Guide to Semester Conversion

A resource guide for students, faculty and staff to assist in the conversion to semesters
# Table of Contents

History of the Conversion ........................................................................................................ 3

Benefits of Semesters ........................................................................................................... 3

Student Types: Completers, Transition, New Catalog ....................................................... 4

Otterbein Promise .................................................................................................................. 5-6

Individual Advising Process ............................................................................................... 7-8

Advising Students Regarding INST Requirements ......................................................... 9-10

Frequently Asked Questions about INST and Semester Conversion Advising ............. 11-12

General Education Requirements: ................................................................................... 13-15
  - MATH: Advising Students Regarding MATH Requirements ................................. 13-14
  - HPES: Advising Students Regarding HPES Requirements .................................... 15
  - Foreign/Modern Language: Advising Students Regarding Foreign Language Requirements .......................................................................................................................... 15

Important Information for Advisors .................................................................................. 16-17

FAQ’s about Otterbein’s Conversion to Semesters ............................................................ 18-20

Appendix
  - Academic Calendar Summer Term 2011 ................................................................. 21
  - Academic Calendar 2011-2012 ............................................................................... 22
  - Academic Calendar Summer Term 2012 ................................................................. 23
History of the Conversion

When Otterbein completed our most recent strategic plan, it was recommended that, along with a number of other recommended changes, we study conversion to a semester system. We then appointed a “Semester Conversion Study Committee” composed of faculty, students and staff members, who interviewed students, faculty and staff at Otterbein and studied other campuses. That committee recommended a change to a semester system, primarily because they were convinced that a semester system would have important benefits for students, that semesters could enhance student learning, and that a semester calendar would expand opportunities for students.

The campus Senate approved Senate Bill 08/09-1 in the fall of 2008 which called for the conversion to semesters. The Board of Trustees approved the conversion on October 11, 2008.

A three year plan began to convert to semesters in the fall of 2011.

Benefits of Semesters

- Offers substantial benefits in student retention after the first year.
- Increases administrative efficiency and reduces cost since registration and financial aid processes will occur only twice, rather than three times annually.
- Reduces student cost for books.
- Allows faculty an important opportunity to revise and update curricula.
- Reduces time spent in class on beginning and ending activities.
- Places Otterbein’s calendar in the mainstream in American higher education.
- Greatly enhances scheduling of off-campus learning experiences.
- Reduces scheduling problems for athletic teams.
- Allows summer classes to begin sooner, increasing their attractiveness.
- The school year will end earlier, giving students more opportunity to find summer jobs.
- Allows graduating seniors to enter the job market earlier.
- Simplifies the transfer process for students coming from semester institutions.
- Creates a better fit with nationally published textbooks.
- Schedule allows for increased study abroad and internship experiences.
Student Types

“How am I impacted by the conversion?”

When thinking about how a student by the semester conversion, it is important to think about the type of student being considered. There are three main student types as it relates to semester conversion. These student types can be applied to any student (Part-time, full-time, undergraduate, graduate, traditional, non-traditional).

A “transition student” is defined any student who will take classes in both the quarter calendar and the semester calendar. These students are impacted the most by semester conversion.

A “completer student” is a student who intends to complete their degree prior to the conversion (By the end of Summer 2011). These students should not be impacted by semester conversion.

A “new catalog” student is a student at Otterbein University who will begin taking classes at Otterbein at the time of conversion or after (Beginning in the Fall of 2011.) Or it can also be a former student who has been gone from Otterbein for more than one year immediately prior to the fall of 2011.
The Otterbein Promise

Otterbein University is committed to an ongoing partnership with students that promotes a successful transition for each student from academic quarters to semesters.

As with any partnership, expectations exist between both parties. Each student currently enrolled under the quarter-calendar system can expect that advising resources will be available to assist him or her in defining a specific path to degree completion that includes plans for the transition from quarter to semester classes and credit. This path will be determined by consultation with an appropriate advisor and will be recorded through the completion of a written Individual Advising Plan (IAP).

Your role in this partnership is to work with an advisor to create an IAP. Students who do not meet with a university official to create an IAP cannot expect the university to honor the following pledges:

- **No Delay to Degree Completion.**
  If you stay on course to graduate by successfully completing the expected hours each quarter and semester, we guarantee that the conversion will not affect your estimated graduation date.
  
  This pledge ensures that students who are on track to complete their degrees at the time of conversion and who maintain a consistent rate of credit accumulation after semester conversion will not experience an extension of the time-to-degree completion.

  The university cannot be held responsible, however, for personal choices such as decisions to change to part-time status, to "stop-out", to change majors or degree programs or to deviate from the agreed upon Individualized Advising Plan

- **No Loss of Academic Progress.**
  For students enrolled before Fall Semester 2011, old and new catalog requirements will be merged to ensure progress toward your degree. Combinations will vary depending upon percentage of degree completion at the time of semester
conversion. Students must meet with their academic advisors to determine their Individualized Advising Plan.

- **No Increased Costs for Degree Completion.**
  Annual tuition and fees under the semester system will not be greater than they would be under the quarter system for a two-semester academic year. The total full-time cost of two semesters equals the full-time cost of three quarters. Of course, the university may implement increases in annual tuition and fees as deemed necessary and authorized by the Board of Trustees. Such increases would naturally occur under either a semester or quarter system.
Individual Advising Process

Goal: To have every student complete an Individualized Advising Plan to map their path to degree completion.

Guiding principles: The advising will be completed by individual faculty advisors. Departments will designate a liaison in their department to serve as a communication coordinator and also to serve as the first point of contact within their department for semester conversion advising questions. The Center for Student Success will communicate with the liaisons and provide ongoing support to advisors through the process.

Timeline:
Fall Quarter
- Systems – focus on building consensus on campus-wide process, developing resources, building processes to achieve goal.
- Training – Provide training on semester conversion advising to all department liaisons.

Winter Quarter
- Individualized advising conducted with every student.
- Outreach to students through streamlined communication, programming in co-curricular spaces, and supporting the advising process.

Spring Quarter
- Final review of plans, follow-up with those not submitted.
- Individual advising as needed.
- Special outreach to undecided students to support their transition.

Ongoing Semester Conversion Efforts
- Continual review of policies and processes related to conversion.
- Campus-wide communication plan to ensure all constituencies are aware of conversion, potential impacts to their areas, and general understanding of the process.
- Semester Transition Committee meeting regularly.
Individual Advising Plan (IAP) Instructions

1. **Step 1 – Run Current Degree Audit for Student.** Make sure to review the degree audit with the students – making any special notes about courses needed, courses needed to complete successfully this year, etc.

2. **Step 2 – Compare Degree Audit to Department/Major Transition Plan.** Make notes on courses that a student has missed, should complete, etc. It is helpful to identify which term a student will take any courses that they need to make up as well as those that they will take next year.

3. **Step 3 – Student/Advisor Signature.** The student and advisor should sign off on the IAP form (short or long) acknowledging the review and mapping of the curriculum plan. If using the short form, make sure to attach the department transition plans as well. DO NOT SEPARATE THE FORM.

4. **Step 4 – Send to Department Liaison for Review.** Each department has someone designated to review the plans and your signed IAP form and any supporting documents should be sent to that person.

5. **Step 5 – Center for Student Success Review.** The signed forms will be forwarded to the Center for Student Success for a final review and tracking in Banner.

6. **Step 6 – Return of Signed forms.** Once reviewed and tracked, forms will then be separated and a copy with all signatures will be returned to both student and advisor via campus mail.

Need Help?

- **Department specific curriculum** questions should be directed to your departmental liaison.
- **Integrative Studies** questions should be directed to Kate Lehman who consults with Sarah Fatherly.
- **Individual Advising Plan process** questions should be directed to Kate Lehman.

Kate Lehman  
Assistant Dean for Student Success  
614-823-1624  
klehman@otterbein.edu
Advising Students Regarding INST Requirements

1. Advising students who are incoming First-Years in 2010-2011

2010-2011: Take the existing INST requirements for first year
   INST 100/105/110
   INST Social Science Elective
   INST 150

To complete INST requirements on semesters in 2011-2014 take:
   INST 2200: Reflection and Responsibility Thread
     INST 2201, 2202, 2203, 2204, 2205
   INST 2400: Natural Foundations Thread
     INST 2401, 2402, 2403, 2404
   INST 2600: Creativity and Culture Thread
     INST 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608
   INST 3500/4000: Interdisciplinary Dyad
     See course catalog for selections

2. Advising students who are SOPHOMORES in 2010-11
   (provided they have completed the INST first year requirements)

2010-2011: Take the existing INST requirements for sophomores
   INST 270
   INST 250/260

To complete INST requirements on semesters in 2011-13 take:
   INST 2400: Natural Foundations Thread
     INST 2401, 2402, 2403, 2404
   INST 2600: Creativity and Culture Thread
     INST 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608
   INST 3500/4000: Interdisciplinary Dyad
     See course catalog for selections
3. Advising students who are JUNIORS in 2010-11
   (provided they have completed the INST first year and sophomore requirements)

2010-2011: Take the existing INST requirements for juniors
   INST 300
   Recommend Taking 2 of 3:
   INST Science Elective
   INST Arts Elective
   INST Global Elective

To complete INST requirements on semesters in 2011-12:
   **Science Elective**: 1) If completed one science elective already, no more needed
                        2) If no INST science electives completed,
                           take INST 2400-Natural Foundations

   **Arts Elective**: If not completed, take INST 2600 Creativity and Culture

   **Global Perspectives Elective**: If not completed, take one course from the following options: INST 3915: Human Nature and World Religions (INST and the Religion/Philosophy Dept. are working to hold over several sections of existing INST 380 as an experimental course next year), RELG 1000, RELG 2700, RELG 2900, RELG 3400, RELG 3500, RELG 3600 (the existing subs for INST 380).

See Frequently Asked Questions for students who have deviated from these sample plans.
Frequently Asked Questions about INST and Semester Conversion Advising

How many classes do transition students need to take?

- We are trying to avoid talking about “number of INST” classes. It is easier to explain as students’ INST requirements are proportionate to the time they spend on quarters and semesters. For example, first year students should complete the current first year INST course sequence and then will take five classes in the new INST curriculum (Reflection and Responsibility, Natural Foundations, Creativity and Culture and a Dyad). This would mean a total of 8 INST classes. However, students who are currently sophomores will have taken the first and second year quarter requirements and then four of the new courses. Resulting in a total of 9 courses. In other words, focus on the requirements and whether or not students have met those areas of INST, not the total number of courses.

- Important Note - Seniors in 2011-12 will complete ALL existing INST requirements on which they began. The only exception is that these students may graduate with one INST Science elective completed instead of two.

Will there be semester course equivalents for existing INST requirements?

- YES.

- In short, students will be able to use:
  - Any INST 2000 Interconnections course to meet the existing INST Social Science elective
  - INST 2001 or INST 2002 to meet the existing INST 150 requirement
  - Any INST 2200 Reflection & Responsibility course to meet the existing INST 250/260 requirement
  - Any INST 2400 Natural Foundations course to meet the existing INST Science elective requirement
  - Any INST 2600 Creativity & Culture course to meet the existing INST Fine Arts elective
  - To complete the existing INST Global Perspectives requirement, there will be multiple options:
    - INST 3915: Human Nature and World Religions (INST and the Religion/Philosophy Dept. are working to hold over several sections of existing INST 380 as an experimental course next year)
    - RELG 1000, RELG 2700, RELG 2900, RELG 3400, RELG 3500, RELG 3600 (the existing subs for INST 380)

Will there be options next year for juniors and seniors to take INST 270 or 300 if they did not do so this year?

- YES.
For INST 300, IS and the English Department are working together to hold over several sections of INST 300 as an experimental course to be numbered INST 3910: Dilemma of Existence. (ENGL 3350: Shakespeare will also satisfy this requirement since it is the existing approved sub for INST 300.) For INST 270, there will be a couple hold over sections as well numbered as INST 2910: Relationships and Dialogues. (ENGL 2230, ENGL 2231, ENGL 2232, ENGL 2233, ENGL 2234 will also satisfy this requirement as they are existing subs.)

Are seniors next year required to take a dyad?
- NO. Seniors are not required to complete dyad courses.

What if a student does not fit the standard profile of their class standing (sophomore, junior, senior) in relation their INST requirements?
- The advisor should consult with Kate Lehman about an individualized evaluation of the INST credits. Kate will work with Sarah Fatherly, INST chair, to determine the best path for completion of the program requirements.

Will existing or new INST courses be offered the upcoming 2011 summer session?
- Existing INST courses will be offered. See the summer schedule of classes for specific course offerings. The new curriculum does not come into effect until Fall term 2011.

What are the new INST substitutions?
- It should NOT be assumed that courses that currently serve as substitutions for courses in the quarter INST curriculum will substitute within the new semester curriculum. However, past courses taken in the quarter system can still be considered substitutions for past INST quarter courses. Approved course substitutions will be listed in the online catalog. We are just beginning the process of identifying new INST substitutions. Departments must bring forward a proposal to IS Advisory for any course they wish to see count as approved alternative.
- For departments interested in pursuing substitution approval, the guidelines for those proposals are available on the IS website.

Do we know the INST transfer equivalents?
- Transfer equivalents for the new INST courses have been identified for Columbus State and will soon be posted on the web. As most institutions that we often see transfer credits from (Columbus State, Ohio State, etc) are also about to unveil new curricula, however, we will have to re-evaluate all transfer equivalents once those new curricula are made available for review.
Advising Students Regarding MATH Requirements

Under semesters, beginning Fall 2011, there will be changes in several mathematics service courses that affect offerings. Therefore, as you are planning your schedules for 2010-11, please keep the following changes and scheduling issues in mind:

1. **MATH 115 & 116 College Algebra & Trigonometry will no longer be offered as separate courses.** They will be offered as a single semester course (MATH 1250) in both semesters. If you need to take these courses to get to calculus, be sure to complete both in 2010-2011 (grade of C or better in each), or wait to take the combined course in 2011-12.

2. **MATH 170/180/190 Calculus I/II/III will become a two semester sequence.** Both semester courses (MATH 1700 and MATH 1800) will be offered each semester. MATH 200 - Multivariable Calculus will continue to be a stand-alone course on semesters (MATH 2700), so could be taken 2010-11 or 2011-12. If you need to take MATH 170, 180, be sure to complete both courses in 2010-2011 (grade of C or better in MATH 170). If you need to take MATH 170, 180, 190, take the entire sequence in 2010-2011 or wait to begin the sequence on semesters. (Note that we are offering a spring section of MATH 190 in 2010-2011 to aid the transition.)

3. **MATH 270 & MATH 271 Math for Early and Middle Childhood Education will not be offered in the semester system.** These courses will be separated: MATH 2100 will serve early childhood majors only; MATH 2150 & 2170 will serve middle childhood majors. No action is necessary for early childhood, as either quarter MATH 270 or semester MATH 2100 will satisfy the early childhood requirement. Middle childhood majors should take both MATH 270 & 271 in 2010-2011 or should wait to take both MATH 2150 & 2170 on semesters.

4. **MATH 260 Mathematics for Decision-Making will not be offered in the semester system.** However, there will be one hold over offering under semesters in Spring 2012. If you need to take MATH 260, it is offered every quarter in 2010-11, and one final time on semesters in Spring 2012 under the course number MATH 2910.

5. **MATH 155 & 165 Discrete Mathematics I & II will be combined into a single semester (MATH 1230).** If you need to take one or both of these courses, be sure to do so in 2010-2011 or wait to take the single semester version.

No action is necessary for the following, as they will continue to be offered as stand-alone courses:
- MATH 150 The Nature of Mathematics (MATH 1210)
- MATH 230 Statistics I (MATH 1240)
- MATH 231 Statistics II (MATH 2240)
- PHIL 125 Symbolic Logic (PHIL 1200)
Math Requirements, continued...

For those seeking a BA, if you haven’t yet completed the math requirement and do not plan to do in 2010-2011, any of the following will satisfy the requirement beginning in 2011-12:
MATH 1210 The Nature of Mathematics (quarter MATH 150)
MATH 1220 Quantitative Reasoning (new course)
MATH 1230 Discrete Mathematics (quarter MATH 155/165)
MATH 1240 Statistics I (quarter MATH 230)
MATH 1250 Elementary Functions (quarter MATH 120 or 115/116)
PHIL 1200 Symbolic Logic (quarter PHIL 125)

For those seeking a BS (other than in Education or Nursing), please refer to # 1 and # 2 above.

Questions? Please contact Susan Thompson at sthompson@otterbein.edu or by phone at 614-823-1412
Advising Students Regarding HPES Requirements

All transition students and completers (and required to take any HPES courses) are required to complete their HPES courses in one of three completion options:

OPTION 1: Complete two HPES quarter courses. Can be any combination of HPES courses.

OPTION 2: Complete one quarter course and complete one semester HPES course.

OPTION 3: Complete one semester course to fulfill their requirement.

*New catalog students will be required to take one semester course to fulfill their HPES requirement.

Advising Students Regarding Foreign/Modern Language Requirements

Foreign/Modern Language courses are considered series courses, and therefore it is important for students to be aware of their progression through these courses during the transition.

Transition BA Students are required to complete two courses (through the 110 level) of any language (including American Sign Language).

- If they have taken one, but not both of the courses at the time of transition, they will need to fulfill their requirement with the semester course equivalent (1100 level). However, this is not advised given the difference in curriculum between a quarter and semester course series.
- If students have not taken any quarter language courses, they must complete the two semester course series to successfully fulfill their requirement.

Transition BS Students are required to complete three courses (through the 120 level) of any language.

- If they have taken one or two, but not all three courses at the time of transition, they will need to fulfill their requirement with the semester course equivalent (1100 level). However, this is not advised given the difference in curriculum between a quarter and semester course series.
- If students have not taken any quarter language courses, they must complete the two semester course series to successfully fulfill their requirement.
Important Information for Advisors

Can a student complete one of the majors approved for the Semester system?
Yes. The university policy is that any student may choose to graduate under the catalog in effect when he or she entered Otterbein or any new catalog adopted while they are a student.

BUT, if a student switches to a major effective in the 2011-2012 catalog, he or she must change to the entire catalog (meaning all the new General Education requirements).
(There is one exception, but this should not affect current traditional students. If a student has been away from Otterbein for a year, they must switch catalogs.) Wherever possible, we have identified what the appropriate equivalents would be in this document.

What is the HPES Requirement?
The requirement for all students enrolled before August 2011 is now two quarters or one semester of HPES (the two quarters may be in any of the HPES sequences: two of HPES 101, or two of HPES 102, or two of HPES 103, or any combination (the requirement that students take courses in all three courses is waived). This requirement is waived for any student who is 23 or older.

What is the Foreign Language/Modern Language Requirement?
- Assuming a student wants to graduate under the catalog with which they entered (and one of the current "quarter" majors), the requirement varies from degree to degree. For BA students, the requirement is completion to the 110-level under quarters (100 and 110 unless placed into 110 or higher via placement), or the 1100 level under semesters (1000 and 1100, unless placed into 1100 or higher via placement). For BS students, the requirement is completion to the 120-level under quarters or the 1100-level under semesters.
- If a student wants to graduate under a "new major" (one of the new majors for semesters approved in 2009-2010 or 2010-2011), they will be subject to the new Foreign Language requirement: placement to the second level (Foreign Language 1100) for both a BA and a BS.
- For all these students, ASL may be used as their Language requirement.
- The requirements are different in the PACE program. The current, and future requirement is FLang 105 or FLang 1050.
- There is no Foreign Language required for students in the BFA, BME, BSE and BSN programs. The B.Mus. requires 10 quarter hours of French, Italian or Spanish at the 110-499 level. Students interested in these degrees are advised to talk with faculty in those areas.

What is the Mathematics requirement?
- Please see pages 13-14 for comprehensive information.
- Students who choose to graduate under the 2010-2011 catalog (or one before) have the following Math requirements:
BA: Math 150, 115, 116, 120, 170, or 230 or Phil 125. If students do not complete one of these classes in 2010-2011, they may take any of the following in 2011-2012 and years following:

- MATH 1210: The Nature of Mathematics (equivalent to MATH 150)
- MATH 1220: Quantitative Reasoning (new course)
- MATH 1230: Discrete Mathematics (equivalent to current MATH 155/165)
- MATH 1240: Statistics I (equivalent to MATH 230)
- MATH 1250 Elementary Functions (equivalent to MATH 120 or 115/116)
- PHIL 1200: Symbolic Logic (quarter PHIL 125)

BS: Math 120 (or 115 and 116), 170 and 180. These students are strongly advised to complete the sequence by the end of 2010-2011. If they do not, they will be required to take two semesters of Calculus: MATH 1700 and 1800.

- Students who choose to graduate with BA and BS degrees under the 2011-2012 catalog, or later will be required to take the new Mathematics requirement: one of the following: MATH 1210, 1220, 1230, 1240, or 1250 or PHIL 1200 (or MATH 1700 if placed our of MATH 1250). They could also meet this requirement with the following courses under quarters:
  - MATH 150,
  - MATH 155 and 165,
  - MATH 120 (or MATH 115 and 116),
  - MATH 230
  - PHIL 120

- There is no general education Mathematics requirement for the BFA or B.Mus.

What INST classes should a student take now and in semesters?
Please refer to the previous section regarding INST requirements. The transition plan for INST will apply to all transitional students, regardless of what catalog the use for the selection of their major.

How many total hours will be required for graduation?

- All “transition students” will be required to have a total of 120 semester hours for graduation (the requirements may be higher in some majors because of the requirements for that major). Students entering in Fall 2011, or after, will be required to complete a minimum of 128 hours for graduation.
- We expect to convert students’ academic history totals from quarter hours to semester hours over the summer. You can do this by multiplying the current hours by .667.
Frequently Asked Questions

Otterbein University will convert to a new semester academic calendar in the Fall of 2011. The campus has embraced this opportunity to not only convert our calendar, but also reimagine the Otterbein curriculum. The new calendar will feature two 14-week semesters and a 3-week January term, known as “J-Term”. The full calendar, including the specific dates for the 2011-2012 year, can be found at http://www.otterbein.edu/Academics/Registrar/pdf_forms/academic_calendar/Ac_Calendar_2011-12.pdf.

When will the conversion take place?
Fall term 2011 will be the first Otterbein semester. Classes will begin for the Fall 2011 semester on Monday, August 29, 2011.

Will the summer of 2011 be considered quarters or semesters?
The courses offered in the summer of 2011 will be based on the quarter calendar. The courses will be from the current catalog offering and will be offered in quarter hours. The specific course offerings will be posted to the registrar’s website and Self-Service Banner in the winter of 2011.

I am currently taking classes or have taken classes in the past? Will I have both quarter and semester hours accrued?
All student academic history will be converted to semester hours over the summer of 2011. Therefore, any quarter hours that a student has accrued will be converted to semester hours. The conversion for those hours is a rate of 2/3 – so simply multiply your total earned quarter hours by .667 and you will have your total earned hours in semesters.

Was the decision to convert to semesters influenced by the fact that all the other colleges in Ohio have converted to semesters?
No. Many colleges are switching to semesters for the same reasons that Otterbein’s Semester Conversion Study Committee made its recommendation but Otterbein’s decision was made independent of other colleges or the State of Ohio requirements for public colleges.

How will the semester system benefit me?
Evidence suggests that students learn more on semesters because there is extended time to learn, practice and apply course concepts and because the extra length of the semester allows more time for editing and revision of work. In addition, the Otterbein semester should provide the following additional benefits to students:

- If you want to study abroad (or in other off-campus programs such as the Washington Semester or Philadelphia Semester): semesters will give you more flexibility because you could match either semester to the Otterbein schedule.
- If you participate in undergraduate research, or an internship, the semester will provide you with more time for these activities.
- The extended class time will provide more time for students to participate in service learning and reflection.

**Will I lose hours if I am enrolled at Otterbein before August, 2011?**

No. The Otterbein Promise is our pledge that you will not lose hours. Assuming that you are progressing toward your degree at the expected pace (45 quarter hours per year), you will have no trouble graduating on time.

**How will I know if I am on track with my schedule under the semester set-up?**

You should set-up a meeting with your academic advisor during Winter Quarter to review your course selection for the current school year, and to make a Individualized Advising Plan (IAP). All students will have a personalized transition plan to ensure a smooth transition to semesters. For any specific questions or for supplemental advising, contact the Center for Student Success.

**Will my degree requirements change due to the calendar conversion?**

Students enrolled prior to the Fall of 2011 will follow their current catalog guide for degree requirements. However, the quarter courses will no longer be offered. All courses will have a semester equivalent and individual departments have created customized transition plans for each major to fulfill the degree requirements under both calendars.

The other important degree requirement is total hours, under the current catalogs offered in quarters, students need 180 total quarter hours. Therefore, students who are currently enrolled will need 120 semester hours to complete their degree requirements (the 120 hours results from a 2/3 conversion of quarter hours to semester hours). It is important to note that beginning with students who enroll in the Fall of 2011, the total required hours will be 128 semester hours.

**I am a current student; can I switch to one of the new majors starting under semesters?**

Current students can finish their current majors, even if that major is changing under semesters. For example, the International Studies major will transition to Global Studies, but current students will be able to finish their degree with the International Studies major. Students can choose to switch to a new major, but that also requires following all of the new degree requirements. This is a decision that should be discussed with your advisor.

**Where do I go for extra help and concerns?**

You should always consult with your academic advisor first. After speaking with your advisor, the Center for Student Success can help you to continue to work on your transition plan, and towards your goals, and can also address any concerns that you may have. This office is located next to the Center for Career Planning and can be reached at 614-823-1624.
Will tuition and fees be greater under semesters?
No. While tuition and fees probably will increase over time at Otterbein, there is no plan to increase fees simply because of semesters. We are also hoping to implement a payment plan that will make it possible for you to pay your tuition and fees on a monthly basis for each semester.

What will be the schedule for semesters?
There are a variety of semester calendars. The calendar we have chosen will feature two 14-week semesters with an additional period for final examinations and a 3-week January term (J-term). Fall Semester will start in late August and end in mid-December; Spring Semester will start in late January or early February and finish in mid-May. See the appendix of this resource guide for the detailed calendar or view the academic calendar on the Otterbein website.

What is the "January Term" ("J-term")?
We view the January term as a unique opportunity to allow students to explore one subject in depth. Students will enroll for one class that would meet for several hours per day over a three week term, or for a travel experience. This is a great opportunity for in-depth performance or laboratory experiences, as well as to take classes in which students will have maximum time for practice, discussion, or reflection.

How many classes will I take in J-Term?
Students can take up to 5 credit hours during J-Term.

What will be the cost of J-term?
There will not be extra tuition for January term – essentially tuition for "J-term" will be included in your Fall and Spring Semester tuition. Room and Board will also be built into Fall and Spring fees, so you will not have extra charges for this unique experience.

How many classes will a student typically take in a semester?
The standard course will be 4 credit hours. We envision students will take four classes each semester which is 16 credit hours.

What is full-time in semesters?
Full-time will continue as anywhere between 12 and 18 credit hours. Taking below 12 hours will be defined as part-time and taking above 18 hours will result in an overload (which requires permission and has extra fees)
**Academic Calendar for Summer Term 2011**

### JUNE 2011

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**Summer A Term (8 Weeks)**

- Jun 13: A Term: Begin classes
- Jun 20: A Term: Last day to add a class
- Jun 21: Census Day (all sessions)
- Jul 4: A Term: Independence Day holiday: no classes, offices closed
- Jul 8: A Term: Last day to drop a class without a grade
- Jul 20: A Term: Last Day to drop a class with a W grade
- Aug 13: A Term: End classes: exam is last class meeting day

**Summer B and C Terms (First 4 Weeks and Second 4 Weeks)**

- Jul 13: B Term: Begin classes
- Jul 20: B Term: Last day to add a class
- Jul 24: B Term: Last day to drop a class without a grade
- Jul 29: B Term: Last day to drop a class with a W grade
- Jul 4: B Term: Independence Day holiday: no classes, offices closed
- Jul 12: B Term: End classes: exam is last class meeting day
- Jul 18: C Term: Begin classes
- Jul 25: C Term: Last day to add a class
- Jul 29: C Term: Last day to drop a class without a grade
- Aug 3: C Term: Last day to drop a class with a W grade
- Aug 16: C Term: End classes: exam is last class meeting day

**Summer Short Courses (classes that are less than 4 weeks and typically one week or less)**

Admission to these classes is by permission of instructor. Students will be registered in Banner by staff in the Registrar’s Office. Tuition and fees are not refundable. A course may be dropped by emailing Registrar@otterbein.edu. Once a course has begun, a drop will be assigned a grade of W.

### JULY 2011

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### AUGUST 2011

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**Notes**

1. Summer A Term Saturday classes will meet on June 18, 25, July 9, 16, 30 and August 6. The exam will be on August 13.
2. For the refund schedule, go to the A-Z Index on the Otterbein home page.
**Academic Calendar 2011-2012**

Otterbein University has two 14-week semesters 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.

###Fall Semester 2011

- **Aug 29**: Begin classes
- **Sept 5**: Labor Day holiday: no classes, offices closed
- **Sept 6**: Last day to add a class
- **Sept 9**: Last day to drop a class without a grade; last day for 100% refund
- **Sept 12**: Census Day
- **Oct 8-12**: Fall student/faculty break
- **Oct 10**: Columbus Day holiday: offices closed
- **Oct 28**: Last day to drop a class with a W grade
- **Nov 23-27**: Thanksgiving student/faculty break
- **Nov 24-25**: Thanksgiving holiday: offices closed
- **Dec 9**: End classes
- **Dec 10, 12-15**: Exams

###Winter Break

- **Dec 16**: Begin Break
- **Dec 23, 26-27**: Christmas holiday: offices closed
- **Jan 2**: New Year’s holiday: offices closed
- **Jan 29**: End break

###Spring Semester 2012

- **Jan 4**: Begin classes
- **Jan 6**: Last day to add a class and last day to drop a class without a grade
- **Jan 9**: Census Day
- **Jan 13**: Last day to drop a class with a W grade
- **Jan 16**: Martin Luther King holiday: no classes, offices closed
- **Jan 25**: End classes
- **Jan 26**: Exams

###Notes:

1. The Saturday exam period is reserved for classes meeting on the weekends. The Thursday exam period is reserved for one-evening-per-week classes meeting on Thursdays.
2. For commencement information, the exam schedule and the refund schedule, go to the A-Z Index on the Otterbein homepage.
Academic Calendar for Summer Term 2012

**Summer A Term (12 Weeks)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 29</td>
<td>A Term: Begin classes</td>
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<tr>
<td>Jun 5</td>
<td>A Term: Last day to add a class</td>
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<td>Jun 9</td>
<td>A Term: Last day to drop a class without a grade</td>
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<tr>
<td>Jun 12</td>
<td>Census Day (all sessions)</td>
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<tr>
<td>Jul 4</td>
<td>A Term: Independence Day holiday; no classes, offices closed</td>
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<tr>
<td>Jul 14</td>
<td>A Term: Last Day to drop a class with a W grade</td>
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<tr>
<td>Aug 18</td>
<td>A Term: End classes: exam is last class meeting day</td>
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**Summer B and C Terms (First 6 Weeks and Second 6 Weeks)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 29</td>
<td>B Term: Begin classes</td>
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<tr>
<td>Jun 2</td>
<td>B Term: Last day to add a class and last day to drop a class without a grade</td>
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<td>Jun 9</td>
<td>B Term: Last day to drop a class with a W grade</td>
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<td>Jul 4</td>
<td>B Term: Independence Day holiday; no classes, offices closed</td>
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<td>Jul 7</td>
<td>B Term: End classes: exam is last class meeting day</td>
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<tr>
<td>Jul 9</td>
<td>C Term: Begin classes</td>
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<tr>
<td>Jul 14</td>
<td>C Term: Last day to add a class and last day to drop a class without a grade</td>
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<tr>
<td>Jul 21</td>
<td>C Term: Last day to drop a class with a W grade</td>
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<td>Aug 18</td>
<td>C Term: End classes: exam is last class meeting day</td>
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**Summer D, E and F Terms (First 4 Weeks, Middle 4 Weeks and Last 4 Weeks)**

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<thead>
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<th>Date</th>
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<td>Jun 2</td>
<td>D Term: Last day to add a class and last day to drop a class without a grade</td>
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<td>Jun 9</td>
<td>D Term: Last day to drop a class with a W grade</td>
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<td>Jun 23</td>
<td>D Term: End classes: exam is last class meeting day</td>
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<td>Jun 25</td>
<td>E Term: Begin classes</td>
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<td>Jun 30</td>
<td>E Term: Last day to add a class and last day to drop a class without a grade</td>
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<td>Jul 4</td>
<td>E Term: Independence Day holiday; no classes, offices closed</td>
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<td>Jul 7</td>
<td>E Term: Last day to drop a class with a W grade</td>
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<td>Jul 21</td>
<td>E Term: End classes: exam is last class meeting day</td>
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<td>Jul 23</td>
<td>F Term: Begin classes</td>
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<td>Jul 28</td>
<td>F Term: Last day to add a class and last day to drop a class without a grade</td>
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<td>Aug 4</td>
<td>F Term: Last day to drop a class with a W grade</td>
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<td>Aug 18</td>
<td>F Term: End classes: exam is last class meeting day</td>
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**Summer G Term (classes that are less than 4 weeks and typically one week or less)**

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<th>Date</th>
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<tr>
<td>Aug 18</td>
<td>F Term: End classes: exam is last class meeting day</td>
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Notes:
1. Summer A Term Saturday class meeting dates are TBD.
2. For the refund schedule, go to the A-Z Index on the Otterbein home page.