

# College Credit Plus

## *Handbook*



Last updated: 01/16/2025

Prepared by: Lacie Reinhart, CCP Coordinator  
Email: [ccp@heidelberg.edu](mailto:ccp@heidelberg.edu)



---

# Table of Contents

---

A Message from our Provost.....	4	Continuing Education with HU.....	23
Handbook Overview.....	5	<i>Open Transfer Program</i>	
What is CCP?.....	6	Contacts & Resources.....	25
STEP 1: Eligibility.....	7	<i>Owens Center for Teaching and Learning</i>	
<i>Grades</i>		<i>Accessibility Services</i>	
<i>Differences between High School and College</i>		<i>Computer, Network, and IT Help Desk</i>	
<i>Selective Services</i>		<i>Saurwein Health &amp; Wellness Center</i>	
<i>What does it mean to be “College Ready?”</i>		<i>Office of Campus Safety and Security</i>	
STEP 2: College Admissions Process.....	10	<i>CANVAS Help</i>	
<i>How to apply to the CCP Program</i>		<i>Registrar Office</i>	
<i>Application Review &amp; Acceptance</i>		<i>Dining Services</i>	
<i>Returning Students</i>		Frequently Asked Questions .....	29
<i>Attend a CCP Orientation at HU</i>		Appendices.....	31
<i>Consider your Course Options and Register</i>		<i>Appendix A: Remediation-Free Scores</i>	
STEP 3: Course Registration.....	13	<i>Appendix B: Level 1 CCP Courses</i>	
<i>Available Courses to CCP Students</i>		<i>Appendix C: Academic Calendar</i>	
<i>How to Register for Classes</i>		<i>Appendix D: CCP Student Checklist</i>	
<i>Sample Schedule</i>		Heidelberg University Campus Map.....	37
Expectations & Responsibilities.....	16		
<i>Academic Expectations for CCP Students</i>			
<i>Role of the School Counselor</i>			
<i>Role of the CCP Coordinator</i>			
<i>Student Handbook</i>			
<i>Academic Honesty Policy</i>			
<i>FERPA</i>			
<i>Title IX</i>			
Costs & Funding.....	21		
Transferring Credits.....	22		
<i>Transferology</i>			
<i>Request a Transcript</i>			

---

# Welcome Message from our Provost

---

Welcome to Heidelberg University!

By choosing to enroll in College Credit Plus courses through Heidelberg, you are making an important investment in your future. I am thrilled to officially welcome you to the 'Berg, as high achieving students like you enrich our community of learners.

Taking classes at Heidelberg will set you up for long term success. Our small class sizes - whether in person or online - will provide you with opportunities to work closely with our dedicated faculty. Our student support professionals in the Beeghly Learning Commons will help you develop study skills, master course content, and develop an academic plan that will lead you to a life of purpose with distinction. Heidelberg will challenge you, help you grow, and connect you with peers and mentors who can positively influence your academic, personal, and professional goals.

I hope you will take advantage of all the opportunities Heidelberg has to offer.

Welcome to Heidelberg!



**Courtney DeMayo Pugno, Ph.D.**

Vice President for Academic  
Affairs and Provost

(419) 448-2510

[cdemayo@heidelberg.edu](mailto:cdemayo@heidelberg.edu)



---

# Handbook Overview

---

The purpose of this handbook is to provide our students, parents and educators with clear and comprehensive information about the College Credit Plus program at Heidelberg University. This handbook serves as a guide to understanding eligibility requirements, application processes, academic expectations, policies, and the responsibilities of everyone involved in the program. By outlining the essential procedures and resources, this handbook aims to ensure a successful and informed experience for all participating in the College Credit Plus Program at Heidelberg University.



Please note that the procedures and policies outlined in this handbook may change over time to adapt to evolving state requirements and organizational goals. Regular reviews and updates to the handbook should be expected to help maintain its relevance and effectiveness, and to ensure continued compliance. An updated copy of the handbook will be distributed on an annual basis.

---

# What is College Credit Plus (CCP)?

---



College Credit Plus (CCP) is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities. The CCP program at Heidelberg University is designed to enhance academic rigor, increase college readiness, and save both time and money by allowing students to earn college credits at no cost for tuition, books, or fees (depending on the student's school district). Participation in the program offers students the chance to challenge themselves academically, explore career interests, and build a strong foundation for success in higher education.

The CCP program at Heidelberg University offers numerous benefits to high school students, providing them with the opportunity to earn college credits while still completing their high school education. By participating in CCP, students get a head start on their higher education journey and gain valuable exposure to college-level expectations and experiences, providing a smoother transition from high school to college. Ultimately CCP fosters academic growth, enhances career opportunities, and helps students build a strong foundation for future success. CCP students who choose to matriculate at Heidelberg also have a head start in their chosen major, general education requirements, and knowledge of the campus and community.

---

# Step 1: Eligibility

---

Ohio residents in grades 7-12; enrolled at a public/private school or homeschooled are eligible for the College Credit Plus program if they meet the following criteria:

- Students must submit a [written notice of their intent to participate](#) in the upcoming academic year, **by April 1** for fall courses, or **by November 1** for spring courses. Students may submit the written notice of intent to participate as early as February 15. This notice needs to be submitted to the student's school.
- If you are a student athlete, you must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. Please check with your school counselor to ensure that the course work you are taking is compliant with OHSAA, in accordance with section [3365.03 of the Revised Code](#).
- Parents and students must participate in an advising session prior to participation (which may be included as part of the school's Information Session).

**AND students need to meet at least one of the following criteria:**

- Obtain a remediation-free score on one of the standard assessment exams (*Appendix A*)
- Have a cumulative unweighted high school GPA of at least 3.00
- Have a cumulative unweighted high school GPA of at least 2.75 (but less than 3.00) **AND** receive an 'A' or 'B' in a relevant high school course.

*Please note that eligibility to apply for the CCP program does not guarantee admission into an institution or desired course. Additional requirements for admission or course pre-requisites may be needed.*

## Additional Considerations

### Grades

The final grades earned in the college course are the same grade that will be on the high school transcript, meaning CCP course grades will be factored into the high school and college GPAs. High schools must weight all advanced standing courses in a subject area consistently (CCP, AP, IB, Honors). Grades from CCP courses are also considered for determining athletic eligibility by the Ohio High School Athletic Association (OHSAA) bylaws, with the exception of summer courses.

## The Differences between High School and College

	High School	College
<b>Study Time/Homework</b>	Typically requires 1-3 hours of homework/studying per day.	It is recommended to 2-3 hours for each credit hour of class per week. Homework is left to the discretion of the professor, but often outlined in a syllabus at the beginning of the course.
<b>Knowledge Acquisition</b>	Information is mostly provided in class and assignments follow what was covered that day.	Out-of-class work is done in advance of class time to prepare for in-class discussion.
<b>Assessments</b>	Quizzes are often given weekly with tests at the end of each unit.	Assessments are less frequent and cover more material.
<b>Grades</b>	Numerous quizzes, test, assignments, and class work go toward grade average.	Fewer assessments and assignments to go toward grade average.
<b>Role of Parent(s)/Guardian(s)</b>	Guardians may advocate for students and have a high involvement with teachers and school counselors.	Students are held responsible for their education. Guardians hold the role of mentor/support. FERPA Guidelines must be met (see page 16).
<b>Accommodations</b>	Parents and students work with staff to determine what modifications or accommodations can be made for students with IEPs or 504 Plans	Students must work directly with college staff to determine if accommodations are needed; Students are responsible for providing Disability Services with a copy of their IEP or 504 plan.

## Selective Service

Male students who are at least 18 years of age and Ohio residents are required to be registered with the Selective Service System. Students are required to provide their Selective Service number to the public college or university within 30 days of their 18th birthday. Failure to submit the Selective Service number will result in the student not being considered a College Credit Plus participant for that semester or term, and the student will be responsible for any tuition, textbooks, or fees associated with the course(s).



## What it means to be “College Ready”

College-readiness is more than just being academically prepared, it involves a combination of skills, knowledge, and behaviors that help students navigate the demands of higher education. Students should possess the ability to manage time effectively, set personal goals, and be self-motivated. Interpersonal skills are needed to help students interact with people from diverse backgrounds, work in groups, and build relationships with professors, peers, and other university staff. Students should also have the ability to manage stress and pressure; knowing when to seek help for mental health concerns.

Students must also demonstrate a certain level of maturity to effectively handle the content and expectations of college-level courses. These courses often involve exposure to challenging and, at times, mature content that is appropriate for older students. College-level coursework may require students to navigate sensitive subjects such as controversial social issues, historical events, or philosophical dilemmas. Students must be emotionally prepared to process these topics with respect, openness, and responsibility. A [mature content permission slip](#) is required with application to Heidelberg’s CCP Program to make sure that families understand this expectation.



---

# Step 2: College Admissions Process

---

Enrolling in a College Credit Plus program is a decision that requires deep consideration; it is not a decision that should be made in haste. These courses are college level courses and they will be applied to your college GPA and appear on your high school transcripts, regardless of how you perform. Your grades in CCP courses could impact your college GPA even if you choose not to attend Heidelberg in the future.

### ***Admissions deadlines for the 2025-2026 school year:***

- Summer 2025 - May 1st, 2025
- Fall 2025 - August 1st, 2025
- Spring 2026 - December 1st, 2025

Heidelberg University has a rolling admissions policy. These deadlines are strongly recommended so that Heidelberg's staff and faculty can work with you to develop an individualized plan of study. Following these deadlines allows you the best opportunity to be enroll in the courses you want to take and will ensure your course of study is not delayed.

## **How to Apply for the CCP Program**

### **Attend your school's College Credit Plus information event**

Participating high schools will have at least one CCP info night for parents and students to go over the state information provided in this handbook and provide any additional information about how typical CCP programs run. Make sure to meet with your school counselor if you are unable to attend the CCP event at your school.

### **Schedule testing if necessary**

If you have not taken the ACT/SAT or achieved scores high enough to meet your college readiness marker, you may need to schedule additional testing to meet that benchmark. You may also need testing to qualify for entry into different courses. Heidelberg's CCP Coordinator and school counselor will be able to help you identify any additional testing that you may need. Remediation Free scores on popular assessments can be found in Appendix A.

## **Complete the State’s Letter of Intent and submit it to your school counselor**

This document can be found on the [Forms and Resources page](#) of the Ohio Department of Higher Education website. Your school counselor will be able to help you locate this document. Please return the completed document to your high school before the admission deadline for the upcoming semester.

## **Apply online to Heidelberg University using the CCP application**

Complete the online [CCP Application](#) before the deadline for the upcoming semester. You will need to provide your personal contact and identifying information, as well as parent and high school contact information. You will need a parent/guardian to electronically sign your application. At the bottom of the application you will need to submit electronic copies of the following required documents:

### REQUIRED DOCUMENTS

- High School Transcript
- ACT/SAT, Accuplacer, or other college-readiness test scores
- [CCP Mature Content Permission Slip](#)
- [School District Consent Form](#)

If you are not able to submit these documents during the application process, they need to be emailed to [ccp@heidelberg.edu](mailto:ccp@heidelberg.edu), or your CCP Coordinator, as soon as possible before the semester deadline.

## **Application Review & Acceptance**

Heidelberg University is committed to a holistic approach to application review. We value you as a person, as well as your academic credentials and track record. With that in mind, we have a test optional admissions process. Students are required to submit a transcript and are encouraged, but not required, to submit ACT/SAT scores, an essay, or any other materials they feel represent them for our holistic review process.

The admission application process at Heidelberg allows us to get to know you, and your achievements and your aspirations. We strongly encourage you to visit campus, so that you can get to know us better and we can meet you in person, not just on paper.

You will be notified of our decision through the account you created when applying and also via a physical letter. Your school counselor will also be notified of our decision.

## Returning Students

A returning student is a student that has previously been accepted into Heidelberg's CCP Program and taken courses with us. All returning CCP students are required to submit a new application at the beginning of every school year. This allows us to make sure all your contact info and documents are up to date and that you are still eligible to participate in the CCP Program. **Returning CCP students will log on to their portal and access the returning student application.**

## I Have Been Admitted, Now What?

### Attend the CCP Student Orientation at HU

All CCP students must attend a mandatory orientation session prior to their first semester at Heidelberg. You'll learn about our online information system, available resources, policies and program guidelines. Orientation sessions are held before the beginning of every term. You'll also work with an advisor each semester when registering for classes to help you choose courses appropriate to your interests and desired profession.

Orientation is where we can help you with any additional testing you may need, how to set up and access information through your HU accounts, get your student ID, apply for a parking pass, and much more. Orientation plays a crucial role in becoming acclimated with campus and making your transition to a college student an easy one.

### Consider your Course Options & Register

Keep an eye on your **Heidelberg email** for important updates regarding registration windows for CCP students. Your Heidelberg email account is the primary contact for your CCP Coordinator to contact you with important information about the semester. Please take care to check this email frequently, or set up a forwarding address to your preferred inbox. Your CCP Coordinator will contact you with course offerings and information on how to set up an appointment to register for classes about one month before the end of the current semester. A list of level-one courses available to CCP students is listed in Appendix B.



---

# Step 3: Course Registration

---

Heidelberg participates in CCP by allowing qualified students to come to our campus to take seated classes along with our regular college students. We believe this is the best format for Heidelberg to provide high quality academics and give you the benefit of the entire college experience. We also allow CCP students to enroll in online classes.

Most courses meet between the hours of 8:00 a.m. and 3:00 p.m. on either Monday, Wednesday, or Friday for 50 minutes or Tuesday and Thursday for 75 minutes each. A sample schedule is provided on page 13 that displays how these blocks look. Exceptions to this pattern include labs, online courses, and other courses that are not 3 credit hours.

Course availability cannot be guaranteed. Because current Heidelberg students are given priority in registering for classes, some classes may reach maximum capacity before registrations for CCP students are processed. In such cases, CCP students will be advised to consider other course offerings. Making sure your admissions documents are submitted before the suggested deadlines can help with this issue.

## Available Courses for CCP Students

CCP courses are available in the summer, fall, and spring semesters. Fall and Spring semesters are 16 weeks in length. There are two sessions of summer courses, each running for 5 weeks. Please keep in mind that the summer sessions are accelerated and still include 16 weeks worth of course material.

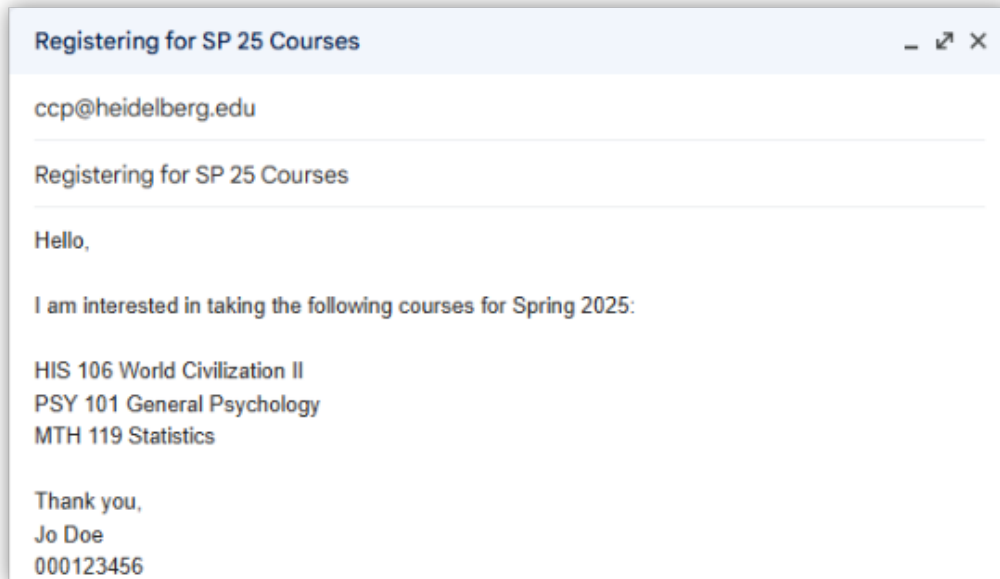
Students are allowed to register for up to 30 credit hours per year. The standard college course is 3 credit hours. This means you can take an average of up to 10 college courses per year. Keep in mind that your high school course load may determine how many CCP courses you can take for high school credit as there is a maximum number of credits a student can take in a specific time period.

CCP students need to complete their first fifteen credit hours from a specific list of classes that have been approved by the state of Ohio (see Appendix B). Students may take any course outlined in the course catalog once the first fifteen credit hours have been earned, permitted the student meets the prerequisite requirements. Exceptions include, but are not limited to: private music lessons, courses

involving a travel component, or course with high fees. Your adviser will be able to suggest which courses are best for your first fifteen hours based on what concentration you choose for your major.

## How to Register for Classes

You will receive an email to your **Heidelberg email account** when CCP classes are available to register for. Once you receive this email, then you can contact your CCP Coordinator or email [ccp@heidelberg.edu](mailto:ccp@heidelberg.edu) with a list of the courses you are interested in registering for. Please include the subject abbreviation, course code, and course name in your list. You should always include your full name and student ID number when you send an email to your CCP Coordinator. You should have access to your student ID shortly after acceptance into the CCP Program. This information is also given to you again at Orientation.



If you are a returning student and will already be on campus, email your CCP Coordinator to set up an in-person appointment, or stop by during their office hours to get registered.

## Sample Schedule

On the next page is an example of how your student schedule will look in your student account. Your advisor will also send a copy of this schedule to you upon registration confirmation. In-person classes are shown on the schedule with their meeting times and locations. Online courses are listed at the bottom of the schedule under "Courses without assigned meeting times." It is the students responsibility to share their schedule with their school counselor to ensure that they will not run into any time or credit conflicts.

# Sample Schedule

<a href="#">Previous Week</a>	Week of Apr 22, 2024 (36 of 69)							<a href="#">Next Week</a>
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
9am								
10am	PSY 209-2 31586 Class 10:00 am-10:50 am Aigler Alumni Building 201	CRM 151-0 34710 Class 9:30 am-10:45 am Aigler Alumni Building 4	PSY 209-2 31586 Class 10:00 am-10:50 am Aigler Alumni Building 201	CRM 151-0 34710 Class 9:30 am-10:45 am Aigler Alumni Building 4	PSY 209-2 31586 Class 10:00 am-10:50 am Aigler Alumni Building 201			
11am								
12pm								
1pm		WRI 210-0 34251 Class 12:30 pm-1:45 pm Pfleiderer Center 101		WRI 210-0 34251 Class 12:30 pm-1:45 pm Pfleiderer Center 101				
<b>Courses without assigned meeting times:</b> <a href="#">COM 100-DL - 36183.TBA</a>								

A copy of your specific schedule will be emailed to you by your advisor or you can find it in your student account. Make sure to submit a copy of your schedule to your school counselor.



---

# Expectations & Responsibilities

---

## Academic Expectations for CCP Students

The academic expectations for CCP students are quite high, as you are enrolled in college-level courses and are expected to meet the same standards as traditional college students. When taking courses with us at Heidelberg University, you are officially a Heidelberg University student. This means that you must adhere to the [student handbook](#) policies, any policies institutionalized by [student affairs](#), and must follow your courses' syllabi as any Heidelberg student would be expected to do. Your professors and college staff will also treat you as a college student; you are expected to communicate professionally and responsibly with your college professors. This includes emailing with appropriate etiquette and seeking help when needed. You need to make sure you reach out to your professor in advance if another obligation happening at your high school may interfere with your college expectations. Always contact your professor first regarding an absence. Further questions regarding absences can be found in the Explained Absences Policy in the student handbook. This policy is managed by the Office of the Dean of Student Affairs.

Another thing to keep in mind is that if you are taking courses on Heidelberg's campus, you are expected to follow the class schedule set by the University. Inclement weather may interfere frequently with your high school classes, but it interferes with the University's classes much less frequently. If your high school is on a delay schedule or cancellation, you are still expected to participate in your college courses unless communicated otherwise (by your professor or official Heidelberg University communication). Any University courses that are offered on your high school campus will adhere to your school's schedule.

CCP students are expected to advocate for themselves and their education. Parents are not permitted to correspond with the University regarding a student unless the appropriate paper work is submitted per the FERPA regulations outlined on page 16.

## Role of the School Counselor

The school counselor is a valuable resource to the College Credit Plus program. Your school counselor serves as the starting point for any student's CCP journey and plays a crucial role in guiding and supporting students through the process. Their responsibilities may include providing

information to students and their families about the College Credit Plus program, explaining benefits and risks to families, advising students on eligibility and application processes, ensuring students are within their allowed credit hours for the school year, and helping monitor student academic progress.

The school counselor will be able to provide families with all the documents necessary to begin the CCP progress and walk students and their families through the necessary steps to ensure students are eligible to participate. This includes presenting a CCP information session for interested families in the district, providing an advising session to families, ensuring letters of intent are signed and processed, and helping students access any pre-requisite testing.

The school counselor and CCP Coordinator will work closely together to ensure the success of any CCP students here at Heidelberg University.

## Role of the CCP Coordinator

The College Credit Plus (CCP) Coordinator at Heidelberg University plays a crucial role in managing and overseeing the CCP Program. The coordinator is to ensure that the program is being implemented smoothly, that partnerships with schools are being fostered, and that guidance is given to students and their families from the post-secondary level. The CCP Coordinator will be the primary contact for school personnel, students, and families; and serve as the liaison between the university and appropriate parties. Responsibilities of the coordinator include ensuring students are eligible, registering students for classes, establishing and maintaining relationships with local high schools, and ensuring Heidelberg is in compliance with Ohio CCP regulations. The CCP Coordinator will also provide support to faculty and staff that are involved in teaching CCP courses at Heidelberg to ensure they are equipped with the skills and knowledge to make the program successful. The coordinator will also be responsible for regularly assessing the effectiveness of the CCP program by gathering feedback from students, parents, local schools, and faculty to ensure the program's success and growth.



**Lacie Reinhart**

CCP Coordinator

(419) 448-2068

[lreinha1@heidelberg.edu](mailto:lreinha1@heidelberg.edu)

## Student Handbook

Heidelberg University is a residential community engaged in the business of learning. As a member of a community of scholars, there are a number of norms, policies and procedures which guide our actions. All members of the Heidelberg University community are responsible for familiarizing themselves with these expectations and working to uphold them. The following norms, policies and procedures provide a framework within which our community can grow.

These policies are described in the [student handbook](#), and those also found electronically on Heidelberg University's website, are to be followed by all students at Heidelberg University, including CCP students. If there is doubt as to the interpretation of the community expectations, the Dean of Student Affairs will assist you in understanding.

All CCP students are expected to uphold the policies described in the Heidelberg University Student Handbook. You are required to review this document and sign a form stating that you agree to abide by the code of conduct. This is a document that you will sign at orientation, so make sure that you have reviewed the handbook before attending.

## Academic Honesty Policy

The University values honesty and integrity as fundamental to learning and personal success. All members of the University should respect the integrity of another's work and recognize the importance of acknowledging and safeguarding intellectual property. Violations of the Academic Honesty Policy include any dishonest behavior by students that impacts (or potentially impacts) their grade in a course, or assisting another student (intentionally or unintentionally) in such behavior.

It is the student's responsibility to reach out to instructors when they have a problem distinguishing between acceptable behavior and possible violations of the Academic Honesty Policy. Specific details regarding reporting and appealing academic dishonesty can be found in the [student handbook](#).

## FERPA

FERPA stands for the Family Educational Rights and Privacy Act, a U.S. law that protects the privacy of student education records and information. Enacted in 1974, FERPA provides students and their families with certain rights regarding their educational records and control of the release of that information.

FERPA applies to educational institutions that receive federal funding, including K-12 and post secondary institutions. While a parent has the right to education records while a student is in attendance at a K-12 institution, those rights are transferred to the student in post secondary institutions.

Under FERPA, CCP students have the right to access their records held by schools, request corrections to their records, and control who sees their educational records. A school cannot disclose records to third parties without written consent from the student, except in certain situations.

The Educational Record includes all records, files and documents directly related to the student and maintained by Heidelberg University. These records include, but are not limited to, biographical data and address information; the admission application and supporting documents; the academic record including departmental files, class schedules, grade reports, and transcript of record; athletic records; disciplinary records; financial records; placement credentials; public safety records; and residence life records. Not covered under FERPA are medical and counseling records, and security records. Under FERPA, contents of a student's academic record can be distributed on a "need to know" basis within the University. Recipients might include faculty and peer facilitators, department chairpersons, staff and administrators, individuals conducting institutional research, student employees, etc. Directory Information, as designated by Heidelberg University, includes: name, enrollment status, Heidelberg assigned email address, Campus Center mailbox (not applicable for CCP students), photo, dates of attendance, class (Gr, Fr, So, Jr, Sr), major field of study, degrees at this institution, date of graduation, and honors and awards. In addition, for athletes, participation on specific teams, height and weight are also released.

Because of FERPA, colleges and universities cannot discuss student records with parents without written consent from the student. It is very important that CCP students understand this law and act as the point of communication for all University processes. All FERPA releases are managed by the University's Registrar's Office.

## **Title IX**

Title IX is a federal law that states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Heidelberg University does not discriminate on the basis of race, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disability in its education programs, employment or activities. The Sex Discrimination Policy addresses all forms of sexual discrimination, including sexual misconduct and sexual harassment. Heidelberg University does not discriminate on the basis of sex, gender, or gender identity in its educational, extracurricular, athletic, or other programs or in the context of admissions or employment in accordance with Title IX of the Education Amendments of 1972.

Heidelberg University, as an educational community, will promptly and equitably respond to all reports of sexual discrimination in order to eliminate the misconduct and/or harassment, prevent its recurrence, and address its effects on any individual or the community. This policy applies to all members of the University community including: students, employees, volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the University. All employees and students at Heidelberg University are required to complete training on an annual basis to ensure compliance and prevention.

Students can access more information and report Title IX violations through the University website, [here](#).



**Jake McGraw**

Director of Campus Security  
and Title IX Coordinator

(419) 448-2048

[tix@heidelberg.edu](mailto:tix@heidelberg.edu)



---

# Costs & Funding

---

College Credit Plus opportunities have no cost to students, including the free option to attend public institutions of higher education. If you do not receive a passing grade or withdraw after the no-fault deadline date, the district may, in some instances, seek reimbursement from you for state funds paid to the college on your behalf for that college course per the [Ohio Revised Code 3365.09](#). The school district may withhold grades and credits received for high school courses taken until reimbursement has been made.

For students attending nonpublic/private secondary schools, students must apply for state funding to participate, and this funding may be limited for students. This information is provided to students as required by [Ohio Revised Code 3365.04](#) and [Ohio Administrative Code 3333-1-65.1](#).

---

# Transferring Credits

---

## Transferology

Transferology is a nationwide network designed to help students explore their college transfer options. It is designed so that students can easily answer the question “Will my courses transfer?” by adding their coursework and comparing them to colleges nationwide to see if they will be accepted elsewhere.

Course equivalencies listed on Transferology are accurate, but keep in mind that each institution has different degree requirements depending on your major/program. Colleges are constantly updating information in Transferology, so it is best practice to reach out to these institutions to verify results and to check Transferology for updates. Retaining records of Transferology reports for documentation is always a good idea.

You can create a Transferology account and see how your current credits, or future classes, may transfer at <https://www.transferology.com>.

## Request a Transcript

In need of your transcript? Heidelberg offers 24-hour transcript ordering with the online tool Parchment. You have two options to complete the process:

- [Log in to OASIS](#) - Use your student ID and PIN to access your account and request your transcript. No signature of authorization form; entering OASIS authenticates your identity.
- [Go Directly to Parchment](#) - No student ID or PIN is necessary; a signature of authorization form is required with each order.
- Questions? [Contact Parchment Support](#)
- [Track your Parchment order.](#)

Please note that CCP Students will need to request transcripts from every school they received college credit from, and send those transcripts to their college of choice.

---

# Continuing Education with HU

---

There are several benefits for CCP students to continue their post-secondary education with us here at Heidelberg. Since our preferred method of courses is face-to-face, many of our CCP students already know the campus layout, understand the academic culture, and are aware of the resources available to them. This can reduce the stress and uncertainty that can come with transferring to a new college. CCP students also have an advantage when it comes to academic support because they are already formed meaningful relationships with advisors, professors, and staff at Heidelberg that will continue to provide ongoing support throughout the remainder of their education.



Continuing with Heidelberg University also may benefit students financially, as they know their current credits will count toward their degree and they will not need to repeat a course at another institution that did not transfer. This may allow students to graduate earlier and enter the workforce. Deciding to continue education at a local college allows our CCP students to stay engaged in the community where they grew up and allow Heidelberg to help them build connections with local employers and strengthen the ties to local social, cultural, and civic activities.

CCP students who commit to Heidelberg in their Junior or Senior year of high school are able to work with their CCP Coordinator to create a tailored educational plan that builds on the CCP credits that they earn. Students who stay at Heidelberg are provided academic, social, and financial stability; encouraging growth and development for a life of purpose with distinction.

## Open Transfer Program

Did you obtain an associate's degree during your time in the CCP Program? That is an amazing accomplishment! You can earn your bachelor's degree in as few as 2 years with our Open Transfer Program here at Heidelberg.

Heidelberg transfer students with a pre-existing associate's of arts or science from an accredited institution can finish their bachelor's degree in a similar area of study in only 60 credit hours, or a total of 120 credit hours. Accepted transfer students can have their transcript evaluated to ensure eligibility for the program. Students pursuing majors in Accounting or Finance should have completed Financial Accounting and Managerial Accounting completed to ensure their ability to complete the program in two years.

Some universities don't give you credit for your existing degree, and require mountains of paperwork to prove yourself. But Heidelberg University honors the work you put in and will give you all the credit you've earned. We want to provide you with more opportunities to expand on that degree, without the barriers and red tape.

You already did the work, so now all you have to focus on is earning your bachelor's degree. Open Transfer students also qualify for many of our scholarships!

## What Programs are available through Open Transfer?

- [Accounting](#)
- [Business Administration](#)
- [Finance](#)
- [Management](#)
- [Marketing](#)
- [Criminology](#)
- [English](#)
- [History](#)
- [Political Science](#)
- [Psychology](#)
- [Human Resources](#)

---

# Contacts & Resources

---

## Owens Center for Teaching and Learning

The Owen Center for Teaching & Learning is here to help all students reach their academic potential by centralizing academic support services and educational enrichment resources for the entire campus community. We offer a wide range of programs and services, including:

- Writing Center
- Individual and group tutoring
- Online Tutoring (log in with your email address and password)
- Individual consultations
- Ongoing support and referral services for students seeking to improve their learning skills
- Learning strategies clinics, workshops & presentations

**Location:** Beeghly Library

**Phone:** (419) 448-2301

**Email:** [owen-center@heidelberg.edu](mailto:owen-center@heidelberg.edu)

## Accessibility Services

Our Mission is to advocate equal access and development of an institutional environment that provides members of the Heidelberg Community opportunities for personal and academic success.

Accommodations are modifications to a course to remove or at least minimize barriers resulting from a disability that may prevent a student from accessing the educational objectives of a course. They do not guarantee success. They are not meant to be fundamental alterations to a course.

Accommodations are always tailored to an individual student and, when necessary, for each course.

You will need to meet with our office at least once at the beginning of each semester that you choose to secure accommodations.

CCP students are expected to advocate for themselves for their academic needs, just as a typical college student would be expected to. Any students who need disability services or accommodations should contact our Director of Student Accessibility Services.



**Alyssa Kontak**  
Director of Student  
Accessibility Services  
(419) 448-2484  
[akontak1@heidelberg.edu](mailto:akontak1@heidelberg.edu)

## Computer, Network, and Information Technology Help Desk

At the Helpdesk, CNIT provides device repair and troubleshooting services. Essentially, we will attempt to troubleshoot and resolve any issue for any device presented to us by a student, within reason. The most common issues we take care of are onboarding devices to the WiFi, replacing hard drives, installing software, and removing viruses. There is no additional charge for troubleshooting assistance.

To help you prepare for campus, here is a list of items for you to complete:

- Before you arrive: [About your IDs and Passwords](#)
- Before you arrive: [Preparing Your Computer](#)
- When you arrive: [Connecting to the Network \(Wired & Wireless\)](#)

**Hours of Operation:** M-F 8:00 AM – 5:00 PM

**Location:** Bareis Hall

**Phone:** (419) 448-2088

**Email:** [helpdesk@heidelberg.edu](mailto:helpdesk@heidelberg.edu)

## Saurwein Health & Wellness Center

Heidelberg offers a variety of programs and spaces to promote and support recreation and wellness and provide all students the ability to pursue a healthy lifestyle. Saurwein Health & Wellness Center provides an environment where healthy living is encouraged through educational and practical experiences that enhance the well-being of the Heidelberg community. The building contains a multi-purpose room for fitness classes, a ping-pong lounge space, weight equipment, and cardio equipment, so every student can find the activity right for them.

## Office of Campus Safety and Security

The Office of Campus Safety and Security is a support service, charged with enforcing Heidelberg University policies and regulations while maintaining a safe and secure environment for the campus community. The office is staffed with a full-time Director of Campus Safety & Security, three full-time Security Officers, one part-time Security Officer and Heidelberg University student officers.

The Office of Campus Safety and Security is staffed 24-hours a day seven days a week all year round and has a close working relationship with the Tiffin Police and Tiffin Fire & Rescue Division. The university encourages anyone who believes a crime or violation of university policy has occurred to report it to either the Tiffin Police Department or Campus Security.

**If you are experiencing an emergency, please dial 911.**

**Hours of Operation:** 24/7

**Building:** Campus Center

**Email:** [campus-security@heidelberg.edu](mailto:campus-security@heidelberg.edu)

**Phone:** 419-448-2211

## CANVAS Help

Heidelberg provides a [guide](#) to help you with some Canvas basics such as submitting assignments and linking your Google Drive. Use the Table of Contents to find what you need. Please stop in the CNIT Help Desk if you have additional questions or need additional support!

## Registrar Office

The Office of the Registrar is the definitive source for information about college curricula, degree requirements, class schedules, course registration, transfer credit evaluation, academic standing, and official transcripts. If you have questions about course offerings, major requirements, academic calendar dates, the university catalog, or other issues related to academics, please feel free to stop by and talk with us. We will do our best to help you find the answers to your questions. If you'd rather not wait to stop into the office, just drop us an e-mail at [registrar@heidelberg.edu](mailto:registrar@heidelberg.edu).

## Dining Services

Heidelberg's goal is to provide the best possible dining experiences, serving up nutritious food with lots of variety so you can find what you need to stay healthy. These options are available to CCP students who are on campus. Students also have the option to purchase one of our [meal plans](#) or load flex dollars onto their student account to spend at any of our dining locations on campus. These locations include:

### Rock Creek Cafe & Bakery

The Cafe and Bakery offers a central location on campus where you can enjoy artisan sandwiches and flatbreads, signature salads and delicious treats such as beignets and the Big Berg Brownies. Rock Creek accepts cash, card, and student Berg Bucks and Flex Dollars.

### Hoernemann Refectory

Heidelberg's dining hall is open seven days a week for all-you-care-to-eat meals. You'll enjoy fresh, made-from-scratch food and menus that focus on seasonal items and provide continuous selections that change throughout the day. Our dining hall also has a Clean Plate Station, offering menu items that are gluten-free and do not include the food allergens dairy, eggs, tree nuts, peanuts, shellfish, fish, soy, sesame and wheat.

### The HeidelBean!

No college is complete without a coffee shop, and The HeidelBean!'s location in the center of campus makes it the perfect place to relax between classes and grab a cup of coffee or snack.

### Berg Bistro 1850

Enjoy an exciting menu in a cozy, modern atmosphere with inside and outside seating, TVs and a fireplace. We keep it simple with artisanal sandwiches, salads, burgers and hand-breaded chicken chunks. Top it off with a deep-fried brownie sundae or Toft's ice cream. The Bistro hosts events for student groups throughout the year. The Berg Bistro accepts cash, card and student Berg Bucks and Flex Dollars.



---

# Frequently Asked Questions

---

## *What happens if I fail a course?*

Classes failed or withdrawn with an “F” (or equivalent failing grade) will receive an “F” on the high school and college transcripts and will be computed into the high school and college GPA. If you do not receive a passing grade, the district may, in some instances, seek reimbursement from you for state funds paid to the college on your behalf for that college course per the [Ohio Revised Code 3365.09](#). The school district may withhold grades and credits received for high school courses taken until reimbursement has been made. This can also occur if a student withdraws after the no-fault deadline date.

This student may also be put on academic probation due to these circumstances and potentially dismissed from the CCP program in the state of Ohio. More information regarding these scenarios are provided in [Ohio Administrative Code 3333-1-65.13](#).

## *Can I take CCP Courses over the summer?*

The College Credit Plus Program includes courses taken during the summer term. The summer term will apply as the first term of the next school year. A student cannot participate in a summer term that begins after the student’s anticipated graduation date. Note that summer terms do not impact athletic eligibility – review [OHSAA guidelines](#). See [Ohio Revised Code 3365.034](#) and [Ohio Administrative Code 3333-1-65.11](#) for more guidance.

## *How many CCP Courses can I take?*

Students can take a total of 30 credit hours of college and high school credits combined. School counselors can help students determine how many CCP courses they are able to take once their high school course load is determined. However, you can use the formula below to figure out the number of credit hours you are allowed to take at the college level in the given year.

**30 - (high school only credits x 3) = Maximum number of College Credit Plus credit hours**

This calculation must be completed each year for a student as the high school credits may change. Also, students may only take a maximum of 120 credit hours in the program.

If students would like to take more than the maximum number of credit hours, the student can arrange to register and pay for those additional credit hours per the [Ohio Administrative Code 3333-1-65.2](#).

### ***Can CCP students participate in extracurricular activities?***

College Credit Plus students are high school students and therefore are eligible to participate in high school athletics and extracurricular activities. They are not entitled to participate in extracurricular activities (clubs, intramural sports, marching band, etc.) at the college; however, the University may allow limited participation if the extracurricular activity is necessary for a course requirement or other educational purposes.

### ***Does CCP impact athletic eligibility?***

If you are a student athlete, you must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. Please check with your school counselor to ensure that the course work you are taking is compliant with OHSAA. For example, college courses taken in the summer term do not impact OHSAA eligibility.

Please work with your school counselor, athletic director, and [Ohio High School Athletic Association](#) for additional information.

# Appendix A: Remediation-Free Scores

**College Readiness Indicators – assessment thresholds to guarantee “remediation free” status at any public post-secondary institution in Ohio**

A student who meets or exceeds the following thresholds is deemed as remediation free and is eligible to enroll in a college credit-bearing course at any of Ohio’s public institutions of higher education.

	ACT	SAT <sup>1</sup>	Accuplacer <sup>2</sup>		High School Equivalence Assessments <sup>3</sup>			MapleSoft T.A.	ALEKS <sup>4</sup>	Place U Web Assign
			Classic	Next Gen	GED	TASC	HiSet			
English Sub Score	18	Evidence-Based Reading & Writing 480	Sentence Skills 88 or 5 on Writeplacer	Next Gen Writing – 263 or above OR 5 on Writeplacer	Score of 165 or above in Reasoning through Language Arts	No recommendation at this time				
Reading Sub Score	22		80	Next Gen Reading- 250 or above	No recommendation at this time	No recommendation at this time				
Mathematics Sub Score	22	530	55CLM	QAS - 263 or above AAF – 263 or above	Score of 165 or above in Mathematical Reasoning	No recommendation at this time		26 on the Basic Algebra Test (MBALG).	46	18

<https://highered.ohio.gov/initiatives/success-completion/developmental-education-reform/remediation-free/remediation-free-standards>

# Appendix B: Level 1 CCP Courses

Heidelberg Level 1 CCP Courses			
These are LEVEL 1 courses that are required of most students at most colleges and universities. Additional courses may be available to students who have completed at least 15 hours. Not all courses are available every semester.			
	Subject	Number	Title
<b>COMMUNICATION</b>	COM	100	Public Speaking & Engagement
<b>ENGLISH COMPOSITION</b>	WRI	101	College Writing II
<b>HUMANITIES</b>	HIS	105	World Civilization I
	HIS	106	World Civilization II
	HIS	107	American History to 1865
	HIS	108	American History Since 1865
	HIS	120	The Ohio Heritage
	LIT	102	Literary Genres
	LIT	221	British Literature to 1798
	LIT	222	British Literature 1798-Present
	LIT	231	American Literature to 1860
	LIT	232	American Lit, 1860 to Present
	NDI	121	Understanding Geography through Humanities
	PHI	140	Introduction to Philosophy
	PHI	216	Ethics
REL	204	Religions of the World	
<b>SOCIAL SCIENCES</b>	ACC	190	Principles of Accounting
	ACC	201	Financial Accounting
	ACC	202	Managerial Accounting
	BUS	101	Intro to Business
	BUS	318	Business Law I
	CRM	151	Intro to Criminal Justice
	ECO	102	Principles of Economics
	POL	125	Intro to Politics & Government
	POL	221	Global Politics
	POL	227	American National Government
	PSY	101	General Psychology
	SOC	100	Introductory Sociology
	<b>MATHEMATICS</b>	MTH	119
MTH		121	Elementary Functions
MTH		222	Calculus I
<b>NATURAL SCIENCES</b>	BIO	110	Contemp. Problems in Biology
	BIO	121	Introduction to Human Anatomy and Physiology
	BIO	122	Introduction to Human Anatomy and Physiology II
	BIO	123	Biology I w/lab
	BIO	124	Biology II w/lab
	CHM	103	Fundamentals of Chemistry
	CHM	104	Fundamentals of Chemistry II
	CHM	111	General Chemistry I w/lab
	CHM	112	General Chemistry II w/lab
	ENS	101	Intro to Environmental Science
	GEO	101	Physical Geology
	PHY	100	Intro to Physical Principles
	PHY	101	General Physics w/lab
	PHY	102	General Physics II w/lab
	PHY	172	Introduction to Astronomy

## Heidelberg Level 1 CCP Courses

These are LEVEL 1 courses that are required of most students at most colleges and universities. Additional courses may be available to students who have completed at least 15 hours of college-level coursework. Not all courses are available every semester.

	Subject	Number	Title
<b>FINE ARTS</b>	ART	102	Intro to Two-Dimen Art & Graph
	ART	103	Intro to Three-Dimensional Art
	ART	104	Intro to Photography
	ART	118	Art and the Visual Experience
	MUS	149	Understanding & Enjoying Music
	MUS	151	American Musical Theater
	MUS	152	American Popular Music
	MUS	153	Music in the Movies
	MUS	154	Jazz in America
	MUS	213	World Music
	THR	105	PlayPr:StDsgn,Const,Lght,Props
	THR	150	Introduction to the Theatre
	THR	108	Introduction to Acting
<b>FOREIGN LANGUAGES</b>	GER	101	Intro to German I
	GER	102	Intro to German II
	GER	201	Intermediate German
	GER	202	Intermediate German II
	SPA	101	Elementary Spanish I
	SPA	102	Elementary Spanish II
	SPA	201	Intermediate Spanish
	SPA	202	Intermediate Spanish II
<b>OTHER COURSES OFFERED</b>	COM	245	Interpersonal Communication
	CPS	150	Fund of Computer Science
	CPS	201	Computational Problem Solving
	CPS	202	Intermediate Computer Programming
	EDU	110	Intro to Education
	EIS	272	Introduction to Special Education
	EIS	200	Human Growth and Development
	ESS	103	Strateg-Fitness/HlthyLifestyle
	ESS	116	Health and Wellness
	HSC	150	Medical Terminology
	PHI	217	Bioethics
	PSY	207	Adolescent Psychology
	PSY	205	Lifespan Development
	PSY	206	Child Psychology
	PSY	209	Abnormal Psychology
SOC	230	Contemporary US Social Issues	

# Appendix C: Academic Calendar 2024-25

UNDERGRADUATE OFFICE OF ACADEMIC AFFAIRS/OFFICE OF THE REGISTRAR RELEASE

Semester	Day	2024-2025
<b>Fall</b>	Faculty Workshop	TBD
	New Student Welcome Kick-off	TBD
Mon	First Day of Classes, Term I, Full semester	8/19
Mon	Last Day to Add Classes & Drop w/o grade of W, Term I	8/19
Thurs	Convocation – Offices closed 11-Noon	8/22
Mon	Last Day to Add Classes & Drop w/o grade of W, Full semester	8/26
Mon	Labor Day – No Classes, Offices Closed	9/2
Thurs	Last Day to Add HYPE 1 Sessions	9/5
Tues	HYPE Day 1 - Classes suspended until 3 pm	9/10
Sun	4-week Appraisals Due, 11:59 pm	9/15
Fri	Last Day to Drop Classes w/o grade of WF, Term I	9/20
	Patricia Adams Lecture Series	TBD
Thurs-Sun	Fall Break – No Classes	10/3-6
Fri	Last Day to Add HYPE 2 Sessions	10/11
Fri	Last Day of Classes, Term I	10/11
Sun	8-week Appraisals Due, 11:59 pm	10/13
Mon	First Day of Classes/Last Day to Add & Drop w/o grade of W, Term II	10/14
Tues	Grades Due, Term I at 10 am	10/15
Wed	HYPE Day 2 - Classes suspended until 3 pm	10/16
Fri	Last Day to Drop Classes w/o grade of WF, Full semester	10/25
Mon	Registration begins, Spring Semester	11/4
Sun	12-week Appraisals Due, 11:59 pm	11/10
Fri	Last Day to Drop Classes w/o grade of WF, Term II	11/15
Mon-Fri	Thanksgiving Break - No Classes	11/25-29
Fri	Last Day of Classes, Full semester	12/6
Sun	Reading Day	12/8
Mon-Thurs	Final Exams, Full semester	12/9-12
Thurs	Last Day of Classes, Term II	12/12*
Fri	Semester Break Begins – No Classes	12/13
Fri	Graduating Grades Due at 10 am	12/13
Mon	Remaining Grades Due at 10 am	12/16
	Contact Days MWF, 2250 min	15, 15, 14
	Contact Days TR, 2250 min	15, 15
	Contact days POT	7-8
<b>Spring</b>	Faculty Workshop	TBD
Wed	First Day of Classes, Term I, Full semester	1/8
Wed	Last Day to Add Classes & Drop w/o grade of W, Term I	1/8
Wed	Last Day to Add Classes & Drop w/o grade of W, Full semester	1/15
Mon	MLK Day On - Required	1/20
Fri	Last Day to Drop Classes w/o grade of WF, Term I	2/7
Sun	4-week Appraisals Due, 11:59 pm	2/9
Fri	Last Day to Add HYPE 1 Sessions	2/14
Wed	HYPE Day 1 - Classes suspended until 3 pm	2/19
Fri	Last Day of Classes, Term I	2/28
Mon-Fri	Spring Break – No Classes	3/3-7
Tues	Grades Due, Term I at 10 am	3/4
Mon	First Day of Classes/Last Day to Add & Drop w/o grade of W, Term II	3/10
Sun	8-week Appraisals Due, 11:59 pm	3/16
Mon	Registration begins, Summer terms	3/17
Fri	Last Day to Drop Classes w/o grade of WF, Full semester	3/21
Mon	Registration begins, Fall Semester	3/24
Mon	Last Day to Add HYPE 2 Sessions	3/24
Thurs	HYPE Day 2 - Classes suspended until 3 pm	3/27
Tues	Minds at Work: The Heidelberg Research Conference- No Classes	4/8
Fri	Last Day to Drop Classes w/o grade of WF, Term II	4/11
Sun	12-week Appraisals Due, 11:59 pm	4/13
Fri	Easter Break – No Classes, Offices Closed	4/18
Tues	Last Day of Classes, Full semester	4/29
Wed	Reading Day	4/30
Th, F, M, T	Final Exams, Full semester	5/1, 2, 5, 6
Tues	Last Day of Classes, Term II	5/6*
Wed	Graduating Grades Due at 10 am	5/7
Sun	Commencement	5/11
Tues	Remaining Grades Due at 10 am	5/13
	Contact Days MWF, 2250 min	15, 14, 15
	Contact Days TR, 2250 min	15, 15

Academic Calendar UG AY 2024-2025.docx

RELEASED JULY 2023

**UNDERGRADUATE OFFICE OF ACADEMIC AFFAIRS/OFFICE OF THE REGISTRAR RELEASE**

	Contact days POT	7-8
*Term II will meet during finals week, adjust to finals time-slots to avoid student/instructor conflicts.		
<b>Quarter Terms Fall – assuming a T/R schedule for contact hours</b>		
Mon	First Day of Classes/Last Day to Add & Drop w/o grade of W, Quarter Term I	8/19
Thurs	Last Day to Drop Classes w/o grade of WF, Quarter Term I	9/5
Tues	Last Day of Classes, Quarter Term I	9/24
Fri	Quarter Term I, Grades due at 10 am	9/27
Thurs	First Day of Classes/Last Day to Add & Drop w/o grade of W, Quarter Term II	9/26
Thurs	Last Day to Drop Classes w/o grade of WF, Quarter Term II	10/17
Thurs	Last Day of Classes, Quarter Term II	10/31
Tues	Quarter Term II, Grades due at 10 am	11/5
Tues	First Day of Classes/Last Day to Add & Drop w/o grade of W, Quarter Term III	11/5
Thurs	Last Day to Drop Classes w/o grade of WF, Quarter Term III	11/21
Thurs	Last Day of Classes, Quarter Term III	12/12%
Fri	Quarter Term III, Graduating Grades due at 10 am	12/13
Mon	Quarter Term III, Grades due at 10 am	12/16
<b>Quarter Terms Spring – assuming a T/R schedule for contact hours</b>		
Wed	First Day of Classes/Last Day to Add & Drop w/o grade of W, Quarter Term I	1/8
Tues	Last Day to Drop Classes w/o grade of WF, Quarter Term I	1/28
Tues	Last Day of Classes, Quarter Term I	2/11
Fri	Quarter Term I, Grades due at 10 am	2/14
Thurs	First Day of Classes/Last Day to Add & Drop w/o grade of W, Quarter Term II	2/13
Tues	Last Day to Drop Classes w/o grade of WF, Quarter Term II	3/11
Thurs	Last Day of Classes, Quarter Term II	3/25
Tues	Quarter Term II, Grades due at 10 am	3/28
Tues	First Day of Classes/Last Day to Add & Drop w/o grade of W, Quarter Term III	4/1
Tues	Last Day to Drop Classes w/o grade of WF, Quarter Term III	4/22
Tues	Last Day of Classes, Quarter Term III	5/6%
Wed	Quarter Term III, Graduating Grades due at 10 am	5/7
Tues	Quarter Term III, Grades due at 10 am	5/13
%Quarter Term III will meet during finals week, adjust to finals time-slots to avoid student/instructor conflicts.		

# Appendix D: CCP Student Checklist

- Complete a [CCP Application](#) for the current school year.
  - By May 1st for Summer Term
  - By August 1st for Fall Term
  - By Dec 1st for Spring Term
  - Returning students need to log on to their portal to complete a returning student application.
- Submit required documents on your student portal. You can also submit documents during the application process or email them to [ccp@heidelberg.edu](mailto:ccp@heidelberg.edu)
  - High School Transcript
  - District Consent Form
  - CCP Mature Content Permission Slip
  - ACT/SAT scores (if any)
  - Accuplacer scores (if any)
- Activate your NetID. The NetID provides access to various accounts on campus, including your University email account, your campus home drive, access to Canvas, and secure access to the University's wireless network.
  - Click on "Personal Information" in [OASIS](#)
  - Click on "My NetID Information"
  - Note your Heidelberg email address and check it regularly (at least once a day)
- Register for CCP Orientation. All new CCP students are required to attend an orientation session before they can take classes with HU.
  - An email will be sent to all students who need to participate in an orientation before the beginning of every term with details on how to register. Please keep an eye on your HU email.
  - We will help you order textbooks at orientation
  - Vehicle registration will be completed at this time
  - Student IDs will also be taken care of
- Schedule a Math Placement (if needed)
- Complete Title IX Training. All Heidelberg Students are required to complete this training once a year. Please keep an eye on your email for when training is available to students.
- Communicate with CCP Coordinator regarding courses you would like to take.



# HEIDELBERG UNIVERSITY | CAMPUS MAP



## ● RESIDENCE HALLS & HOUSING

1. Student Houses
2. College Hill Apartments
3. Main Street Townhomes
4. Stadium View Apartments
5. Talmage Hall
6. Brown Hall
7. France Hall
8. Miller Hall
9. Williard Hall
10. Krieg Hall
11. King Hall

## ■ VISITOR PARKING

Lots A, D, F & G



▶ SCAN WITH YOUR PHONE FOR A DIGITAL VERSION OF THE CAMPUS MAP

## ● ACADEMIC & ADMINISTRATIVE

12. Aigler Alumni Building
13. Brenneman Music Hall
14. Fine Arts House
15. University Hall
16. Founders Hall
17. Gundlach Theatre
18. Bryenton Honors Center
19. Krammes Service Center
20. Lavelly-Shedenhelm Education Center
21. Beeghly Library
22. Pfliederer Center
23. Adams Hall
24. Bareis Hall
25. Gillmor Science Hall
26. Saurwein Health & Wellness Center
27. GEM Center

## ● CAMPUS LIFE

28. Bookstore
29. Campus Center
30. Stoner Health & Counseling Center
31. University Commons
32. Ubuntu House

## ● DINING

33. Berg Bistro
34. The Heidelberg
35. Hoernemann Refectory
36. Rock Creek Cafe

## ● ATHLETICS

37. Tennis Courts
38. Seiberling Gymnasium
39. Hoernemann Stadium
40. Mayer Field
41. Peaceful Valley & Hidden Valley