

# REIMAGINE

San Diego College of Continuing Education

2023 SDCCE Fall Convocation

# Overview of Attendance Policies & Procedures and Grading and Credit Policy

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Libbier V. Bakit, Director, Admissions & Records  
Janay Patton, Instructional Support Analyst

## Attendance Accounting Policies & Procedures and Grading and Credit Policy

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### IMPORTANT

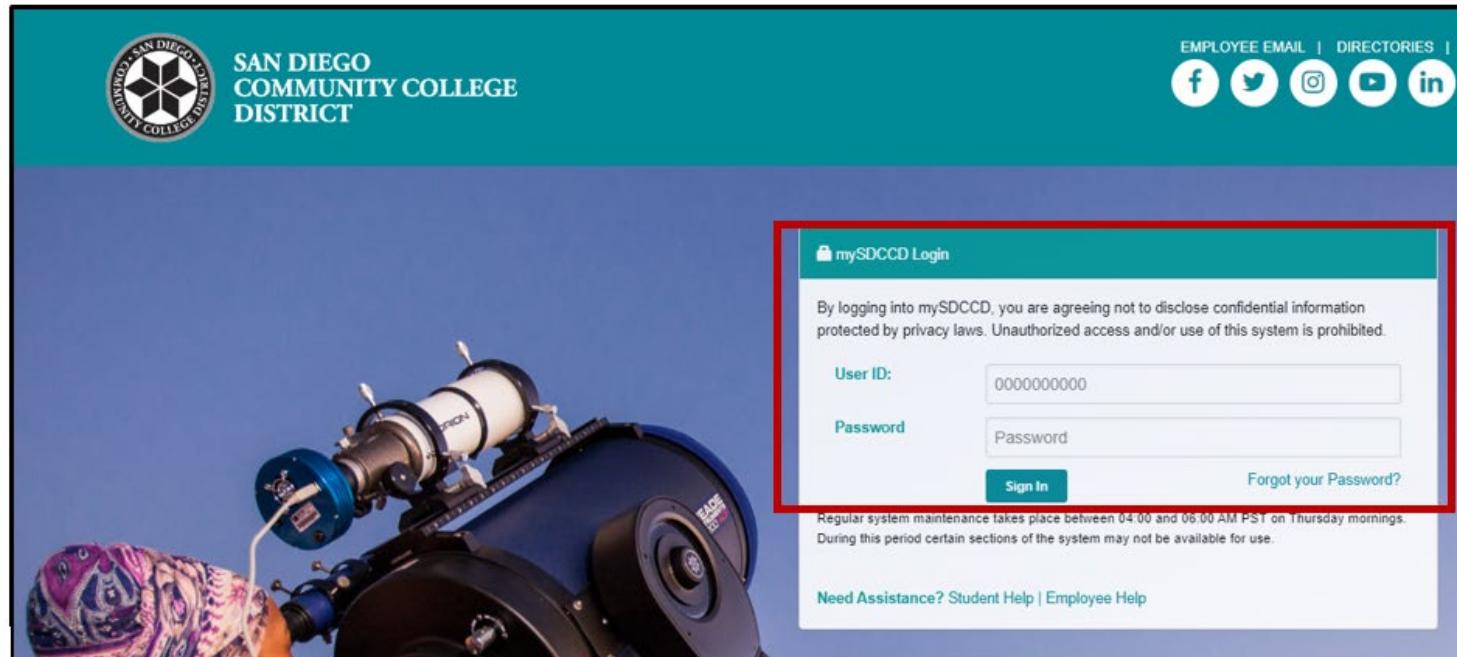
- All students must be registered in the College of Continuing Education course they are attending.
- Students should not be attending/participating in any hybrid, hyflex, online, or in-person class sessions without being enrolled.
- Student hours cannot be claimed for students who are not registered for the course.



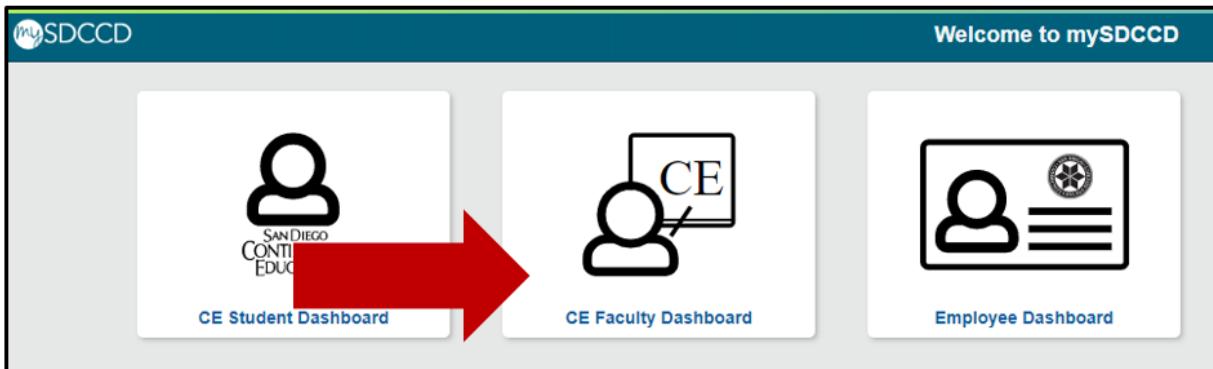
# Attendance Accounting Policies & Procedures and Grading and Credit Policy

## How do I access my course's Attendance/Grade Roster?

- <https://myportal.sdccd.edu/psp/IHPRD/?cmd=login>



# Attendance Accounting Policies & Procedures and Grading and Credit Policy



**Continuing Education Faculty Schedule**

Fall 2022

Class ID	Course	Section	Subject	Enrolled: Wait: <span style="color: green;">Wait: 0</span>
16204	BUSN 632-4000		Small Business Skills	Enrolled: 24 of 40   Wait: 0
		Cesar Chavez-Web	09/06/2022 - 09/24/2022	TBA
		Online (Set Meeting Times)		
16205	BUSN 632-4001		Small Business Skills	Enrolled: 3 of 40   Wait: 0
		Class Roster	08/22/2022 - 10/08/2022	WTH: 06:00 PM-08:00 PM
		Permission Numbers		
		Attendance/Grade Roster		
		Follow-Up		
		Class Details		
		Cesar Chavez-Web	09/26/2022 - 10/15/2022	TBA
		Online (Set Meeting Times)		

Last Updated: 08/31/2022 04:27 PM



# Attendance Accounting Policies & Procedures and Grading and Credit Policy

Fall 2022 | Dynamically Dated Session | San Diego Community Coll Dist | Continuing Education

**BUSN 634 - 4000 (16211)**  
Small Business Marketing (Lect/Lab)

**Days and Times** Room Instructor Dates  
TBA Cesar Chavez-Web Instructor Sample 08/15/2022 - 10/29/2022

**Change Class**

**Total Class Hours** 45.00

**Final Roster due on 11/05/2022**

**Select Your Week....**

Week 03 - Week of 08/29/2022 - 09/04/2022 Refresh

**Student Roster...**

Student ID	Name	Enrollment Status	Drop	Mon 8/29	Tue 8/30	Wed 8/31	Thu 9/1	Fri 9/2	Sat 9/3	Sun 9/4	Weekly Hours	Cumulative Total Hours	Input Grade	Completion	Enrollment Message
5550050242	Sample,Student	Enrolled	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="button" value="Submit Grade"/>		

**Totals...**

**Total Student Hours...**

Mon 8/29	Tue 8/30	Wed 8/31	Thu 9/1	Fri 9/2	Sat 9/3	Sun 9/4	Weekly	Cumulative
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Total Students ...**

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

**Teaching Hours / Average Class Size**

Teaching Hours 0.00 Total Teach Hours 0.00  
Average Weekly Class Size 0.00 Average Size Total 0.00

**Update All Option...**

Input Grade  Hours 0.00 Day  Quick Entry by Day  
Completion   Reset Time To Zero

**Attendance/Grade Page Actions...**



**REIMAGINE**  
San Diego College of Continuing Education

# Attendance Accounting Policies & Procedures and Grading and Credit Policy



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San Diego College of Continuing Education

# Attendance Accounting Policies & Procedures and Grading and Credit Policy

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## IMPORTANT

- All students attending a hybrid or hyflex course on-campus must sign the Class Attendance Verification (CAV) form for that course.
- Daily Student Attendance Hours are required to be input online by instructors via Campus Solutions Attendance/Grade Roster for fully in-person courses.
- CAV's and CAV Summaries shall be turned in on a weekly basis no later than the following Monday by 9:00pm. *Daily Student Attendance Hours are not to be input online for the on-campus portion of a hybrid or hyflex course.*
- Campus' Attendance Email Addresses:
  - CE Cesar Chavez Attendance: [CECesarChavezAttendance@sdccd.edu](mailto:CECesarChavezAttendance@sdccd.edu)
  - CE ECC Attendance: [CEECCAttendance@sdccd.edu](mailto:CEECCAttendance@sdccd.edu)
  - CE Mid-City Attendance: [CEMidCityAttendance@sdccd.edu](mailto:CEMidCityAttendance@sdccd.edu)
  - CE North City Attendance: [CENorthCityAttendance@sdccd.edu](mailto:CENorthCityAttendance@sdccd.edu)
  - CE West City Attendance: [CEWestCityAttendance@sdccd.edu](mailto:CEWestCityAttendance@sdccd.edu)



# Attendance Accounting Policies & Procedures and Grading and Credit Policy

Faculty Center Search

My Schedule | Class Roster | Access Codes | Follow-Up | CE Attendance/Grade

CE Attendance/Grade

Fall 2022 | Regular Academic Session | San Diego Community Coll Dist | Continuing Education

HMDV 586 - 4602 (16347)  
Early Learner Brain Dance (Lect/Lab)

Change Class

Days and Times	Room	Instructor	Dates
Tu 9:00AM-12:00PM	Continuing Ed. Mesa-118		09/06/2022 - 01/24/2023

Total Class Hours 54.00

Final Roster due on 1/31/2023

Select Your Week....

Week 18 - Week of

Student Roster...

**Totals...**

Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Sun 1/8	Weekly	Cumulative
0.00	12.00	0.00	0.00	0.00	0.00	0.00	12.00	309.00

**Total Students ...**

0	4	0	0	0	0	0	4	103
---	---	---	---	---	---	---	---	-----

**Teaching. Hours / Average Class Size**

Teaching Hours	3.00	Total Teach Hours	66.00
Average Weekly Class Size	4.00	Average Size Total	4.68

Submit Teaching Hours

**Update All Option...**

Input Grade   Hours  0.00 Day   Completion   Reset Time To Zero

**Attendance/Grade Page Actions...**

Save Print CAV Sign In Sheet Print Weekly CAV Summary **FINAL Posting** Print Final Roster



# Attendance Accounting Policies & Procedures and Grading and Credit Policy

San Diego Community College District  
Continuing Education  
Class Attendance Verification Summary By Week

**Instructor:** [REDACTED]

**Term:** Fall 2022

**Class Number:** 16347

**Subject/Catalog Number:** HMDV/ 586

**Class Title:** Early Learner Brain Dance

**Course Topic:**

**Campus:** NCCTR

**Class Attendance for the week:** 01/02/2023 to 01/08/2023

**Total Teaching Hours:** 3

**Total Student Attendance Hours:** 12

**Average Class Size:** 4

I certify that the above information is a true and accurate accounting.

Instructor Signature \_\_\_\_\_

Signature Date: \_\_\_\_\_



# Attendance Accounting Policies & Procedures and Grading and Credit Policy

Fall 2022 | Regular Academic Session | San Diego Community Coll Dist | Continuing Education

HMDV 586 - 4602 (16347)  
Early Learner Brain Dance (Lect/Lab)

Days and Times	Room	Instructor	Dates
Tu 9:00AM-12:00PM	Continuing Ed. Mesa-118		09/06/2022 - 01/24/2023

Total Class Hours 54.00

Final Roster due on 1/31/2023

Select Your Week....

Week 21 - Week of 01/23/2023 - 01/29/2023 Refresh

**Student Roster...**

Student ID	Name	Enrollment Status	Drop	Reinstate	Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Sun 1/29	Weekly Hours	Cumulative Total Hours	Input Grade	Completion	Enrollment Message
		Enrolled			0.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00	39.00			Submit Grade
		Dropped			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00			Submit Grade
		Enrolled			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00			Submit Grade
		Enrolled			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00			Submit Grade

**Totals...**

Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Sun 1/29	Weekly	Cumulative
0.00	15.00	0.00	0.00	0.00	0.00	0.00	15.00	309.00

**Total Students ...**

0	5	0	0	0	0	0	0	5	103
---	---	---	---	---	---	---	---	---	-----

**Teaching Hours / Average Class Size**

Teaching Hours	3.00	Total Teach Hours	66.00
Average Weekly Class Size	5.00	Average Size Total	4.68

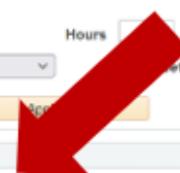
Submit Teaching Hours

**Update All Option...**

Input Grade Hours Day Quick Entry by Day  
Completion Set Time To Zero  
Save

**Attendance/Grade Page Actions...**

Save Print CAV Sign In Sheet Print Weekly CAV Summary FINAL Posting Print Final Roster



# Attendance Accounting Policies & Procedures and Grading and Credit Policy

0.00 0.00 0.00 0.00 0.00 21.00 A

Are you sure you want to submit your final roster? (32006,1313)

Submitting Final roster is final. Any adjustments will require office staff assistance.

0.00 15.00 309.00

**Totals...**

Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Sun 1/29	Weekly	Cumulative
0.00	15.00	0.00	0.00	0.00	0.00	0.00	15.00	309.00

**Total Students ...**

0	5	0	0	0	0	0	5	103
---	---	---	---	---	---	---	---	-----

**Teaching Hours / Average Class Size**

Teaching Hours	3.00	Total Teach Hours	66.00
Average Weekly Class Size	5.00	Average Size Total	4.68

**Update All Option...**

Input Grade   Hours  0.00 Day   Reset Time To Zero

**Attendance/Grade Page Actions...**

Final Posting done on Monday January 30, 2023



# Attendance Accounting Policies & Procedures and Grading and Credit Policy

San Diego Community College District  
Continuing Education  
Official Final Roster

HMDV 586 - 4602(16347)      Final Roster Due On: 1/31/2023

Early Learner Brain Dance (Lect/Lab)

Day(s) and Time(s)	Room	Instructor(s)	Date(s)	Total Class Hours
Tu 9:00AM-12:00PM	Continuing Ed. Mesa-118		09/06/2022 - 01/24/2023	54

Student ID	Name	Enrollment Status	Cumulative Total Hours	Input Grade	Completion
		Dropped	0		
		Dropped	0		
		Enrolled	39	A	Satisfied
		Dropped	0		
		Dropped	3		
		Dropped	0		
		Enrolled	30	A	Satisfied
		Enrolled	24	B	Satisfied
		Enrolled	36	A	Satisfied
		Dropped	0		
		Dropped	0		
		Enrolled	21	C	Satisfied
		Enrolled	36	A	Satisfied
		Dropped	0		
		Enrolled	18	C	Satisfied
		Enrolled	3	A	Satisfied
		Dropped	0		
		Enrolled	39	A	Satisfied
		Enrolled	21	A	Satisfied
		Dropped	3		
		Enrolled	33	A	Satisfied
		Dropped	0		
		Dropped	0		
		Dropped	3		
		Dropped	0		
		Dropped	0		
		Dropped	0		
		Total Students:	28		
		Total Hours:	309.00		

Instructor Signature: \_\_\_\_\_

Confidential information – Property of San Diego Community College District      Page 1 of 2

Signature Date: \_\_\_\_\_

Print Date: 1/30/2023 14:06 PM



# Attendance Accounting Policies & Procedures and Grading and Credit Policy

Fall 2022 | Regular Academic Session | San Diego Community Coll Dist | Continuing Education

HMDV 586 - 4602 (16347)  
Early Learner Brain Dance (Lect/Lab)

Days and Times	Room	Instructor	Dates
Tu 9:00AM-12:00PM	Continuing Ed. Mesa-118		09/06/2022 - 01/24/2023

Total Class Hours 54.00

Final Roster due on 1/31/2023

Select Your Week....

Week 21 - Week of 01/23/2023 - 01/29/2023 Refresh

**Census Deadline Dates**

First Census Date:	09/28/2022
Second Census Date:	

Student Roster...

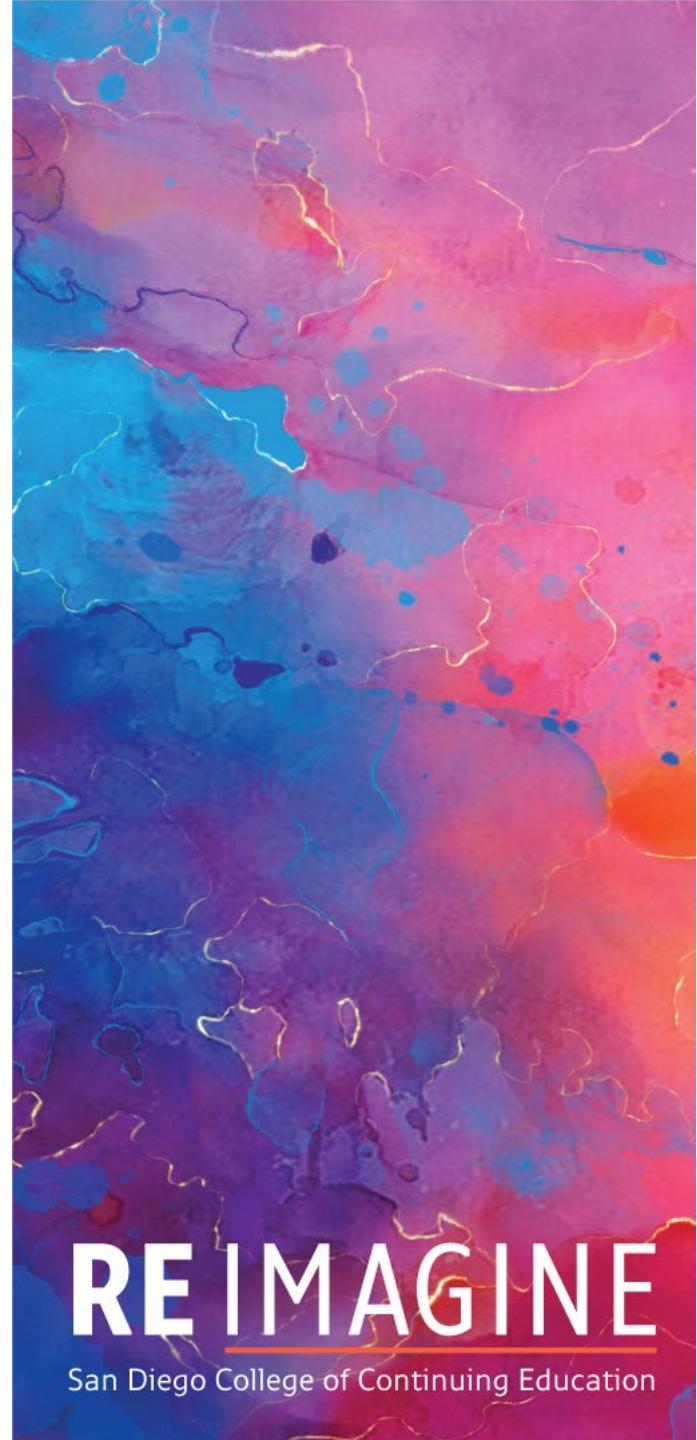
Student ID	Name	Enrollment Status	Drop	Reinstate	Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Sun 1/29	Weekly Hours	Cumulative Total Hours	Input Grade	Completion	Enrollment Message
		Enrolled	×		0.00	3.00	0.00	0.00	0.00	0.00	3.00	39.00			Submit Grade	
		Dropped		✓	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00			Submit Grade	
		Enrolled	×		0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00			Submit Grade	
		Enrolled	×		0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00			Submit Grade	

Find View All  1-14 of 14 Last

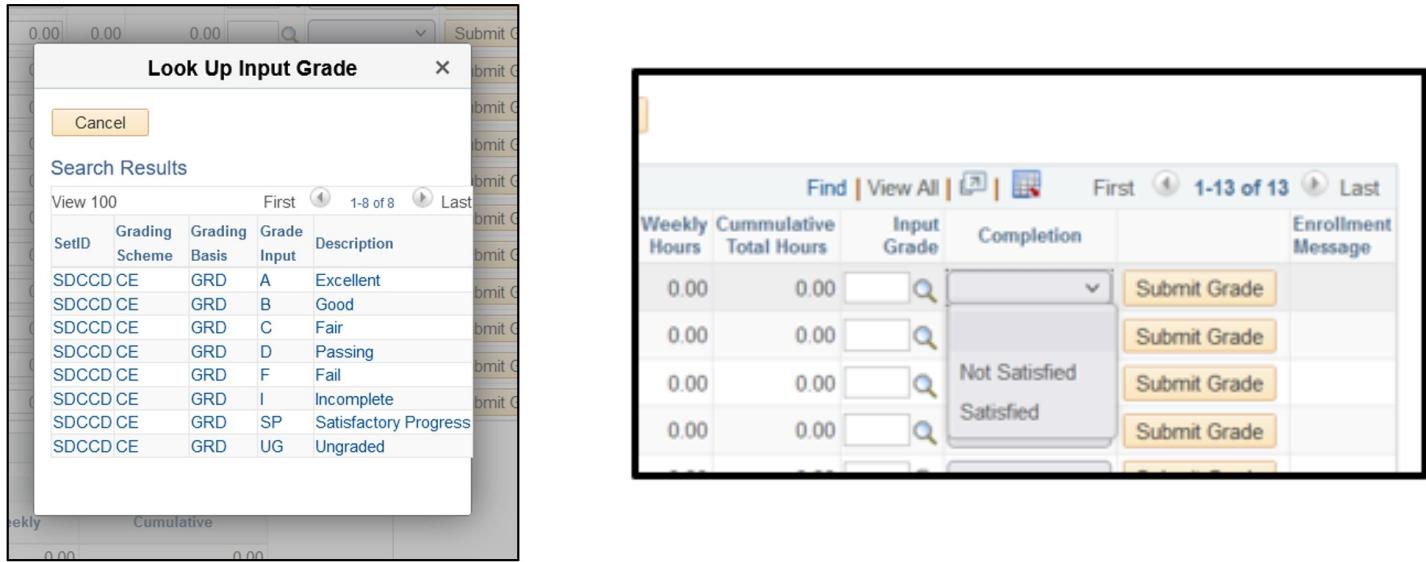
Student Roster...

Student ID	Name	Enrollment Status	Drop	Reinstate	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Sat 8/26	Sun 8/27	Weekly Hours	Cumulative Total Hours	Assessment Grade	Final Course Grade	Completion
		Enrolled	×		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43.00			Submit Grad
		Enrolled	×		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.00			Submit Grad
		Enrolled	×		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00			Submit Grad
		Dropped		✓	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00			Submit Grad
		Enrolled	×		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00			Submit Grad
		Enrolled	×		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.00			Submit Grad

Find View All  First 1 52 Last



# Attendance Accounting Policies & Procedures and Grading and Credit Policy



SetID	Grading Scheme	Grading Basis	Grade Input	Description
SDCCD CE	GRD	A	Excellent	
SDCCD CE	GRD	B	Good	
SDCCD CE	GRD	C	Fair	
SDCCD CE	GRD	D	Passing	
SDCCD CE	GRD	F	Fail	
SDCCD CE	GRD	I	Incomplete	
SDCCD CE	GRD	SP	Satisfactory Progress	
SDCCD CE	GRD	UG	Ungraded	

## IMPORTANT

- A grade entry of I = Incomplete shall only be issued to a student with 30 or more attendance hours for an in-person class or to a student who participated past the 2nd census for an online class due to incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the class. Incomplete grades must be completed within the next two semesters (summer sessions excluded). Please note, an "I" for noncredit does not get replaced on the student's transcript. The repeated course taken in the appropriate semester will reflect the earned grade.



# Attendance Accounting Policies & Procedures and Grading and Credit Policy

Look Up Assessment Grade				
Search Results				
SetID	Grading Scheme	Grading Basis	Grade Input	Description
SDCCD CE	GRD	A	Excellent	
SDCCD CE	GRD	B	Good	
SDCCD CE	GRD	C	Fair	
SDCCD CE	GRD	D	Passing	
SDCCD CE	GRD	F	Fail	
SDCCD CE	GRD	I	Incomplete	
SDCCD CE	GRD	SP	Satisfactory Progress	
SDCCD CE	GRD	UG	Ungraded	

## IMPORTANT

- A final assessment grade should be given for all enrolled students regardless of overall/final course grade.
- If a student does not complete the final assessment, they should be given a UG (Ungraded). No I (Incomplete) should be entered as an assessment grade.



# Attendance Accounting Policies & Procedures and Grading and Credit Policy

Teaching Hours / Average Class Size					Update All Option...		
Teaching Hours	3.00	Total Teach Hours	66.00	Input Grade	<input type="text"/>	Hours	0.00
Average Weekly Class Size	5.00	Average Size Total	4.68	Completion	<input type="text"/>	Day	<input type="button" value="▼"/>
<input type="button" value="Submit Teaching Hours"/>				<input type="button" value="Quick Entry by Day"/>			
<input type="checkbox"/> Reset Time To Zero							
<input type="button" value="Apply To All"/>							
Attendance/Grade Page Actions...							
<input type="button" value="Save"/>		<input type="button" value="Print CAV Sign In Sheet"/>		<input type="button" value="Print Weekly CAV Summary"/>		<input type="button" value="FINAL Posting"/>	
<input type="button" value="Print Final Roster"/>							

Update All Option...

Input Grade   Hours  Day

Completion   Reset Time To Zero



# REIMAGINE

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# Attendance Accounting Policies & Procedures and Grading and Credit Policy



# REIMAGINE

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# Attendance Accounting Policies & Procedures and Grading and Credit Policy

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## IMPORTANT

- Rosters are required to be completed and submitted online via Campus Solutions no later than one week after the class has ended. Printed roster to be turned in no later than one week after the class has ended.
- Campus' Attendance Email Addresses:
  - CE Cesar Chavez Attendance: [CECesarChavezAttendance@sdccd.edu](mailto:CECesarChavezAttendance@sdccd.edu)
  - CE ECC Attendance: [CEECCAttendance@sdccd.edu](mailto:CEECCAttendance@sdccd.edu)
  - CE Mid-City Attendance: [CEMidCityAttendance@sdccd.edu](mailto:CEMidCityAttendance@sdccd.edu)
  - CE North City Attendance: [CENorthCityAttendance@sdccd.edu](mailto:CENorthCityAttendance@sdccd.edu)
  - CE West City Attendance: [CEWestCityAttendance@sdccd.edu](mailto:CEWestCityAttendance@sdccd.edu)



# Attendance Accounting Policies & Procedures and Grading and Credit Policy

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## Resources & Contact Info:

- mySDCCD Info Hub / Faculty Support Center:  
<https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/324075521/Continuing+Education+Faculty+Tutorials+CE>
- Instructional Services Office Webpage: Instructional Guidelines, Policies & Resources: <https://sdcce.edu/organization/instructional-services/instructional-guidelines-policies-resources>
- Contact Info:

Libbier V. Bakit  
Director, Admissions & Records  
[lbakit@sdccd.edu](mailto:lbakit@sdccd.edu)

Janay Patton  
Instructional Support Analyst  
[jpatton@sdccd.edu](mailto:jpatton@sdccd.edu)

