Transferring Transcript Procedure
Career Pathway Certificate Programs Transcripts for Admissions
Procedures & How to Create a Registrar Report

Post completion of the certificate program, grades need to be entered into Lumens.   Once entered the Operations Program Manager may pull a report from Lumens.

How to pull a "Registrar's Report" from Lumens:

1. To create the Registrar's Report log into Lumens, go to Menu>Reports>Class Management. Select the "Registrar Report" by clicking on "run/schedule"
2. Enter dates
3. Select appropriate category
4. Under the "Advanced Filter" section, select the "Class ID" Field, Operator should be "Equals" and then enter the class ID # under "Value"
5. For Output Type, View Report As: "Excel"
6. Select "Run Report"
7. Save the report:
    a. **"Save As Type" – save as an "Excel Workbook (.xlsx)" document (The default is "Text (Tab delimited)" so you need to choose "Excel Workbook (.xlsx)"**
    b. Title format should be: "location_program name_class ID #_Registrar Report_Month_year that it completed"
    (example: Cresco_Weld_89898_Registrar_Report_Feb_2016)
    c. Save in this location: **N:\BCS\Operations\Reports\Registrar Reports** (do not place it in the "Sent to Karla" file yet).

Now that you have the Lumens Registrar's Report do the following:
1. Review report to make sure it has:
    a. Class name & Lumens ID#
    b. Correct info for each student- Birthdate, Lumens Learner ID, Last name, First name, Address, City, State, Zip Code, Email, Phone, Class ID, Class Name, Class Start Date, Grade, Class Competencies, last 4 digits of S.S. **(Double check that the competencies are correct, if not then correct in the class in lumens and on the report.)**
2. Be sure that the grade is listed as a letter grade so we are following the BCS lumens grading policy.
    a. Please follow the grade scale specifically for that program to figure out the letter grade. Grade scales may be found: **N:\BCS\Programs\Career Pathway Certificates - General\Grade Scales for CPC programs for Credit**
3. Move Students that Failed (D+ or lower) and students that did not take the full program (students that do not take the full certificate program do not get college credit) to the bottom of the list, remove the "Class Competencies" from their names and change text to red.
4. Save the report with the changes
5. **Let the Director (Kyra Bellrichard) know when the report is done.** The Director will review and then send it to the registrar's office (Karla Winter).
    a. Director will add a note on the document of when it was sent to Karla after sending it to Karla.
    b. The Director will then move the doc to the "Verified and Sent to Karla" file under the appropriate location.

Doc Name- "Transferring Transcript Procedure"
Doc Location- GOOGLE SHARED Drives> BCS TEAM > _N Drive BCS Resources>Operations>Reports>Registrar Reports