



March 23, 2020

The Heidelberg community is more excited each day as we approach the arrival of our Fall 2020 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, whether at a college campus, online, via Advanced Placement (AP) or via International Baccalaureate (IB) work, 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 may be found at our [AP site](#). IB exam credit may be found at our [IB site](#).

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 be sent DIRECTLY to Heidelberg-Office of 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](mailto:registrar@heidelberg.edu). The high school transcript CANNOT be used to document a college course.
- AP 2020 scores will be available in July; request an official transcript at [collegeboard.org](http://collegeboard.org). IB exams are requested at [rrs.ibo.org](http://rrs.ibo.org).

Your Orientation advising session and schedule planning will be more productive 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 on the button below.

In Berg Pride,  
Heidelberg University Registrar  
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