



Welcome

Academic Records Session



# Office of the Registrar

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Registrar

# Goal

- FERPA
  - Student records
- Student Portal
- Academic Policies- University Catalog
- Prior College Credit/Transcripts





# Family Educational Rights and Privacy Act

# FERPA

- Records
  - Right to review and amend
- Record requests
  - Transcript requests
  - Enrollment verification (OASIS)
- University personnel
  - Request picture ID
- Parents/Third Party
  - Records Release





# Release of Personal Information

Electronic form

InsideHeidelberg/documents

or Registrar's Office



Browser address bar: <https://inside.heidelberg.edu>

Navigation: Apps, Bookmarks, Most Used Bookma..., Facebook | Home, Ellucian - Sign In

**Inside**  
HEIDELBERG UNIVERSITY

Departme

Navigation: VISIT, REQUEST INFO, EVENTS, NEWS, DIRECTORY, GIVE, PARENTS, LOGIN

Heidelberg UNIVERSITY

Navigation: ABOUT, ACADEMICS, ADMISSION & AID, STUDEN

HEIDELBERG UNIVERSITY

SCOREBOARD: MOUSTER, MEN

LOWE FAMILY FOUNDATION

"Is This Heaven?"



Heidelberg UNIVERSITY

Navigation: ABOUT, ACADEMICS

## Login

# > Login

If you are a current student, faculty or staff member looking for more information, please see the list of login options below.

<b>G Suite</b>	Heidelberg University's G Suite login
<b>Canvas</b>	Learning management system (LMS)
<b>OASIS</b>	Online Information for students and employees.
<b>BergSync</b>	A way to connect to organizations, communicate with members, and explore involvement opportunities.
<b>Inside</b>	Internal news, documents and resources for current students & employees.

Internal Website- Inside Heidelberg

### NetID Activation

**First, all new students must activate their NetID.** The NetID is your username (not your OASIS ID) that provides access to various accounts on campus, including your University email account (accessed via [mail.heidelberg.edu](mailto:mail.heidelberg.edu)), access to Moodle (the University's learning management system) and secure access to the University's wireless network. Refer to the mailed letter for your login information.

You can begin working on the items below after you set up your Heidelberg Gmail account.

### Checklist 1

#### New Student Orientation Registration

Checklist 1 contents are to be completed PRIOR to attending New Student Orientation.

#### Foreign Language Placement

Complete the Foreign Language placement. If you have no language experience, would like to study a different language, or have transfer credit for a language, simply select the accurate prompt. For questions about the Foreign Language Placement, contact the Registrar's Office at [registrar@heidelberg.edu](mailto:registrar@heidelberg.edu) or 419.448.2257.

#### Math Placement

Heidelberg University uses the ALEKS Placement Assessment to determine which Heidelberg math class you are best suited to take. **Students must complete the assessment two weeks prior to their orientation date.** The ALEKS Placement Assessment covers Basic Math through Pre-calculus and averages 90 minutes to complete. If you have any questions, please check out the [Math Placement FAQ](#) or contact the Owen Center at [owen-center@heidelberg.edu](mailto:owen-center@heidelberg.edu).

#### Schedule an appointment with an Academic Advisor

All incoming students must schedule a phone appointment with an Academic Advisor to determine classes for Fall Semester. NOTE: To receive your fall schedule at Orientation, you must schedule with an advisor. Questions? Contact Advisor Shavron Kelley at [skelley@heidelberg.edu](mailto:skelley@heidelberg.edu).

#### Register for Orientation

Register for an orientation session. You will need to log into Google forms with your Heidelberg email address! Make sure to register any guests that will be attending orientation with you. For questions about Orientation registration, contact the Office of Student Engagement at [orientation@heidelberg.edu](mailto:orientation@heidelberg.edu) or 419.448.2207

#### Public Speaking Assessment

The public speaking assessment will provide feedback to the Communication Department about your comfort level with communication. This checklist item will mark complete after the department assesses responses. For questions, contact Dr. Heaton, Assistant Professor of Communication, at [rheaton@heidelberg.edu](mailto:rheaton@heidelberg.edu).

#### Dates of Arrival/Verification

The Checking In and Checking Out page has important details regarding arriving to campus.

#### 2019-20 Academic Calendar

### Checklist 2

#### Financial Aid, Housing and Health Forms

Checklist 2 contents are to be completed anytime before you arrive on campus for verification.

#### Financial Aid Paperwork

To see what paperwork and/or processes are unsatisfied, select 2019-2020 aid year, and then click on student requirements. For questions about Financial Aid Paperwork, contact the Office of Financial Aid at [financial-aid@heidelberg.edu](mailto:financial-aid@heidelberg.edu) or 419.448.2293.

#### Update Emergency Contacts

View and/or update your existing emergency contact information. **This checklist item will not mark complete. To revise or add additional, click the link.**

#### Heidelberg University Patient Portal

Login to the Heidelberg University Patient Portal to access your medical records. Use your Heidelberg NetID and password to login. **This item must be completed by all new students and will not be marked complete until after the information is reviewed.** For questions, contact the Health Center at [jbaldoss@heidelberg.edu](mailto:jbaldoss@heidelberg.edu) or 419.448.2041.

# New Student Checklist

Items to complete prior to student's move-in or arrival date.



# Student Records OASIS

- Enrollment Verifications
- On-line Degree Audits
- Test Scores
- Schedule
- Registration
- Transcript Request
- Final Grades
- Academic History
- Transfer Credit
- Billing
- Email password
- 4,8,12- week Appraisals
- Account Holds





# University Catalog

<https://inside.heidelberg.edu/departments-offices/registrar-office/university-catalogs>

- Dean's List criteria
- Latin Honors/Awards
- Course Repeat policies
  - Failed courses vs passed courses
- Degree Requirements
- Athletic and Co-Curricular Eligibility
- Progression Policies
  - GPA, probation, suspension
  - EDU, School of Business

# Transfer Credit

- CCP, Dual Enrollment, CAPP, AP, IB
  - If transcript here, posted on account
  - Took college level work, student sends email to [kflander@heidelberg.edu](mailto:kflander@heidelberg.edu)
- Request final high school or college transcript
- Missing record, Account Hold in August





Questions:  
[registrar@heidelberg.edu](mailto:registrar@heidelberg.edu)