

New-Student **ORIENTATION**

Summer 2026



THE
OPPORTUNITY
MAKERS®

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Scan to View Full Directory

Find contact information for
faculty, staff, and departments.

WELCOME TO HEIDELBERG

Message from the President & Dean of Students

Dear Students and Parents,

Welcome to Heidelberg! It is with great joy and anticipation that we embrace your arrival to our vibrant learning community. We are the **Opportunity Makers!** And Heidelberg is a place where opportunities are made for all students ... academically, professionally, personally, and socially. Our newest opportunity place is **Frann's Fieldhouse** and all students are encouraged to use it! Every student is supported throughout their educational journey because we believe in people.

To our students, please know that you are not alone as you begin this exciting new chapter in your lives. Our faculty, staff, coaches, and student leaders are here to guide, encourage, and celebrate with you as you navigate college life. You will make us a better University!

To our parents and families, please know that we recognize the important role you play in your student's success. We look forward to partnering with you to support your student's growth and achievements. You are now a valued part of the Heidelberg community too!

Your time at Heidelberg will be filled with opportunities to learn, connect, and grow in ways you may not have imagined. We encourage you to step outside your comfort zone, engage fully with your new friends and peers, tap our actively supportive alumni, explore all that The Berg has to offer, take on new challenges, and get back up whenever you fall down. We believe in your potential and are committed to helping you thrive in and out of the classroom, on the fields and courts of competition, and on the stages of performing arts ... everywhere!

We are thrilled to have you with us and look forward to all that you will accomplish and contribute to our energetic community as you discover *your life of purpose with distinction*.

Go Berg!



Rob Huntington

President



Chris Abrams

Dean of Student Affairs

UNDERGRADUATE ACADEMIC CALENDAR 2026-27

Fall Semester

Aug. 19	First Day of Classes
Sept. 7	Labor Day
Oct. 8-9	Fall Break
Oct. 28	Last Day to Drop Classes
Nov. 2	Registration begins, Spring Semester
Nov. 25-27	Thanksgiving Break
Dec. 4	Last Day of Classes
Dec. 7-10	Final Examinations

Spring Semester

Jan. 6	First Day of Classes
Jan. 18	MLK. Jr Day (No Classes)
Mar. 1-5	Spring Break
Mar. 19	Last Day to Drop Classes
Mar. 22	Registration for Fall Semester
Mar. 26	Easter Break
Apr. 6	Minds@Work Research Conference
Apr. 27	Last Day of Classes
Apr. 29-May 3	Final Examinations
May 8	Commencement

STUDENT SUPPORT



Heidelberg is a great place to get involved and easily be a part of a community during your college life. When I first arrived on campus in the Fall of 2022, I expected my life to be dominated by sports and classes—just like high school. Now, fast forward four years, getting involved on campus was one of the best decisions I ever made! My Heidelberg experience and the groups I've joined mean the world to me—I wouldn't change a thing. I encourage you to get involved with as much as you can to find your people!



Ethan Rieman
Class of 2026



As a 2026 graduate, I am entirely grateful that Heidelberg opened more doors for me than I ever could have imagined. The opportunity to gain professional skills and leadership experience while working alongside your peers is arguably the most rewarding aspect. Campus is here for the taking—I encourage you to explore what you love and run with it!

The welcoming environment at Heidelberg makes it easy to try new things—even those outside your comfort zone. Starting college can feel overwhelming, but Heidelberg makes the transition feel like coming home. This is a place where confidence is built and students are encouraged to lead. This may be by captaining a team, becoming club president, or simply being a reliable friend. With the unwavering support of faculty, staff, and fellow students, you will find a second home at Heidelberg—one that embraces you for four years and supports you long after graduation.



Josh Ferdon
Class of 2026



VIEW YOUR SCHEDULE IN ‘MY HEIDELBERG’

View Class Instructions

1. Log in to MyHeidelberg (my.heidelberg.edu) using your Net ID info
2. Click on the three dots on the Classes Card
3. Click on View Details
4. Select the appropriate term from the drop-down menu

View Class Overview

The class view provides you with in-depth information about each one of the classes that you are registered for including:

- Meeting Day(s) and Times
- Meeting Building and Room Number
- Instructor’s Name

Clicking on the class will give more information about the class including

- Instructor’s email address and link to Canvas for assignments

Class Schedule & Registration Instructions

1. Log in to MyHeidelberg (my.heidelberg.edu) using your Net ID info
2. Click on the three dots on the Class Schedule Card
3. Click on Registration History
4. Select the appropriate term from the drop-down menu

Class Schedule & Registration Overview

The view registration information will show you both a detailed view and a week-at-a-glance view. With the days of the week across the top and the hours of the day along the left side, you can get a quick overview of what your week will look like.

Welcome to My Heidelberg! This portal will be the home of all the information you need!

1 of 1

[My Heidelberg User Guide](#)

[Home](#)
[Academics](#)
[Community](#)
[My Account](#)
[Work](#)

[VIEW ALL CARDS](#)

Class Schedule

Last updated Jun 4, 2026, 2:19 PM

June 2026

Sun 31

Mon 1

Tue 2

Wed 3

Thu 4

Fri 5

Sat 6

No Classes Today
Enjoy your day!

Classes

Last updated Jun 4, 2026, 2:19 PM

Fall 2026

[HEL 101 Advise/Inspire Mentoring 1](#)

Thu 11:00 AM - 11:50 AM

Beeghly Library 12

Aug 19, 2026 - Dec 10, 2026

[NDI 128 The Learn Proc in an Acad Env](#)

Tue/Thu 8:00 AM - 8:50 AM

Beeghly Library 12

Aug 19, 2026 - Dec 10, 2026

Advisors

EC

Erin Chapman-Hoskins

Undergraduate Facilitator

Financial Aid Self-Service

My Heidelberg

Classes

Fall 2026

Canvas

HEI 101 Advise/Inspire Mentoring I

Thu 11:00 AM - 11:50 AM

Beeghly Library 12

Aug 19, 2026 - Dec 10, 2026

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E.

Chapman-Hoskins

NDI 128 The Learn Proc in an Acad Env

Tue/Thu 8:00 AM - 8:50 AM

Beeghly Library 12

Aug 19, 2026 - Dec 10, 2026

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A. Kontak

2

Credits

Assignments Not Available


Student • Registration • View Registration Information

View Registration Information

Look up a Schedule
Active Registrations
Schedule by Centric Period

Class Schedule

Term: Fall 2026

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Advise/Inspire Mentoring I	HEI 101, 06	0	24231	Lecture Only	Pass/Unsatisfactory (0-He...	Undergraduate	Traditional Full-Term	None	06/04/2026	Registered	**Registered**06/04...
The Learn Proc in an Acad Env	NDI 128, 2	2	26043	Lecture Only	Undergrad Standard Letter	Undergraduate	Traditional Full-Term	None	06/04/2026	Registered	**Registered**06/04...

Total Hours | Registered: 2 | Billings: 2 | CEUs: 0 | Min: 0 | Max: 18

Records: 2

Schedule
Schedule Details

Class Schedule for Fall 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							
8am			✓ The Learn Proc in an Acad Env		✓ The Learn Proc in an Acad Env		
9am							
10am							
11am					✓ Advise/Inspire Mentoring I		

NAVIGATING ‘MY HEIDELBERG’/ OASIS

Parking Pass—OASIS Personal Information Tab (after July 1st)

1. Log in to OASIS (oasis.heidelberg.edu)
2. Click on the Personal Information Tab
3. Scroll down to Vehicle Registration
4. Click on “Register Vehicle and Order a Hanger Tag”
5. Click on “Purchase a new tag”
6. This is where you will put in your make, model and license plate number
7. Then you can pick up your hanger in the Business Office located in University Hall after July 1st. Please bring your student ID.
8. The yearly cost is \$125



Dining Plan—‘My Heidelberg’ Student Services Tab

This is where you can check your housing and meal plan options

1. Click on My Heidelberg and then click on Housing Portal
2. Make sure your housing application is complete.
3. Once you have been assigned a room, you will be able to see it under Assignments
4. If you wish to change the meal plan, contact Dennis LoConti at dloconti@heidelberg.edu
5. You can change this up to the first week of classes
6. Meal Plans included UNLIMITED Meals in Hoernemann, with options of 150, 250, or 350 BERG Bucks (per semester).
7. Commuter plans: heidelbergdining.nutrislice.com/meal-plans



Financial Aid—Accepting Loans

Go to OASIS and click on the Financial Aid tab

1. Click on Award
2. Click on Award for Aid Year
3. Select Year: 2026–2027
4. Click on Accept Award Tab. This is where you will accept/deny your loans
5. Then, once you accept your loans, will then have to complete the **Entrance Counseling and the Master Promissory Note**
6. Make sure that you have all your other paperwork completed and turned in (Ex.: “Tuition Payment Plan”)

Other charges that may occur

1. Extra Hours (additional credit hours over 18 credit hours)
2. Dorm Damages
3. Course Fees-Education, Biology, Math, etc.
4. Parking Fines

NAVIGATING 'MY HEIDELBERG' / OASIS

Making Payment/View Activity—OASIS Personal Information Tab

Scroll down to View & Pay Your Bill Online (TouchNet)

Authorizing Users:

Click on the right side of Authorize Users. Then Click on Add Authorized User.

This is where you will put in the email of the person you wish to pay or view your bill. This way, you as a student, will receive an ebill notification along with whomever you authorized. Leave the radio buttons at Yes and then continue. The person you established will receive an email indicating that you have authorized them to have access to your TouchNet account.

View Activity:

On the main screen (home page of TouchNet), you will see the View Activity button on the left side of the orange Make Payment button. This will tell you what makes up the balance due. Make sure you check this often as you may see additional charges like books, parking fines and course fees that are not part of your Tuition Payment Plan. We call these miscellaneous fees.

Make a Payment:

You can make payments on this site, either by electronic check or by credit card. There is a fee of 2.95% of the balance if you use your credit card. Before you can make an electronic check payment, you will need to establish your banking information. To do this, click the Payment Profile on the right side. Select Method (Electronic Check (checking/savings) and then select. Enter your banking information. If you are receiving a refund, check the box to receive refunds.

Refund Tab:

You can set up your refunding banking information on the Refund tab. This occurs if you have a credit on your student account. Even though you have established the banking information, you will need to let the Business Office know that you wish to have a refund. Refunds are processed on Mondays; you will see the refund in your bank account on a Friday.

Tuition Payment Plans:

You must complete your Tuition Payment Plan and turn it in. Let us know how are planning to pay. If payment is by loan, check the box. If you are participating in the 4 (quarterly) or 8 (monthly) payment plan, please check the box. You should have received a Tuition Payment Schedule Plan via email in your Student Portal.

Notes

1. Outside scholarships can be mailed to: Heidelberg University, Financial Aid Office, 310 E. Market St., Tiffin, Ohio 44883.
2. If you are planning to use a 529 plan to pay for tuition, you will need to initiate the process by going to your 529 website and processing the withdrawal. Heidelberg University is in the list of schools.
3. You do not have to use the TouchNet system to make your payments. You can use your own billpayer system at your banking institution. Just use your OASIS ID number as the account number and have the payment sent to: Heidelberg University, Attn: Business Office, 310 E. Market St., Tiffin, Ohio 44883.
4. Ebills will be sent out on the 20th of every month if you have a balance due.

FINANCIAL AID PAPERWORK CHECKLIST

Important Financial Aid Information

- Email: financial-aid@heidelberg.edu
- Heidelberg merit-based scholarships are renewed as long as the student is full time and has maintained Satisfactory Academic Progress (SAP).
- A FAFSA renewal must be filed every year to be considered for federal loans and grants, including the Parent PLUS loan.
- Students must maintain Satisfactory Academic Progress (SAP) to renew aid from all sources. Students must pass 67% of their attempted hours and have a 2.0 accumulative GPA after four semesters.
- A Special Conditions Form is available from the Financial Aid Office to request an appeal for unexpected changes in a family's financial or household circumstances.
- Financial Aid will communicate via the **Student's Admissions portal and student's Heidelberg Email address.**

Work Study Information

- A Job Fair is held at the beginning of each Fall semester to kick off student employment for the academic year.
- Students will need to complete and submit a Job Card and the required employment verification documentation before they are able to work and be paid. Most student employment jobs pay minimum wage.

How to accept or decline the student loans

1. Log in to your my.heidelberg.edu account using your NetID information
2. Click on the financial aid tile
3. Click on Home to view any outstanding requirements
4. Click on Offer to view your financial aid package
5. To accept or decline your loans, click Take Action and use the drop-down menu to accept, decline, or modify your loan
6. Click submit



FINANCIAL AID PAPERWORK CHECKLIST

Outside Scholarships

Please report to Financial Aid any outside scholarship awards **that will be written to or sent directly to Heidelberg University**. *You do not need to report outside scholarships written or given directly to the student.* Outside scholarships usually begin coming in at or close to the student's high school graduation. We encourage all students to wait until after they graduate to begin reporting scholarships. That said, you CAN use this function more than once as scholarships continue to come in.

Please complete the Outside Scholarship form whether or not you will receive scholarships.
www.heidelberg.edu/aid/documents



Once received, we will update the Financial Aid package to include these outside scholarship amounts.

Tuition Payment Plan (TPP)

Once you have submitted your enrollment fee, you will receive further information on choosing a payment plan, applying for a loan or a combination of both. You will indicate your preference of one or a combination of the following:

- A payment plan of 1, 2, 4 or 8 payments
- Parent PLUS loan and amount you plan to request
- Parent or student private loan and amount you plan to request

Please note: *This is not a bill. This is a tool to help you decide your plan for paying your big-ticket items. The TPP is shared with our Business Office. There may be additional items on the term bill that are not included on the TPP.*

Federal Loan Processing

Student Loan Processing after May 1, 2026

Your loans are currently in offered status. To accept or decline your loans, you will need to log in to your my.heidelberg.edu account and click on the Financial Aid tile.

- Click on Offers at the top of the page to see your Financial Aid offer.
- Under the type of loan, click Take Action.
- Take action will have a drop down box to accept, decline, or modify your loan.
- Choose one of these and submit.

If you choose to accept the federal loan(s), new requirements will be added to your check list:

- Visit www.studentaid.gov/entrance-counseling/ to complete Entrance Counseling.
- Visit www.studentaid.gov/mpn/ to sign the Master Promissory Note (MPN) for undergraduates.

Be sure to sign in as the **student**. *Interest rate for loans originated July 1, 2026-June 30, 2027: 6.52%*

FINANCIAL AID PAPERWORK CHECKLIST

Verification Documents

If selected for verification, you will receive information directly from the Financial Aid Office on how to proceed. Additional requirements will be added to your checklist.

Verification Worksheet—Complete both sides. (V1, V4 or V5)

Provide 2024 Federal Tax information for student and/or parent. (V1 and V5 only)

- *If you are not able to locate tax returns, you can visit www.irs.gov/transcript to request a copy of your tax return transcript to submit to the Financial Aid office.*
- *If you are not able to locate your W2s returns, you can visit www.irs.gov/transcript to request a copy of your wage transcript to submit to the Financial Aid office.*

Provide documentation related to identity (must be in person or with a notary) (V4 and V5 only)

Additional Borrowing Options:

Parent Loan Processing after May 1, 2026

Go to www.studentaid.gov/plus-app/ if your parent plans to borrow a Parent Loan for Undergraduate Students (PLUS). *Be sure to sign in as the parent. Interest rate for loans originated July 1, 2026-June 30, 2027: 8.94%.*

- Apply for a Direct PLUS Loan (add 4.228% to requested amount to ensure you cover the origination fee). If parent credit is denied, the student is eligible for up to an additional \$4,000 in unsubsidized loan. Heidelberg will be notified of the denial and will automatically add the additional funds to the award.
- Complete Master Promissory Note for PLUS (MPN): www.studentaid.gov/mpn/
Only the credit-approved, first-time parent loan borrower needs to complete the MPN.

Private Student or Parent Alternative Loan Processing after May 1, 2026

Visit <https://www.heidelberg.edu/undergraduate-loan-info> to review a list of loan providers historically used by Heidelberg University students.

Please note that all private loans have a 10- to 14-day waiting period before they are presented to Heidelberg for disbursement. Be sure to figure these days into your timeline for paying. Disbursement begins 10 days prior to the start of each semester.

- Choose lender
- Complete application
Please note that student borrowers will often require a credit-worthy co-signer.

RESIDENCE LIFE & HOUSING PACKING LIST

The Essentials

- Identification (driver's license, bank cards, etc.)
- Prescription medications
- Personal hygiene supplies
- Linens (bath towels/wash cloths, comforter, blanket, extra-long twin sheets, mattress pad)
- Laundry supplies (clothes hangers, detergent, fabric softener, hamper, basket or bags)
- Pillow(s)
- Cleaning supplies
- Trash Can-Students are responsible for discarding personal trash in the outside dumpster
- Shower caddy/bucket (bath robe)
- Office supplies (desk calendar, pens & pencils, desk lamp, scissors, stapler, tape, etc.)
- Emergency supplies kit (flashlight, band aids, thermometer, etc.)

Nice to Have

- Computer
- Cell phone and charger
- TV, game systems, DVD players
- Refrigerator (4.5 cubic feet or smaller)
- Microwave (.8 cubic feet or smaller)
- Auto-off single-cup coffee maker
- Iron with auto-shutoff & small ironing board (not provided in any of the residence hall/laundry areas)
- UL-approved power strip (with circuit breaker) [one per residence room]
- Rain and snow gear
- Playing cards/board games
- Eating utensils
- Flip-flops (for the shower)
- Small electric fan (window or floor)
- Dry-erase board and markers for door
- Blue painters tape or sticky tack to hang items on your door/wall without removing paint or leaving residue (no duct tape)
- Air freshener

What Not to bring

- Air conditioner
- Candles or other flammable items
- Extension cords
- Pets (except non-carnivorous fish in a 10-gallon tank or less)
- Electric space heater
- Sun lamps
- Potpourri burners
- Incense/wax burners
- Halogen lamps
- **LED light strips** (*prohibited due to extensive damage to campus property*)
- Outlet adapters (cheater plugs)
- Electric cooking appliances (air fryers, electric skillet, hot plate, rice cooker, percolator, grills including George Foreman, immersion heating devices, oil popcorn poppers, toaster/toaster oven) - Coffee pots with auto-off capabilities are permitted
- Firearms or weapons (martial arts weapons, hunting weapons, air soft/pellet/paintball guns)

TEXTBOOK INFORMATION

How to Order Textbooks & Payment Options

Go to bncvirtual.com/heidelberg



Decide on your payment option

- Do you want to charge your books to your student account or will you pay by credit card?
- If you charge to your student account, you will receive a monthly statement for textbook charges you are responsible to pay according to your payment plan set up with Heidelberg.

To charge to your student account

- Look for “Do you want to use your Student Account?” on the first page of the site. Click “Use It Here.” Enter your Heidelberg OASIS ID # and Book ID: FALL 2026 (there is a space between FALL & 2026).

To use a credit card

- Click “Log in to your Account” to create a customer account. Enter credit card at checkout.

Selecting & Viewing Your Textbooks

Shop by Course

- Select the Term by clicking on the arrow next to “Your Term” and choosing FALL 2026.
- Choose the Department (course prefix) by using the drop-down menu.
- Select Your Course ID (course title). Select the exact course ID for your section. For example, PSY 101-2, means you are in Section 2. Do not order a different section’s book if your section is not listed.
- Click View Your Materials (scroll down to bottom).

Shopping Tips

- Select the format of book (new, used, rental, e-books).
- Books are listed as required or optional.
- Pay attention to any notes on the course listing that give additional information (top of page). Some books come with access codes for additional materials required by the professor. Used and rental copies of a text may not come with the access code.

Checkout & Shipping

Choose to have your order shipped to campus or to your home

- To have your order shipped to campus: Please select “Ship to School Address” (44 Greenfield St., Tiffin, OH 44883). Students will be notified by email when their books can be picked up.
- To have your orders shipped to you at home: Fill in your home address. Remember this can take up to 10 days to receive.
- SAVE on Shipping! Free Shipping: 8/3/26-8/16/26

Make sure you receive an email confirmation of your order. If you do not, you may have forgotten to hit the submit button at the end of the order. Log back into your account to make sure the order went through.

ANSWERS TO YOUR TEXTBOOK QUESTIONS

Help! My Course is NOT LISTED or the textbook is listed as “OUT-OF-STOCK”

A course that is not listed may not require a book or may have a delayed book order. For more information, please attend the 1st class session or check back at the website at a later date to see if it is listed. If your book is out of stock, please order it along with your other books. BNC will send it to you when it is back in stock at no extra charge for shipping.

How do I receive E-Books or Access Codes?

Log in to your BNC virtual account. Click on Menu and then Digital Content. Most digital books will be available to download from the site. The access code may also be emailed to you or postal mailed to you. **Do not download digital books and/or use access codes until you are sure you will stay in the class. They are not returnable.**

Returning a book to BNC

- Log in to your account at BNC Virtual and click on “YOUR ACCOUNT.”
- Your orders will show up in a list; below the list is a link for RETURNS.
- Click on RETURNS.
- Follow the prompts to begin the return process.
- A packing slip and a prepaid shipping label are provided for you to print.
- Enclose the packing slip in your box.
- Package your books carefully so they are not damaged during shipment and use mail certified tape to close your package. Do not use scotch, duck, masking, or painter’s tape as they will not withstand the vigorous handling or weather conditions during shipping. Make sure your return label is completely surrounded by tape on your box.
- UPS prepaid label packages can be brought to the campus bookstore for UPS pickup.

Where are my books?

- Log in to your account at BNC Virtual and click on “YOUR ACCOUNT” to view your order details.
- Click on your ORDER #.
- Click on TRACKING # link (# in blue) to review details of the shipment and whether it has been delivered or is still on its way.
- Books bought through the Marketplace do not have tracking #s. If you do not receive a book from the Marketplace seller, contact BNC at (800) 325-3252.

Book Buyback:

BNC offers book buyback through its website. Go to the website and click on MENU and select “Sell your Textbooks” from the menu. No books are purchased from students in the campus store.

Guaranteed Buyback & Rental Books from BNC

Return your Guaranteed Buyback books by the due date to receive the buyback price quoted for your textbook. Return Rental Books by the determined date so you are not charged the full cost of the book.

THE BOOKSTORE, MAIL ROOM AND PRINT SHOP

The Heidelberg Bookstore: Retail, Print and Parcel houses many campus services together in one convenient Campus Center location.

Students can stop in to:

- Send mail and packages
- Use our “Box-it-up” station to prepare packages they want to send via USPS, UPS, or FedEx
- Receive packages
- Ask questions about ordering textbooks
- Purchase 'Berg gear and supplies for classes
- Make color copies, use printing, binding, and laminating services

How to address mail.

Mailing Address:

(Student Name)

(Student Box Number)

44 Greenfield Street

Tiffin, OH 44883

CNIT OVERVIEW

Who is CNIT?

The IT Department

CNIT is an acronym for Computer, Network & Information Technology, the department that supports students, staff, and faculty in their use of technology at Heidelberg University.

Helpful Quick Links

Service Desk	helpdesk.heidelberg.edu
Heidelberg WiFi	www.heidelberg.edu/wifi
Heidelberg Gmail	gmail.com
Oasis	oasis.heidelberg.edu
My Heidelberg	my.heidelberg.edu
Canvas LMS	canvas.heidelberg.edu
Inside (Intranet)	inside.heidelberg.edu
Web Printing	print.heidelberg.edu
Spectrum U	watch.spectrumtv.com
CNIT Website	www.heidelberg.edu/helpdesk

The Helpdesk

CNIT offers year-round helpdesk assistance to all students, faculty, and staff. Request assistance by putting in a ticket through the dedicated service desk at helpdesk.heidelberg.edu, sending an email to helpdesk@heidelberg.edu, calling (419) 448-2088, or visiting in person at Bareis 309. See more information about putting in a ticket on the next page.

The Helpdesk is open Monday through Friday, 8 AM to 5 PM.

While on campus, the Helpdesk can assist students with:

- Device onboarding assistance (Getting on the WiFi/network)
- Virus/malware detection and removal
- Software installation assistance
- Laptop hardware repair (e.g. broken screen replacement)
 - Students are not charged labor costs for repairs, but are responsible for purchasing necessary replacement parts.
- Temporary laptop loans
 - Laptop loans are provided only to students who are awaiting repair of a personal device and are used to ensure educational accessibility during the repair window.
 - They are free to borrow and can be loaned for a maximum length of one semester after an agreement form is filled out.
- Various other services at the discretion of helpdesk staff

Students are responsible for purchasing any parts needed for the repair.

SERVICE DESK & PASSWORDS

Service Desk

The Service Desk is an online platform that CNIT uses to assist the campus with technology issues.

Logging into the Service Desk

1. In your browser, navigate to helpdesk.heidelberg.edu
2. Click 'Sign in with Google'
3. Sign in using your Heidelberg Google account credentials
 - » See next page for Google account setup information



Home Page

This is where you will see all of your active and closed requests, “Highlighted Services,” “Popular Requests,” a search bar, and several different buttons.

Submitting a Ticket

Can't find a solution or Service Request that meets your needs? Click on “New Ticket” in the upper right hand corner.

- For better assistance from the helpdesk, make sure to give as many useful details (i.e. location and room number, device type, detail of what is happening) as possible to explain your problem.

Popular Solutions

This is where you will go to look through our knowledge base to find solutions to problems or information about WiFi, Office, etc. For a more detailed search, use the search bar.

ACCOUNTS & PASSWORDS

Accounts Overview

User ID

Your User ID is a nine digit student identifier assigned automatically after enrollment.

- Follows the format 000XXXXXX
- This is only used by students to log in to Oasis

Heidelberg Google

Your Heidelberg Gmail is automatically created after setting your NetID password.

- Follows the format NetID + 'heidelberg.edu'
 - E.g. George Anderson's Gmail address is ganderso@heidelberg.edu
- Use this to sign in to Google services when prompted

NetID

Your NetID is the first letter of your first name followed by the first seven letters of your last name. It is managed through Oasis.

- E.g., George Anderson's NetID is 'ganderso'
- Some NetID's carry a letter at the end to handle duplicate names
- E.g., 'awhite4'

EXAMPLE STUDENT

John Smith

OASIS ID: 000123456

NetID: jsmith

Gmail: jsmith@heidelberg.edu

Accounts Setup Instructions

1. Log in to Oasis and set your PIN

- Navigate to oasis.heidelberg.edu and click 'Login to your account'
 - Your User ID is found in the inbox of the email you used to apply
 - Your PIN is initially set to your birth date in mmddyy format
- Once you log in to OASIS, you will be prompted to re-enter your birth date and create a new PIN
 - The new PIN must have between 6 and 15 digits and should not be based on your birth date, telephone number, or other recognizable pattern of digits

2. Set your NetID password in Oasis

- Under the 'Personal Information' tab, select 'My NetID Information'
 - Once your NetID password has been set, your Heidelberg Gmail will become active and can be used to sign into Google services

3. Log in to Chrome

- Install Google Chrome at google.com/chrome
- Sign in to Chrome using your Heidelberg Gmail and NetID password created above (your NetID password syncs with Google)

4. Enable 2-Step Verification

- Once logged into Chrome, navigate to myaccount.google.com
- On the 'Security & sign-in' page, click '2-Step Verification' and add a phone number or set up a device to receive a prompt from the Gmail app upon login

5. Explore services

- Once in Chrome, you can access Gmail, Google Drive with 20 GB of storage, Calendar, and more, all synced with your Chrome profile

NETWORK, DEVICES & RECOMMENDATIONS

Heidelberg Wireless Network

Heidelberg offers a variety of wireless network names for your convenience. Refer to the guide below to determine which connection to use for your devices:

HU_SECURE: For personal computers, phones, and tablets belonging to students and employees

HU-STAFF: Intended for Heidelberg-owned laptops

HU_GAMING: Suitable for gaming consoles, streaming devices, and smart devices

HU_GUEST: Meant for guests visiting Heidelberg (*This network is the slowest on campus*)

Setting Up your Computer

Connect to WiFi before arriving on campus

Students can configure their devices to automatically connect to Heidelberg WiFi once they arrive on campus. All that is required is access to data or home WiFi and their Heidelberg email.

This setup can be completed on phones, computers, and tablets.

Follow these steps to establish your WiFi connection

Step 1: Visit www.heidelberg.edu/wifi from your device.

Step 2: Click on “Connect to HU_SECURE.”

Step 3: Follow the login instructions provided.



Setting Up other Devices

Gaming and Smart Devices:

Gaming consoles, streaming devices, and smart devices will connect to HU_GAMING.

Password: studentprince (*Do not connect your phone or laptop—it will not work*)

Computer Advice & Recommendations

Minimum Windows Specifications

Operating System:	Windows 11
Processor:	Intel Core i5 or i7
RAM:	8 GB
Hard Drive:	256 GB NVMe

Minimum Mac Specifications

Operating System:	macOS 15 (Sequoia)
Processor:	M1
RAM:	8 GB
Hard Drive:	256 GB NVMe

**We do not recommend the usage of Chromebooks for collegiate academic purposes.*

Alternatives

Heidelberg offers several computer labs and walk-up stations for students, where software can be installed upon request. We recommend these students using this options purchase a flash drive for their files, a webcam for remote classes or proctored exams, and wired headphones with a microphone.

Access more in-depth technology information in our Student Technology Guide.

FERPA FAQs

What is FERPA?

The Family Education Rights and Privacy Act of 1974 is commonly referred to as FERPA or the Buckley Amendment.

How is FERPA related to my student?

FERPA guarantees your student at Heidelberg University the following:

- Access to his or her educational record
- The right to challenge the accuracy of the record
- And the right to limit the release of information from the record

How does Heidelberg University follow FERPA?

Heidelberg University's information on FERPA may be found on Heidelberg's Registrar's webpage (inside.heidelberg.edu/registrar). This page provides specific information relating to FERPA and Heidelberg University.

How can I as a parent/guardian review my student's situation at Heidelberg?

If a student wishes to allow his/her parents/guardians permission to discuss issues, the student has to complete and sign the Release of Personally Identifiable Information (PII) Form on inside.heidelberg.edu under Documents. This form will be maintained in the student's file in the Office of the Registrar and a spreadsheet is maintained on a shared drive so other campus entities can know which students have granted access to their protected information to an identified third party. Without that completed and signed form, no one on this campus can discuss a student's record with a third party, such as a parent or guardian. In addition, the Office of the Registrar reserves the right to not release PII information when we feel the inquiry seems uncharacteristic.

- Completing the PII form does not mean that information will be mailed or automatically made available to the third party.
- When completing the PII form, the student must be specific about what is to be released, how it is to be released, and for how long it can be released.
- Only limited details may be shared with the registered third party over the phone or by email, as the Office of the Registrar cannot verify identities by this method. Our goal is to offer as much assistance as possible without violating the student's rights.

Does FERPA protection end when my student graduates/leaves Heidelberg?

No. FERPA protection ends when the eligible student passes away.

Who can I contact if I have questions on FERPA and my student?

Please feel free to contact the Office of the Registrar by email at registrar@heidelberg.edu or phone at [\(419\) 448-2090](tel:4194482090).

STONER HEALTH & COUNSELING CENTER

Location

The Stoner Health & Counseling Center is located in Campus Center, room 141. We provide Heidelberg students with a modern clinical facility and quality medical services.

Eligibility

All full-time students are eligible for care and treatment at the health center regardless of their health insurance. All students are required to have a medical history form on file at the health center.

Services *(By Appointment)*

- Health and wellness screenings
- Minor illnesses and injuries
- Mental health counseling
- Flu shots and other immunizations
- Lab testing
- Physicals (school, sports, employment)

Medications

In-stock or over-the-counter medications may be charged to the student's account. Insurance/drug cards are not accepted. Students may also choose to have prescriptions filled at a local pharmacy such as Kroger, Walmart, or CVS.

Required Immunizations

- Diphtheria/tetanus booster-received within the past 10 years
- Measles, mumps, and rubella-1 initial (early childhood) and 1 booster (childhood)
- Oral polio - 3-4 doses (childhood)
- History of chickenpox disease or varicella vaccine
- Hepatitis B vaccine-series of 3 doses (series can be completed at the health center)
- The following immunizations are recommended: Meningococcal vaccine, Influenza vaccine (annually).

The Staff

- **Janelle Baldosser, C.N.P.**, Director of Health & Counseling Services
- **Mary Felton, M.A., LPC**, Mental Health Counselor
- **Lori Groves, R.N., B.S.N.**
- **Teresa Schmidt, M.A., LPC**, Mental Health Counselor
- **John Sharp, M.A., LPCC-S**, Assistant Director of Counseling

Appointments are made through the Stoner Health & Counseling Center at

419-448-2041.

Facilities are closed Saturday/Sunday and during the summer session.

To make a counseling appointment, call **419-448-2041** or email **counseling@heidelberg.edu**.

OFFICE OF STUDENT ACCESSIBILITY SERVICES

Who we serve

We work with any student who has a disability that would like to receive accommodations.

Academic

These are classroom accommodations to provide equal access to learning opportunities and participation.

Dining

We work with students and our on-campus dining service to make sure the dietary needs of our students are met.

Requirements for service

We require recent/relevant documentation that provides information about your disability and accessibility needs.

What we offer

We work with students to provide academic, housing, dining, and temporary accommodations.

Housing

These are accommodations to meet students' specific accessibility needs to create equal access to living on campus.

Temporary

We work with students to accommodate short-term disabilities such as recovery from medical conditions.

How to apply

Contact our office (SAS). We'll go through an interactive process to determine reasonable accommodations.

If you have questions, please contact:

Marisa Smith, MA
Office of Student Accessibility Services
accessibilityservices@heidelberg.edu
419-448-2484

STUDENT ENGAGEMENT OPPORTUNITIES

Governing Boards

- Student Senate
- Berg Events Council (BEC)
- Greek Life Council (GLC)
- Student Athletic Advisory Council (SAAC)

Greek Life

- Alpha Phi Tau (M) - Aps
- Excelsior Men's Society (M) - Exes
- Nu Sigma Alpha (M) - Heids
- Rho Eta Delta (M) - Rhos
- Sigma Tau Nu (M) - Sigs
- Euglossian Society (Mixed Gender) - Eugs
- Delta Sigma Chi (W) - Delts
- Kappa Psi Omega (W) - Kappas
- Philalethean Society (W) - Phis
- Zeta Theta Psi (W) - Zetas

Honoraries

- Alpha Alpha Alpha - First Gen
- Alpha Lambda Delta - 1st Years
- Alpha Phi Sigma - Criminology
- Alpha Psi Omega - Theatre
- Beta Beta Beta (Tri-Beta) - Biology
- Kappa Delta Pi - Education
- Delta Mu Delta - Business
- Pi Sigma Alpha - Political Science
- Psi Chi - Psychology
- Sigma Tau Delta - English
- Tau Mu Sigma - Music
- Delta Phi Alpha - German
- Sigma Delta Pi - Business

Campus Ministry & Religious Life

- Berg UCC
- Campus Fellowship (CRU)
- Catholic Newman Club
- Cultural and Spiritual Club

Communication

- Aurora Yearbook
- Kilikilik - Newspaper
- Morpheus Literary Magazine

Music Ensembles

- Marching Band
- Symphonic Band
- Chamber Singers
- University-Community Chorus
- Jazz Ensemble
- Hei-Notes Show Choir
- Concert Choir
- Chamber Orchestra

Celebrating Campus Vibrancy

- Berg Allies
- Berg Body Positivity Association
- Black Student Union
- LatinX Unidos
- Disability Advocacy Division
- It's On Us
- World Student Union (WSU)

Special Interests Groups

- American Chemical Society (Chem Club)
- Alliance for Sustainability
- Anime Club
- Berg Enactus
- Berg Impact
- Berg Self Defense
- Crossfit Club
- Dance Team
- Deutschklub - German Club
- Disc Golf Club
- Down for Love
- Fencing Club
- Film Club
- Gamers Club
- Habitat for Humanity
- Health Science Organization
- Heidelberg Commuter Union
- Heidelberg Computer Science and Technology Club
- Heidelberg Council of Teachers of Mathematics (HUCTM)
- Heidelberg Historians
- Heidelberg New Music Association
- Heidelberg Student Educator Association (HSEA)
- Heidelberg University College Democrats
- Heidelberg University College Republicans & Libertarians
- Heidelberg University Speech Team (Pi Kappa Delta)
- Honors Activity Board
- Keep Calm and Carry Yarn
- Make-A-Scene - Improv group
- Morgan's Message
- Model United Nations Club
- Ohio Collegiate Music Educators Association (OCMEA)
- Outdoor Enthusiasts Club
- Poetry Princes
- Scrubs (Medical Pre-Professionals Club)
- Student Military Support Alliance
- Student Alumni Association
- Student Forge Club (Makers Club)

Follow Heidelberg's Student Senate on Instagram to learn more about these organizations and on how to start a new one!

www.instagram.com/husenate/



PARKHURST DINING GUIDE

Dining is an essential part of the student experience, both building community and fueling the mind and body of our busy students. Our number one priority continues to be delivering an exceptional dining experience safely to our guests. While our fall program offerings are still being finalized, rest assured students will find delicious, made-from-scratch food with rotating features that offer a wide variety of choices, menu selections to accommodate special diets and allergens, and friendly faces to serve you.

Dining Options

Just because you're away from home doesn't mean you shouldn't have delicious, quality meals. 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. You'll have the chance to try new things, but you'll also be able to order up a good old-fashioned sandwich or slice of pizza.

Student IDs CANNOT be shared. Only the student whose name is on the ID may use that ID; otherwise, it is THEFT and the ID will be CONFISCATED.

ON-CAMPUS MEAL PLANS

Students must purchase an Unlimited Anytime Access Meal Plan when completing the housing application.

UNLIMITED ANYTIME ACCESS PLAN		
\$150.00 BERG Bucks	\$250.00 BERG Bucks	\$350.00 BERG Bucks

Students can update their meal plan during the first week of each semester. To make a change, contact Residence Life at reslife@heidelberg.edu

APARTMENT PLAN

10 Swipes per week with \$250 in BERG Bucks. Limited to students in the Townhomes and Stadium View Apartments.

COMMUTER BLOCK PLANS

Commuter Plans may be purchased through our website.

10-Meal Block Plan

Does not include BERG Bucks

30-Meal Block Plan

\$80 BERG Bucks

50-Meal Block Plan

\$100 BERG Bucks

Meal Plans EXPIRE at the end of EACH Semester

- Go to heidelberg.dining.nutrislice.com
- Create your own account

PARKHURST DINING GUIDE

FLEX DOLLARS & BERG BUCKS

Having Flex Dollars and BERG Bucks is like having extra money in your pocket!

Flex Dollars:

- Purchased through our website: heidelbergdining.nutrislice.com
- May not be refunded
- Will roll over from fall to spring semester
- Accounts with no usage for one calendar year will be canceled and any dollars remaining in the unused account will be lost.
- Purchases may take up to one business day to post to your account. If you need quicker availability of funds, please visit the dining office during normal business hours.

BERG Bucks:

- Cannot be purchased
- Available through Meal Plan only
- Only available per semester and any bucks remaining will be lost for that semester.

Both Flex Dollars and BERG Bucks may be used in any dining facility on campus operated by Parkhurst Dining. They cannot be used to purchase alcoholic beverages. You must use cash or a credit card when purchasing alcohol.

DINING LOCATIONS

Hoernemann Refectory

The Hoernemann Refectory is open seven days a week for all-you-care-to-eat meals. Our food stations serve up home-cooked style dishes, fresh deli sandwiches, vegetarian options, pizza, desserts, and more.

Clean Plate

Located in Hoernemann Refectory

A self-contained, designated Allergen Free Zone established to better cater to individuals with food allergies or any dietary restrictions.

Berg Bistro 1850

Located in The University Commons

Enjoy an exciting menu in a cozy, modern atmosphere with indoor and outdoor seating, TVs, and a fireplace.

The HeidelBean!

Located next to Hoernemann Refectory

Our campus coffee shop with delicious coffee, pastries, and refreshing drinks! Proudly serving Crimson cup Coffee from Columbus, Ohio.

Rock Creek Baking Co.

Located in Campus Center

Rock Creek Baking Co. is your campus bake shop. Enjoy freshly baked breads and made-to-order sandwiches!

The Pulse

Located in Frann's Fieldhouse

The Pulse offers refreshing smoothies alongside a convenient market stocked with grab-and-go snacks, chips, candy, drinks, and everyday essentials.

MOBILE APP

Through the **GET app** we offer mobile ordering at Berg-Mart (C-store) and Berg Bistro!

NOTES

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. Brynton Honors Center
19. Krammes Service Center
20. Lavelly-Shedenhelm Education Center
21. Beeghly Library
22. Pfeleiderer 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 HeidelBean
35. Hoernemann Refectory
36. Rock Creek Cafe
37. The Pulse

● ATHLETICS

38. Tennis Courts
39. Seiberling Gymnasium
40. Hoernemann Stadium
41. Riesen Field
42. Frann's Fieldhouse
43. Peaceful Valley & Hidden Valley