Welcome

Academic Records Session
Office of the Registrar

Cynthia Suter, M.Ed.
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
Internal Website - Inside Heidelberg
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

• Request final high school or college transcript

• Missing record, Account Hold in August
Questions:

registrar@heidelberg.edu