilities such as visual impairments, hearing impairments, and mobility impairments as well as students diagnosed with learning disabilities, Attention Deficit disorder/ Hyperactivity Disorder( ADHD), Traumatic Brain injury, Autism spectrum disorders, and psychiatric disorders. In order to receive assistance students should submit current documentation to the Disability Services Coordinator as soon as possible so that accommodations can be made. Students can submit documentation and request accommodations at any time during their college careers but accommodations cannot be utilized retroactively. For more information on documentation criteria and available accommodations, see our website www.otterbein.edu/asc/DS or contact the Disabilities Coordinator at 614-823-1618.

Library: Check out their website for hours, events, and resources. www.otterbein.edu/resources/library

Student Accounts: You can access your student account online through MyOzone or by visiting the business office or their website at www.otterbein.edu/resources/business_office/index.asp

Clements Center: The fitness center is open Monday – Thursday 7:00am to 10:00pm; Friday 7:00am to 7:00pm; Saturday 12-7pm; Sunday 2-10pm.