



May 1, 2023

We hope the end of your school year is going well!

As your senior year is wrapping up, please make sure to contact your high school counselor's office and request your final, official, transcript be sent to Heidelberg University. A final High School Transcript that shows your graduation date is required from all incoming students!

Additionally, eligible work from College Credit Plus/Dual Enrollment (CCP), Advanced Placement (AP), or International Baccalaureate (IB) should also be submitted for evaluation as soon as possible. *While the information on your participation and results from these experiences may be included on your High School Transcript, that document is not sufficient to confer college credit.* Heidelberg must receive an Official report directly from the credit-granting body.

- **For CCP/Dual Enrollment:** Request an official transcript from the college(s) you earned credit through be sent DIRECTLY to Heidelberg - Office of the Registrar, 310 E. Market St., Tiffin, OH 44883. Electronic transcripts are accepted when available. If your final grades are not yet available, forward a schedule and/or unofficial transcript from your student portal to registrar@heidelberg.edu for now and submit your request for an official transcript as soon as your final grades are posted.
- **For AP:** Scores will be available in July. If you indicated Heidelberg as a receiving institution for your exam results, they will be submitted automatically. If you did not (or if you are unsure), you can request an official transcript at collegeboard.org
- **For IB:** Request official exam results at rrs.ibo.org

Upon receipt and review, an official evaluation of your credits will be made available to you for your records.

This information is crucial for academic planning and the building of your Fall Semester Schedule. We encourage you to submit the transcript(s) before June 1st for relevant classes to be factored into our academic schedule.

The Heidelberg community is more excited each day as we approach the arrival of our Fall 2023 class! As you work to complete the New Student Checklist, please do not hesitate to reach out with any questions.

In Berg Pride,

The Owen Center For Teaching & Learning
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