



Otterbein University Enrollment Task Tracker



School Email & Student Portal (O-Zone)

Activate and Manage Email Account: <https://www.otterbein.edu/information-technology/account-activation/>

Otterbein ID:

Password:

PIN:

View Financial Aid Award Letter

You financial aid award letter and additional instructions regarding your offer of aid will be explained on your "Financial Aid Award", "Understanding Your Payment Options" and on "My Banner" through the Student Portal, "My O-Zone." Since your aid award is determined using many variables, please inform the Office of Student Financial Services about any changes to the information you have provided, in particular, if your enrollment level or housing status changes.

Pay Acceptance Fee (\$150)

Pay your \$150 non-refundable enrollment fee.

The enrollment fee secures your position at Otterbein and begins the registration process, housing and orientation paperwork, and allows you access to your student O-Zone account.

Need help? Call (614) 823-1500 or email uotterb@otterbein.edu.

https://tn.otterbein.edu/C21204_ustores/web/store_main.jsp?STOREID=13&SINGLESTORE=true

Apply for Housing

Complete the Housing Request Form, Room & Board Agreement and Address Information Form, due Mid-May.

<https://www.otterbein.edu/residence-life/incoming-students/>

Complete Placement Testing and Register for Orientation

Student Orientation, Advising, and Registration (S.O.A.R.) is a one-day program that will prepare you for your experience at Otterbein University. Throughout the day you will have the opportunity to meet with an advisor to review your course schedule for fall semester and learn about Otterbein's academic expectations, as well as begin building relationships with other new students and current Otterbein students. Orientation Leaders will be guiding you through the day and will make sure you are in the right places at the right time!

<https://www.otterbein.edu/orientation/>

Verification

The verification process is established by the Federal Department of Education. You will receive a letter indicating the forms needed to complete the process. You can also refer to your "MyBanner" for the requirements to complete verification.

IRS Tax Transcript Request: <https://www.irs.gov/individuals/get-transcript>

Access to Student Forms: [here](#)

Apply for a Federal Work Study Job

<https://www.otterbein.edu/financial-aid/student-employment-information/>

Transportation

All cars parking on campus are required to be registered with the Otterbein Police Department. Students purchase a parking decal online. Once the parking decal order has been fulfilled, the student will receive an email advising them to pick up the parking decal at the Otterbein Police Department, located at 194 West Main Street. Students are advised to park their vehicles as close as possible to their residence hall and not use their vehicle to drive to classes. Students are not permitted to park in visitor parking.

<https://www.otterbein.edu/police/parking-policies/>

Apply for a Federal Work Study Job

The Federal Work-Study Program is a federally funded, campus-based aid program designed to provide part-time jobs for eligible students with financial need. All students, regardless of financial need, are eligible to seek a campus job, but students are only able to be hired under the Federal Work-Study Program if identified in your financial aid package.

Work Study/Student Employment Website: <https://www.capital.edu/admission/tuition-and-financial-aid/student-employment>

Student Health Insurance

Otterbein University does not offer student health insurance nor is it included as a part of tuition or fees.

Need health insurance, visit: <https://www.healthcare.gov/young-adults/college-students/>

