



March 25, 2019

The Heidelberg community is more excited each day as we approach the arrival of our Fall 2019 class! As you work to complete the New Student Checklist, please contact one of the offices listed below or your admission counselor with questions.

An action item that is not on the New Student Checklist, is how to receive college credit for eligible coursework. All college coursework (taken at your high school, at a college campus, online, Advanced Placement, International Baccalaureate) will be evaluated for college credit. An official evaluation will be made available to you for your records. College courses already evaluated may be found on our [Transfer Evaluation System](#) site. AP Exam credit at our [AP site](#). IB Exam credit at our [IB site](#).

Next steps if you have not received a college course evaluation:

- Request an official transcript from the college(s) that offered college credit. Follow their directions to request an official transcript to be sent DIRECTLY to Heidelberg- Office of the Registrar, 310 E. Market St., Tiffin, OH 44883. Electronic transcripts are accepted when available.
- If your current grades are not available, forward a schedule and/or unofficial transcript from your student portal to registrar@heidelberg.edu. The high school transcript cannot be used to document a college course.
- Advanced Placement 2019 scores will be available in July; request an official transcript at collegeboard.org. IB exams are requested at rrs.ibo.org.

Your Orientation advising session and schedule planning will be more if you have the college credit evaluated soon. This weekly email is archived on our website for you and parents to view at any time, by [clicking here](#).

In Berg Pride,

Heidelberg University Registrar
419-448-2090 registrar@heidelberg.edu

Campus Contact List

Office of Admission:	419-448-2330	Admission Counselor & General Questions
Owen Center:	419-448-2301	Academic Advisor & Scheduling
Orientation:	419-448-2207	Orientation, Welcome Week & HYPE
Financial Aid:	419-448-2293	FAFSA, Scholarship & Loans
Business Office:	419-448-2000	Billing & Payment Plans
Registrar:	419-448-2090	Transcripts & AP Score Submission
Residence Life:	419-448-2058	Housing
Health Center	419-448-2041	Health Forms