## Important Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Student Affairs Office</td>
<td>823-1250</td>
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<tr>
<td>Dining Services</td>
<td>823-1116</td>
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<tr>
<td>Police</td>
<td>823-1222</td>
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<tr>
<td>Health Center</td>
<td>823-1345</td>
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<tr>
<td>Registrar</td>
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<td>Financial Aid</td>
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<td>Business Office</td>
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<td>Bookstore</td>
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<tr>
<td>Career Planning</td>
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<tr>
<td>Community Engagement</td>
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<tr>
<td>Chaplain</td>
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<tr>
<td>Center for Student Involvement</td>
<td>823-3202</td>
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Includes Residence Life, Diversity, Student Conduct & Wellness, Counseling and Vice President for Student Affairs/Dean of Students.

## Your New Mailing Address

Mail is one of the exciting events of the day. Your Student Mail Center (SMC) box number is the way to receive mail on-campus. You will receive your SMC Box Number in the mail. The format you should provide to family and friends to receive mail is:

Your Name  
Otterbein University  
1 S. Grove St.  
SMC #  
Westerville, OH 43081-2006

Please make sure family and friends know to address mail using the SMC #. Do not use the word “box” as it is confused with the PO Boxes in Westerville and delays mail delivery.

## Internet Connections in the Halls

Students living in the Otterbein University residence halls have wireless and hardwired access to the campus computer network and the Internet from their rooms. Each residence hall computer lab is connected to the network and contains a laser B/W printer. Please use your own paper in the residence hall computer lab. Direct any questions about the computer labs or accessing the Internet from your residence hall room to the Student Help Desk at (614) 823-1060 or www.otterbein.edu/its.

## Check out our webpage!

www.otterbein.edu/reslife

Also check out the Residence Life channel on My OZone under Campus Life for important forms throughout the year.
Welcome to the Otterbein University Residence Halls!

We are excited to have you living in our halls this year! Living on campus is a great way to meet new friends, become involved in social activities and be close to all your classes and campus events. College roommates and classmates often become lifelong friends and many students stay in contact with their faculty for years to come too. Your residence hall room will become your home away from home for the next few years, so we’ve provided information in this newsletter to help you make the adjustment to campus living.

If you have not yet done so, please contact your roommate using their address, phone and email information provided with this email. We strongly encourage you to contact your roommate right away so you can begin getting to know each other and discuss which items each of you will bring to your room. Hints for what to discuss are included in this newsletter. Please remember, space and electrical outlets in your room are limited, so it’s a great idea to plan to share items with your roommate and to list out the items each roommate will bring to avoid duplication. Sharing will also save you money and mean less items to carry into your room.

We are busy planning many fun activities for New Student Week! You will receive a copy of the week’s schedule in this newsletter to help you make the adjustment to campus living.

Again, welcome to the Otterbein residence life community. Best wishes for a successful year!

Tracy R. Benner
Director of Residence Life
tbenner@otterbein.edu

Learn more… join us on Facebook

Search for Otterbein Residence Life to join our group, see more pictures of real rooms and connect with students living on campus.

www.otterbein.edu/reslife

Student Conduct & Policies

Prior to arriving on campus, please read the Campus Life Handbook thoroughly. It is available online at www.otterbein.edu/clh. The handbook outlines Otterbein’s expectations for student conduct. We expect all students to make themselves familiar with and abide by University policies. Established by students, the policies help ensure cooperative living environments conducive to a positive living experience. Otterbein expects all students to be responsible for their behavior and that of their guests. If you are aware of violations of the student conduct code, you are expected to report violations to the residence life and/or Police staff members. Any breach of policy will be handled through the campus judicial system.

A Few Residence Hall Policies

Residence Hall policies are designed with safety, respect for others and respect for others’ property in mind. Here are a few to remember when moving into the halls:

- **Alcohol**: Otterbein is a dry campus. Consumption or possession of alcohol is not permitted on campus.
- **Fire Safety**: Anything with an open flame or that has open or closed coils, is not permitted in the residence halls. The following are examples of items **NOT** permitted for safety reasons: candles, toasters, halogen lamps, heat or sun lamps, hot plates, portable air conditioners, space heaters, George Foreman grills. Ionic hair implements are not allowed because they cause the fire alarm system to activate and cause false alarms.
- **Pets**: Aquarium fish and hermit crabs are the only pets permitted in residence halls.
- **Smoking**: No smoking is permitted in any residence hall facility, rooms, bathrooms, hallways or lounges.
- **Wall decorations**: You are encouraged to ONLY USE mounting tape which is removable and non-damaging to our walls. 3M offers some products they guarantee not to damage walls. However, these items must be used properly and with care. For painted walls, painters tape can be good for hanging up posters. If your wall is dry-wall, please use push pins ONLY...NO TAPE! Duct tape should **NOT** be used for any reason on walls or any university property. It leaves a residue which always leads to damage charges at the end of the school year.
- **Hall Damages**: Damages beyond normal wear and tear will be charged to the responsible person. If no one assumes responsibility for the damage, the hall residents will be held accountable and billed. When you move into your room, you will be asked to fill out an inventory form. This form lets us know the condition of the room at the time of move-in. Please carefully review it and let your HD know any discrepancies within 12 hours of moving in. If you damage anything during the year, please report the damage to your HD so the item can be fixed and the appropriate charge added to your bill.

Hall Break Closing & Opening Dates

The residence halls close after fall semester on Thursday, December 15 at Noon
If you are returning to Otterbein for the following semester, you may leave your belongings in your room during winter break and J-term.

The residence halls will open for J-term on Tuesday, January 3 at 9 a.m.

There is NO FEE for J-term housing if a student is a full-time, on-campus resident student during fall & spring semesters!

The residence halls will open for spring semester on Sunday, January 29 at 9 a.m.

The residence halls will close for spring break on Friday, March 9 at 6 p.m. and re-open on Sunday, March 18 at Noon
If you need to remain on campus during a break period, you may sign up for break housing for a small fee. Exact information regarding break housing will be sent to your Otterbein email before each break period.

The residence halls close after spring semester on Thursday, May 17 at Noon

www.otterbein.edu/clh
Residence Life Staff
The hall staff is comprised of one Resident Assistant (RA) per floor/wing, and one Hall Director (HD) per hall/complex. The hall staff encourages a cooperative and considerate group living environment. The staff is carefully selected and trained to aid you in your transition to Otterbein. Your RA is a resource to utilize for anything from academic difficulties, to adjusting to campus. The HD, who lives in your hall/complex, is a Master’s level professional or is a current graduate staff member and directly supervises the RA staff. They work with students to develop the overall community of the building and monitor the physical facilities. The Residence Life staff is a team of individuals dedicated to helping you, your roommates(s), your floor mates, and each floor section to build a fun, learning community. The Office of Residence Life can be found in the back of Hanby Hall in the Student Affairs Office or by calling (614) 823-1250. Questions about residence life can be answered by the office staff, forms needed for room selection, break housing or other residency life can be answered by the office staff, forms needed for room selection, break housing or other housing contracts are available in the office too.

Dining Service & Meal Plans
Bon Appétit, Otterbein’s dining service, focuses on offering the freshest foods prepared from scratch. Bon Appétit works with local food growers and dairies to provide students with locally grown and produced foods, including Velvet ice cream.

The meal plans offer a number of meals which can be eaten in the Cardinal’s Nest or used for a meal exchange in the OtterDen. The Dining Dollars can be used like cash in any campus dining facility (OtterBean Café, OtterDen and Roost Express). Meals & Dining Dollars not used in fall semester will be available for use in J-term and spring semester if you remain a full-time student with a full meal plan. Spring semester Meals & Dining Dollars will also be available for use in J-term. Learn more about Bon Appétit at www.cafebonappetit.com/otterbein.

The full three plans are:
• 210 Meals and $150 Dining Dollars - 210 meals to use in the Cardinal’s Nest during each semester, and $150 to use in any dining facility.
• 150 Meals and $225 Dining Dollars - 150 meals to use at the Cardinal’s Nest during each semester, and $225 to use in any dining facility.
• 120 Meals and $260 Dining Dollars - 120 meals to use in the Cardinal’s Nest during the semester, and $260 to use in any dining facility.

Students may change their meal plan for spring semester if you remain a full-time student with a full meal plan. Spring semester Meals & Dining Dollars will also be available for use in J-term. Learn more about Bon Appétit at www.cafebonappetit.com/otterbein.

Hall Council - Your Voice in the Hall
Each hall/complex has a Hall Council advised by the HD. This group influences policies, renovations and additions to the hall, and plans social events for residents to promote a community living environment. Past Hall Councils have planned barbecues, hall decorating contests, paint ball outings, designed hall t-shirts, painted murals in the hall lounge and planned Halloween, Super Bowl, Mardi Gras and Cinco de Mayo parties. Get involved with all the fun of Hall Council by contacting your RA or Hall Director. You will make friends, develop leadership skills and make a difference in your community!

Roommate Relationships
Key Factors—Communicating with your roommate is probably the biggest factor in getting along. Roommate issues are often unintentional misunderstandings and roommates are willing to work the problem out. Mutual respect, understanding, consideration and compromise are important.

Keep an Open Mind—Since you probably do not know your roommate, you may not know what to expect. Remember, your roommate may have different values, beliefs and customs. Differences can be exciting learning opportunities. A roommate agreement will be completed about a week after you move into the halls. Discuss this form with your roommate, fill it out together and share a copy with your Resident Assistant. Keep a copy in your room so you can refer to it if issues arise.

Best Roommates Aren’t Always Best Buddies—You were placed together because you share the same living style, not necessarily the same interests. The fact you both love football will not mean a whole lot if one of you likes to get up early and one of you likes to sleep in!

Key Roommate Discussion Items
Think about the following items and then talk them over with your roommate(s):
• What are your study habits?
• How do you deal with stress?
• When do you need to be alone?
• How do you feel about sharing and borrowing?
• Which activities were you involved in before you came to Otterbein?
• How do you hope to get involved at college?
• What would you tell someone about your family or hometown?
• How do you describe your friends from home?
• What are your personal preferences, habits & characteristics?

Pitch In! Otterbein Recycles in the halls
A recycling center is provided in every hall where you can recycle plastics #1-7, metal and aluminum cans, glass bottles, paper, including magazines, and paperboard (like cereal boxes). All recyclables can be co-mingled (mixed together)!
Residence Hall Amenities

Your residence hall room will be a fairly blank canvas when you arrive so you can be creative with your space! Your space will be furnished with an XL twin bunkable bed & mattress, desk and chair,! closet and drawer space. Most rooms are fully carpeted, except in Engle Hall and select rooms in other halls. Most furniture is moveable, so you’ll be able to arrange as you and your roommate see fit. Beds in Dunlap-King, DeVore, 25 W. Home St., Engle, Garst, Scott, Davis Annex and renovated floors of Centents (1st & 3rd) are able to be lofted. Many beds are able to be adjusted to different heights, so you can add more storage under the bed. Mini-blinds are provided on all windows and you can utilize extension rods if you wish to have more window coverings. Each room also has a cable hook and internet port (you provide all phones & cables) along with overhead lighting.

While family unloads the car, students should come to the Campus Center to do the official room check-in. This will involve receiving your Cardinal Card ID, your room key and signing paperwork. If you need to bring a completed Health Form, please bring with you to the Campus Center.

Helpful Tips for Moving In

The residence halls will open for new students on Wednesday, August 24. Check-in will occur in the Campus Center Lounge. Check-in times are divided by room number and begin at 10:00 a.m. for even numbered rooms and at 1:00 p.m. for odd numbered rooms. Please check in by 3:00 p.m. to have enough time to unpack and settle before New Student Week begins at 4:00 p.m.

When you arrive on campus, park near the building where you’ll live to unload your car on the sidewalk, then please move your car to a space in a parking lot. If there are no available spaces to unload on a sidewalk, please park in a parking lot near the building. PLEASE observe parking rules such as not parking on sidewalks, in the grass or in fire lanes. While family unloads the car, students should come to the Campus Center to do the official room check-in. This will involve receiving your Cardinal Card ID, your room key and signing paperwork. If you need to bring a completed Health Form, please bring with you to the Campus Center.

When you enter your room, review the condition of everything in your room according to the Room Inventory you receive at check-in. If there are any discrepancies, please return the Room Inventory to your Hall Director within 12 hours.

Once you’ve moved in your belongings, feel free to stop by the Bookstore to purchase books or the Police Department to pick up your parking decal.

Early Arrival Move-In Tips

Students involved in band or sports camp may move in early at times arranged by their coach/group leader. Early arrival dates and times are listed later in this newsletter. If you have questions about activities during the early arrival camp, please contact your coach/leader as they have scheduled this time for you. Meals will be provided from the time you arrive until your meal plans begins for fall semester (dinner on Sunday, August 28th). If you are attending the August 23rd orientation session, you may move in on August 22nd from 3-5 p.m.

ALL early arrival check-ins will be in the Campus Center and all students will move into their permanent fall room assignment.

Suggested Packing List

Please remember all students may NOT NEED ALL ITEMS on this list. Roommates are strongly encouraged to discuss which items they can share to avoid duplication of large items. Keep the environment in mind when buying. Products made from recycled materials or reusing items is one way to cut down on waste. Recycle packaging materials and try to leave as many cardboard boxes at home instead of bringing them to campus.

Top Environmentally Friendly Items to Bring to Otterbein

1. A bike
2. Walking shoes
3. Reusable water bottles, mugs, bowls, plates, etc.
4. Recycled paper (notepads and computer paper)
5. Compact fluorescent light bulbs (CFLs)
6. “Green” household and personal care products
7. Reusable canvas bags for carrying belongings

Desk/School Supplies including:
- backpack/book bag
- notebooks, folders
- stapler & staples
- calendar
- 3-hole punch
- paper (pads & computer)
- pens, pencils, highlighters
- masking/tape/glue
- scissors

Personal Care/Health & Hygiene Items including:
- soap/soap dish
- deodorant
- tissues
- thermometer
- prescription medicine
- cold/flu medicine
- toothbrush, toothpaste, floss
- shampoo/conditioner
- razor, shaving cream
- shower bucket/shoes
- first aid kit
- personal property insurance

Bedding & Linens including:
- towels/washcloths
- blanket/comforter
- mattress pad
- XL twin sheets
- pillows
- Extra Room Furnishings including:
- study lamp
- storage crates
- mirror
- rain/snow boots
- bathrobe
- silverware
- plates/bowls/mugs
- laundry basket
- dish detergent
- disinfactant spray/wipes
- Electrical Appliances:
- fan
- telephone
- alarm clock
- stereo/CD player
- microwave (800 watts or less)
- only one fridge and microwave permitted per room.

Otterbein provides:
- XL twin bed & mattress, desk & chair, drawer & closet space, TV/phone/internet jacks, miniblinds, carpet (except Engle Hall and select other rooms on campus).