



June 24, 2024

We hope your summer is off to a great start! The Owen Center team has started creating class schedules for incoming students. You will receive a draft of your class schedule at Orientation.

A reminder to help us create the best draft possible: Please submit reports for eligible work from College Credit Plus/Dual Enrollment (CCP), Advanced Placement (AP), or International Baccalaureate (IB) for evaluation as soon as possible. *While 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](mailto:registrar@heidelberg.edu) for now and submit your request for an official transcript as soon as your final grades are posted.
- For AP: Scores for exams taken this year 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](http://collegeboard.org)
- For IB: Request official exam results at [rrs.ibo.org](http://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 schedule building. You are encouraged to have this information submitted no later than the end of July to ensure we have time to evaluate the credits and make schedule adjustments (if necessary) to ensure you have an appropriate Fall Semester Schedule.

If you have any questions, do not hesitate to connect with us!  
In Berg Pride,

The Owen Center for Teaching & Learning