



We hope your final semester is wrapping up smoothly!

As you prepare for graduation, please take a moment to review the following requirements regarding your final official transcripts and any outside college credits. Providing these documents early ensures your Fall 2026 schedule is as accurate as possible.

## 1. Final High School Transcript

Please ensure your high school counselor sends your final official transcript directly to Heidelberg. Transcripts uploaded or sent by students are **not** considered official.

For a transcript to be considered final, it must include your graduation date, final GPA, and the school seal. Your counselor can submit this via email to [registrar@heidelberg.edu](mailto:registrar@heidelberg.edu), regular mail, or through electronic (digital) services like Naviance or Parchment.

## 2. College Credits (CCP, AP, and IB)

To receive college credit for your hard work, Heidelberg must receive an official report directly from the credit-granting institution. **A high school transcript that includes CCP, AP, or IB courses is not sufficient.**

- **College Credit Plus (CCP) / Dual Enrollment:** Request an official transcript from the college(s) where you earned the credit.
  - **Mail:** Office of the Registrar, 310 E. Market St., Tiffin, OH 44883.

- **Electronic:** We accept electronic (digital) transcripts through services such as Parchment or Naviance.
- **Advanced Placement (AP):** Scores are typically available in July. If you listed Heidelberg as a receiving institution, they will arrive automatically. If not, please request them via [collegeboard.org](https://collegeboard.org).
- **International Baccalaureate (IB):** Please request official results at [rrs.ibo.org](https://rrs.ibo.org).

The Heidelberg community is getting more excited every day to welcome you to campus! If you have questions, please don't hesitate to reach out.

In Berg Pride,

The Owen Center For Teaching & Learning  
419-448-2301  
[owen-center@heidelberg.edu](mailto:owen-center@heidelberg.edu)

[Previous New Student  
Emails](#)

[New Student Checklist  
Info](#)

### **Campus Contact List**

Office of Admission: 419-448-2330 Admission, Orientation & General Questions  
Owen Center: 419-448-2301 Academic Advisor & Scheduling  
Financial Aid: 419-448-2293 FAFSA, Scholarship & Loans  
Business Office: 419-448-2000 Billing & Payment Plans  
Residence Life: 419-448-2214 Housing & Commuter Information  
Health Center: 419-448-2041 Health Forms

