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San Diego College of Continuing Education

2023 SDCCE Fall Convocation

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San Diego College of Continuing Education

Overview of Attendance Policies & Procedures and Grading and Credit Policy

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

Attendance Accounting Policies & Procedures and Grading and Credit Policy

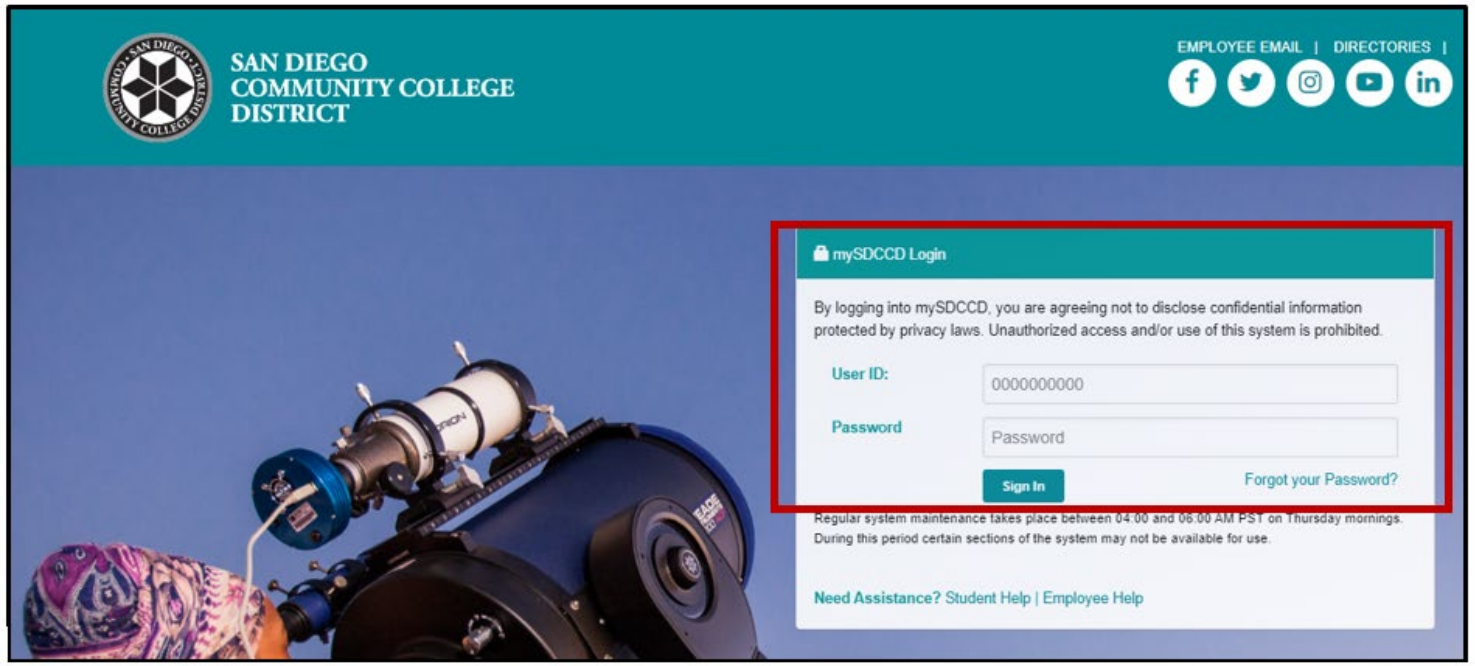
IMPORTANT

- 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



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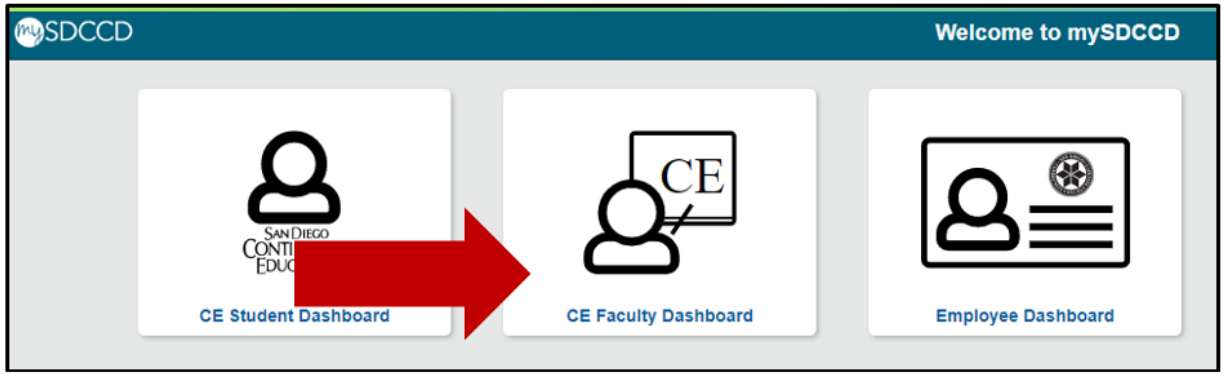
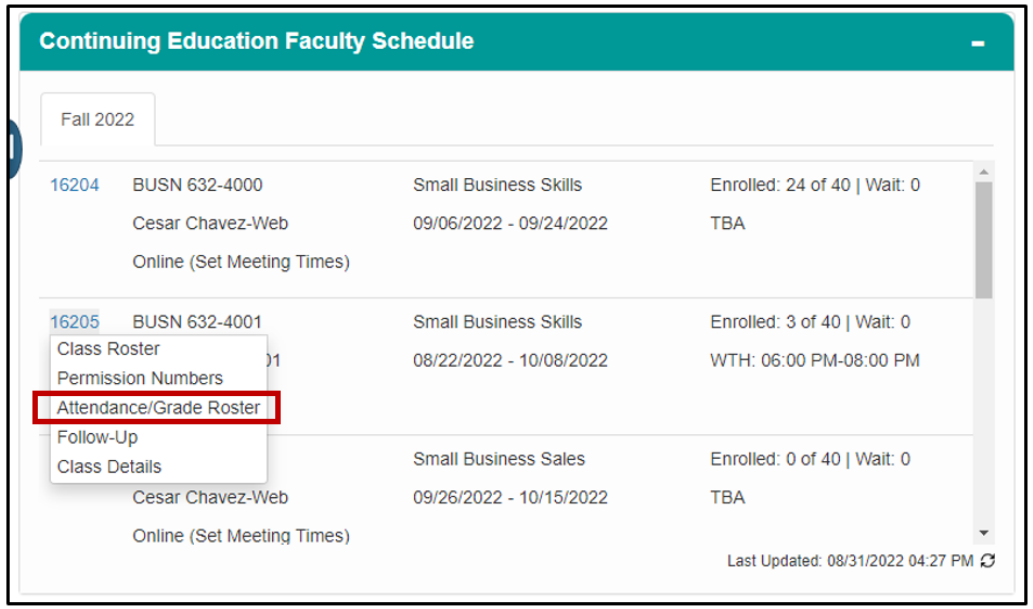
Attendance Accounting Policies & Procedures and Grading and Credit Policy





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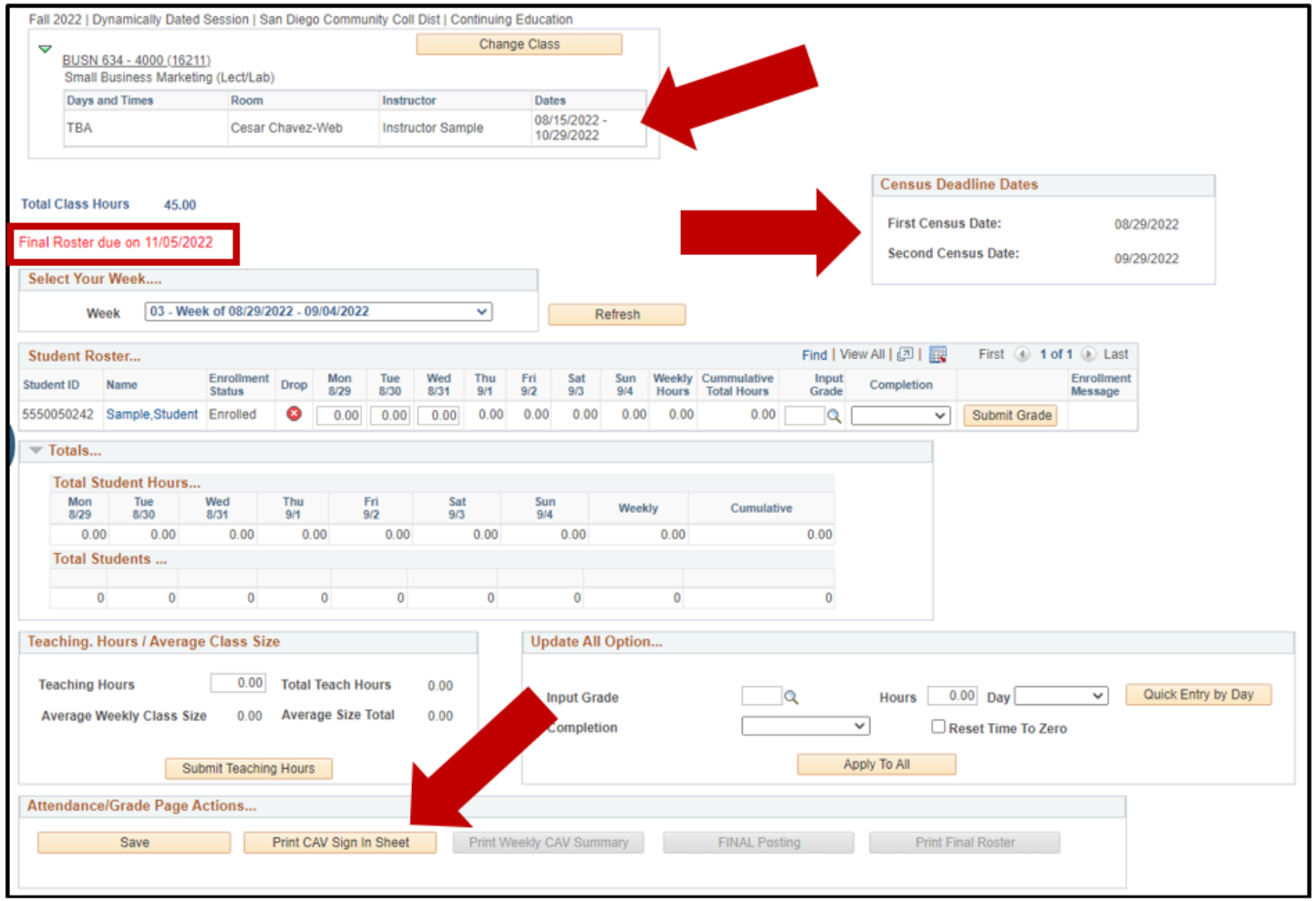

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Attendance Accounting Policies & Procedures and Grading and Credit Policy

San Diego Continuing Education: Cesar Chavez Class Attendance Verification Sign-In Form				
Small Business Marketing TBA	**16211** **Fall 2022**			
Teaching Hours:		**Date:**		
Last Name, First Name Middle	**Student: Sign Full Name**	**Time In**	**Time Out**	**Total Time**
Sample,Student				
	Total Students:	**Total Hours:**		
I certify that the above information is a true and accurate accounting of this class session.	**Instructor's Signature ------>**			

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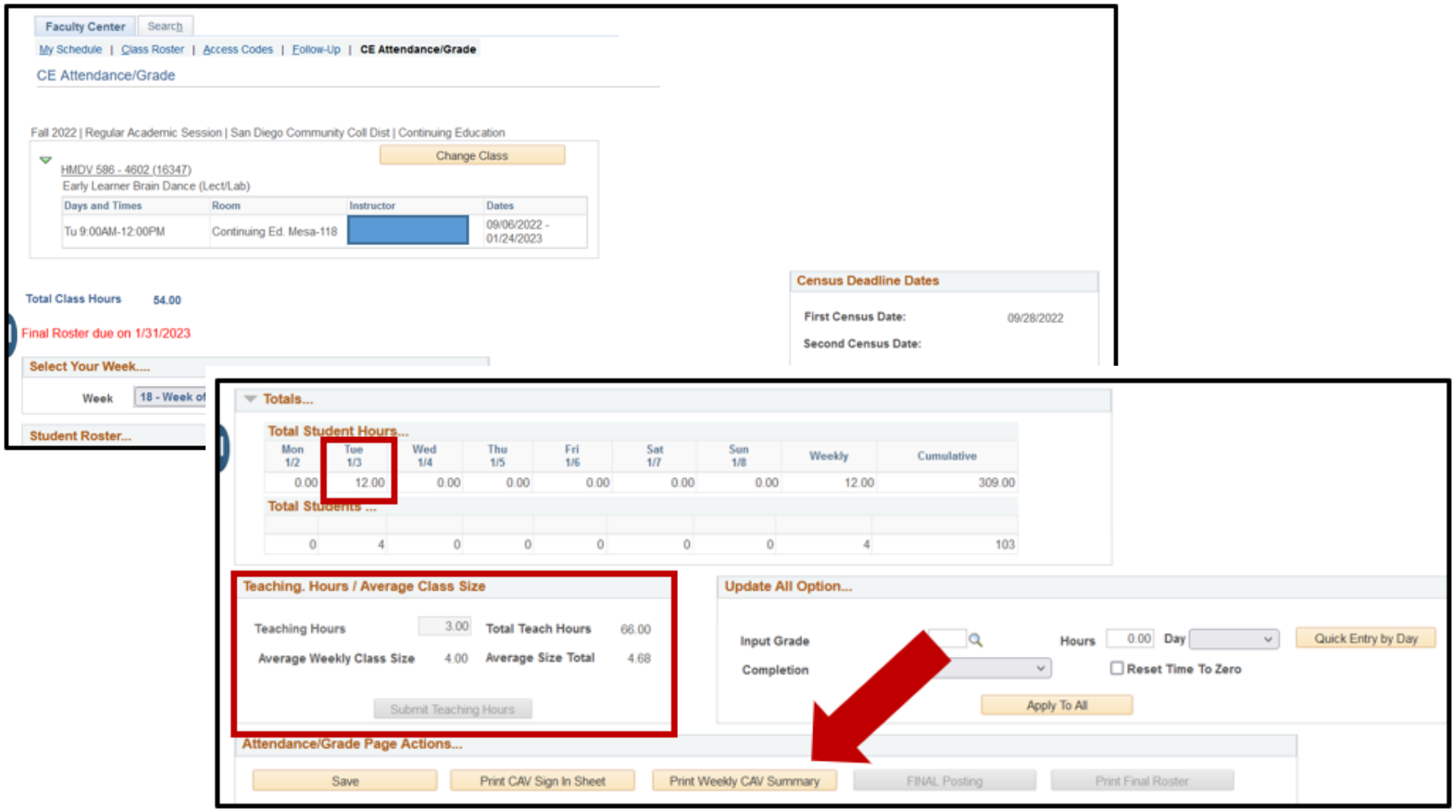
San Diego College of Continuing Education

Attendance Accounting Policies & Procedures and Grading and Credit Policy

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
  - CE ECC Attendance: CEECCAttendance@sdccd.edu
  - CE Mid-City Attendance: CEMidCityAttendance@sdccd.edu
  - CE North City Attendance: CENorthCityAttendance@sdccd.edu
  - CE West City Attendance: CEWestCityAttendance@sdccd.edu

Attendance Accounting Policies & Procedures and Grading and Credit Policy



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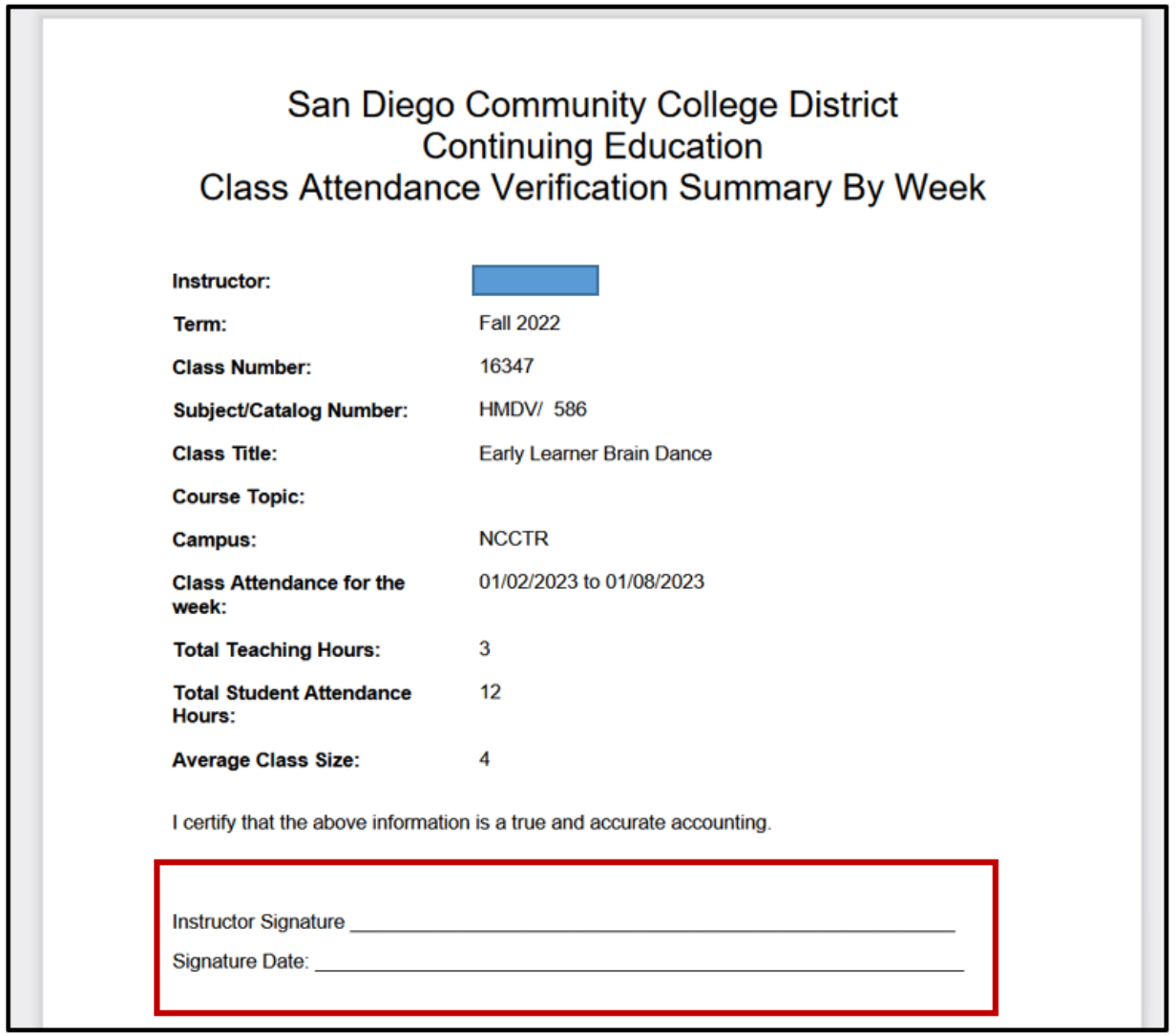

San Diego Community College District
Continuing Education
Class Attendance Verification Summary By Week

Instructor:	
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: _____

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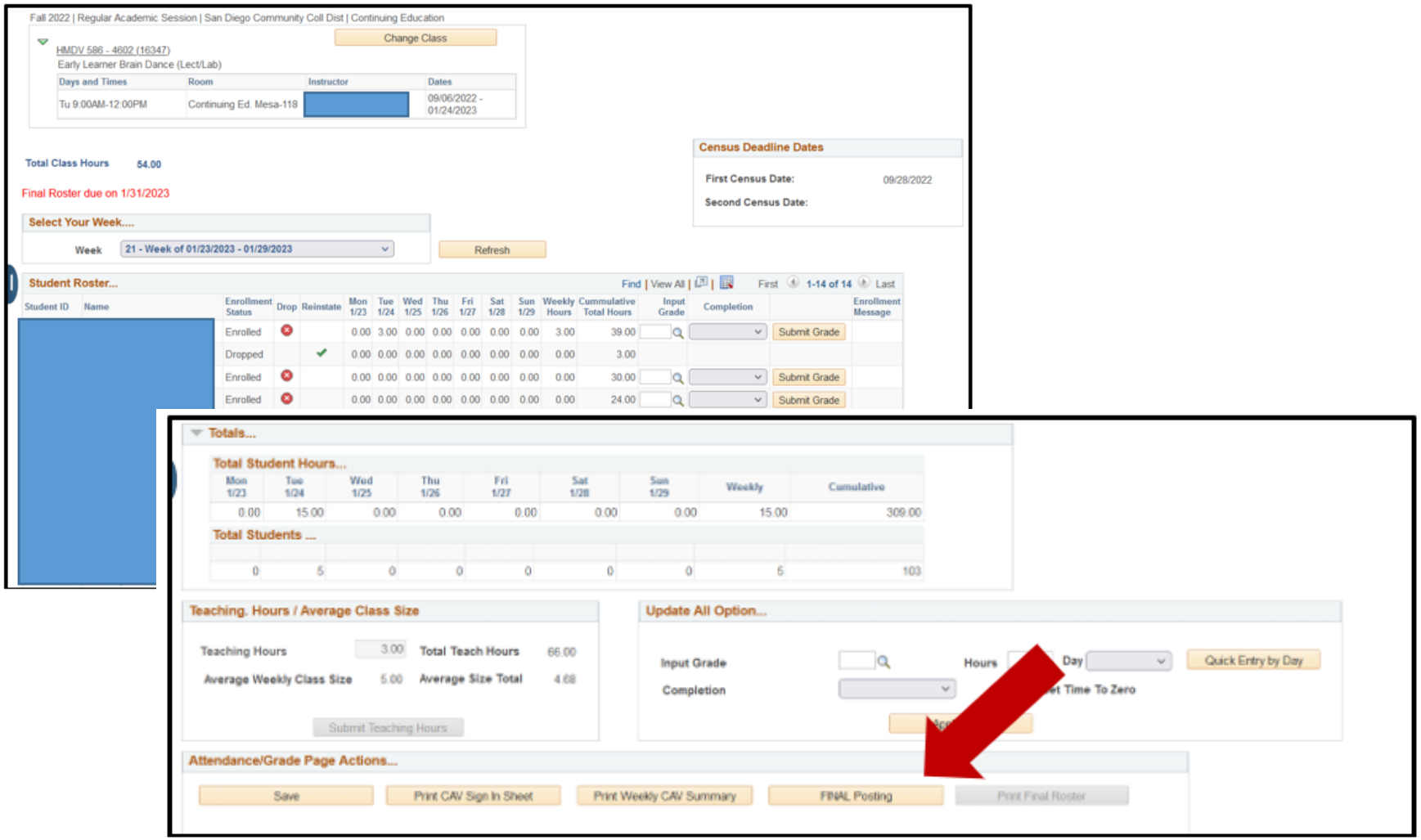
San Diego College of Continuing Education

Attendance Accounting Policies & Procedures and Grading and Credit Policy



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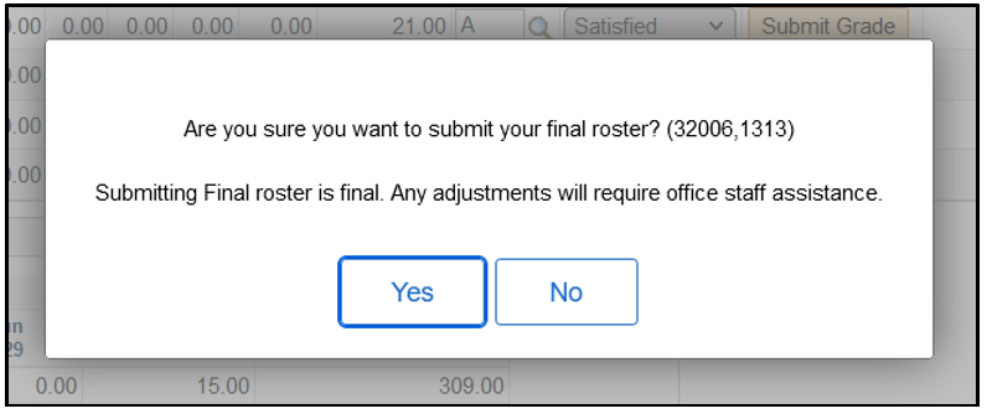

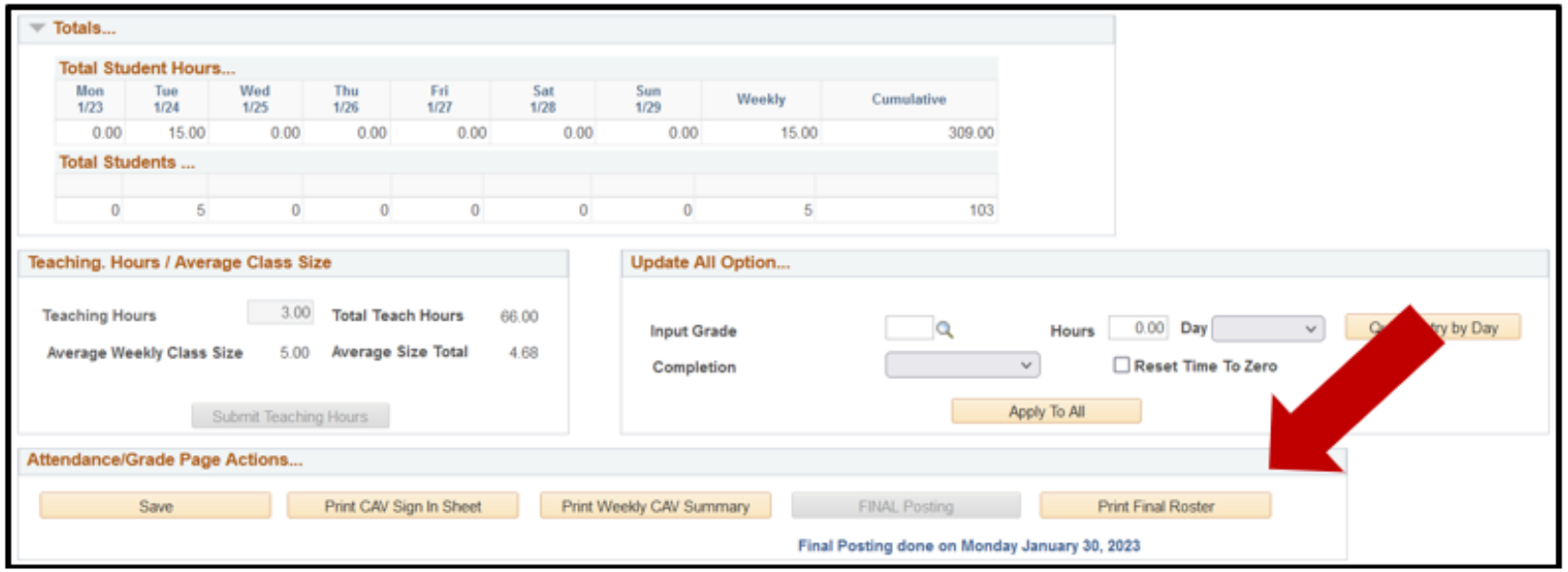

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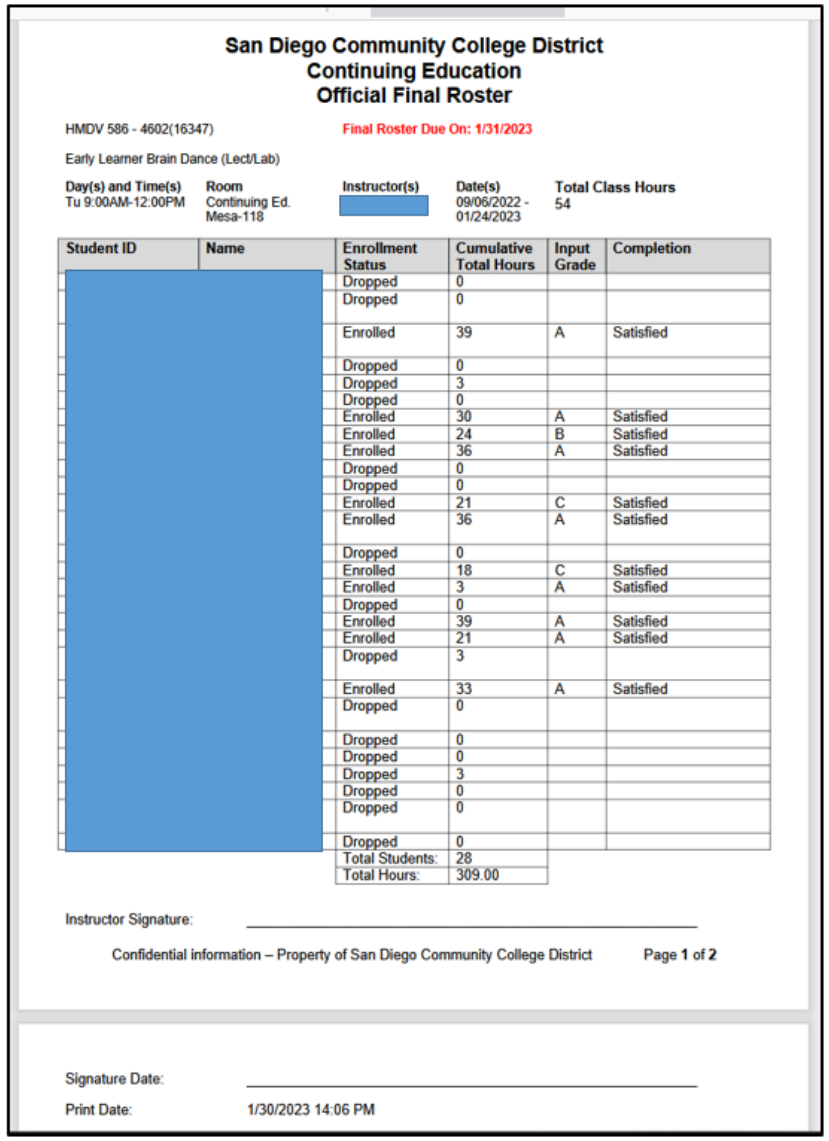

San Diego Community College District
Continuing Education
Official Final Roster

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	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

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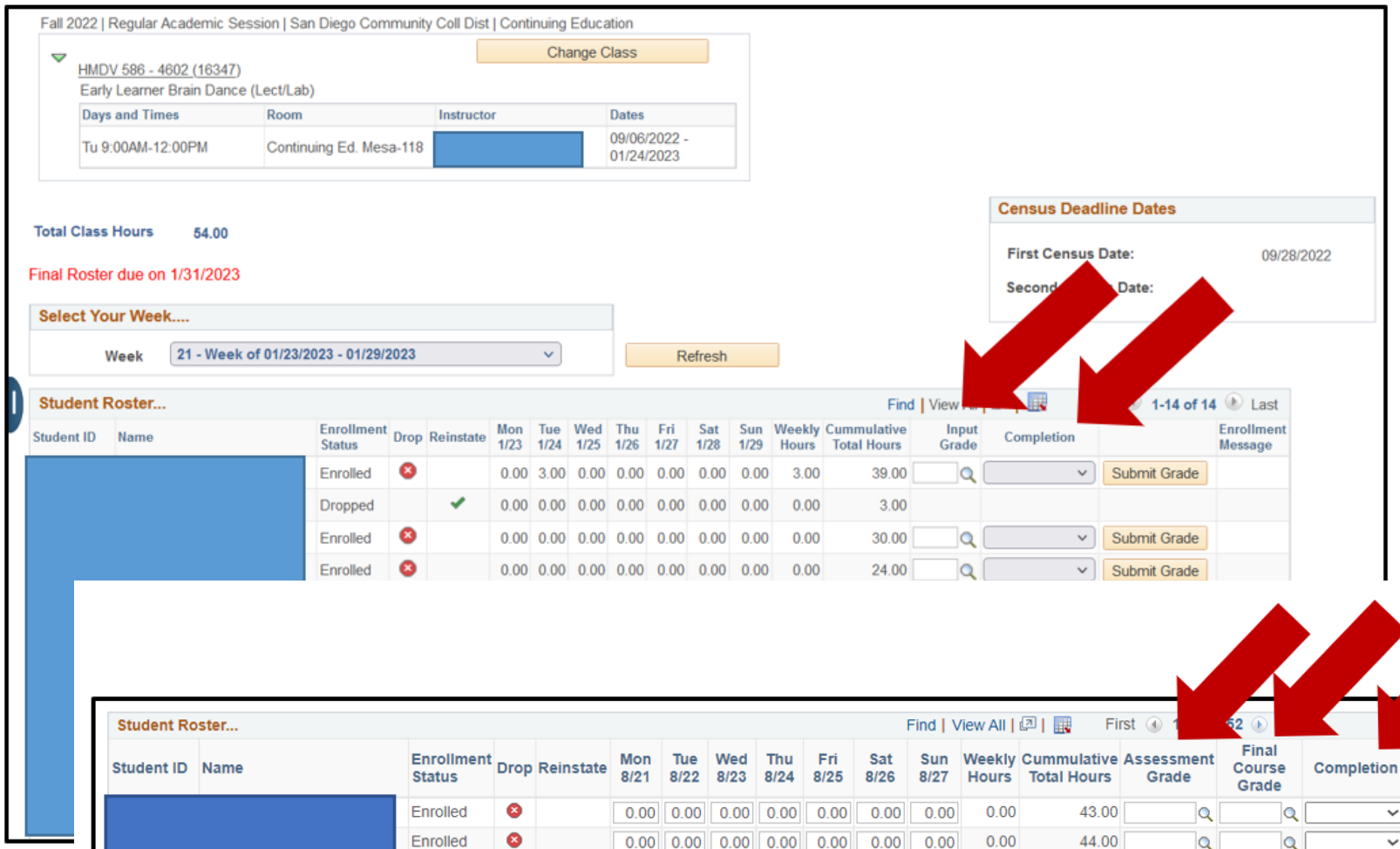

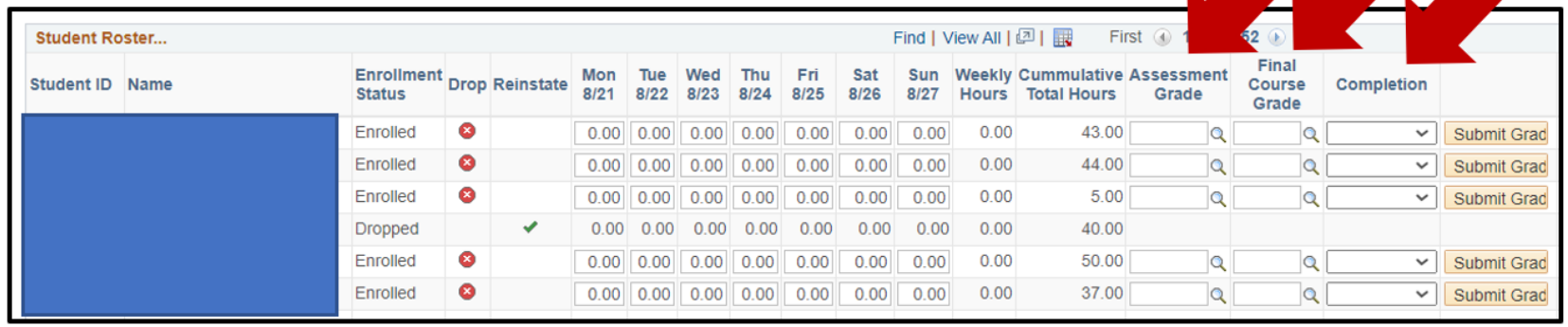

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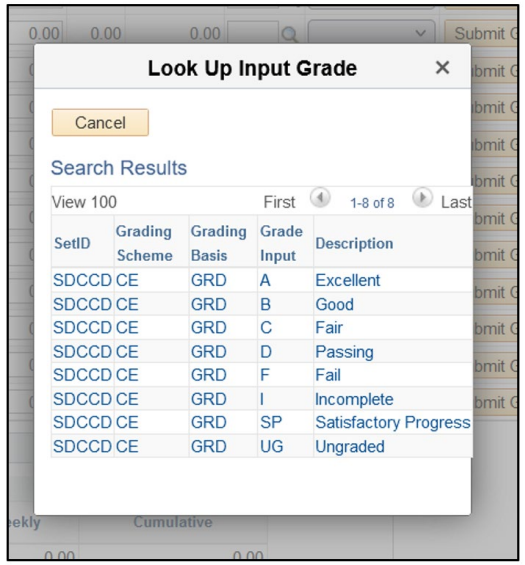

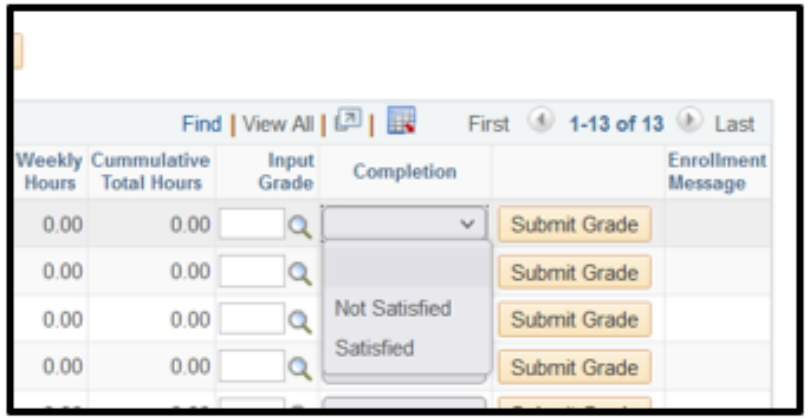

IMPORTANT

- 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.

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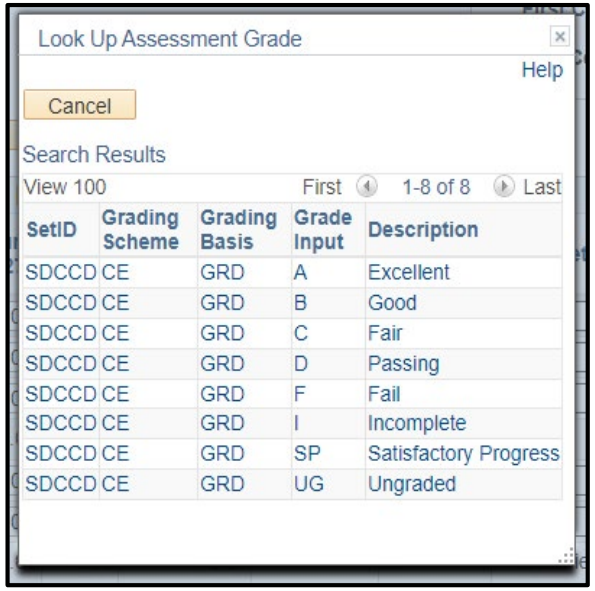

SetID	Grading Scheme	Grading Basis	Grade Input	Description
SDCCD	CE	GRD	A	Excellent
SDCCD	CE	GRD	B	Good
SDCCD	CE	GRD	C	Fair
SDCCD	CE	GRD	D	Passing
SDCCD	CE	GRD	F	Fail
SDCCD	CE	GRD	I	Incomplete
SDCCD	CE	GRD	SP	Satisfactory Progress
SDCCD	CE	GRD	UG	Ungraded

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.

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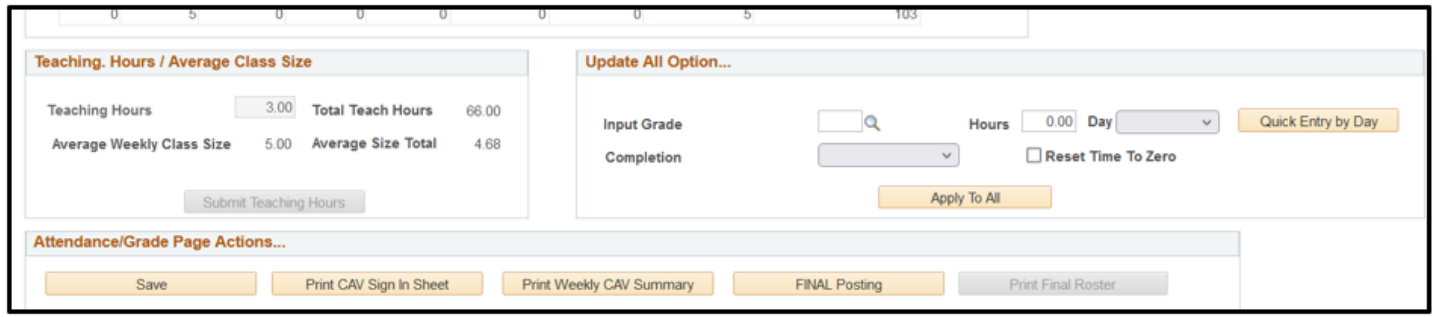

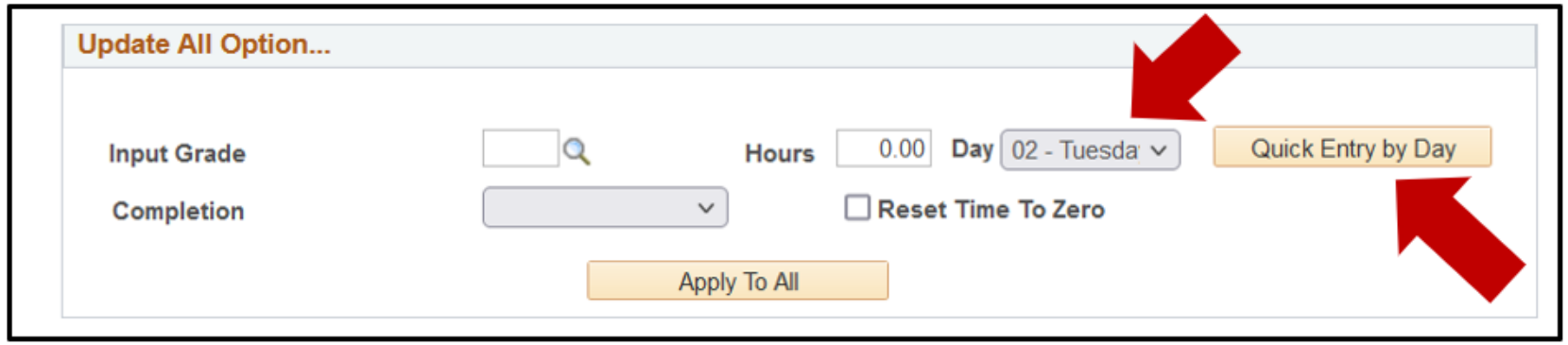

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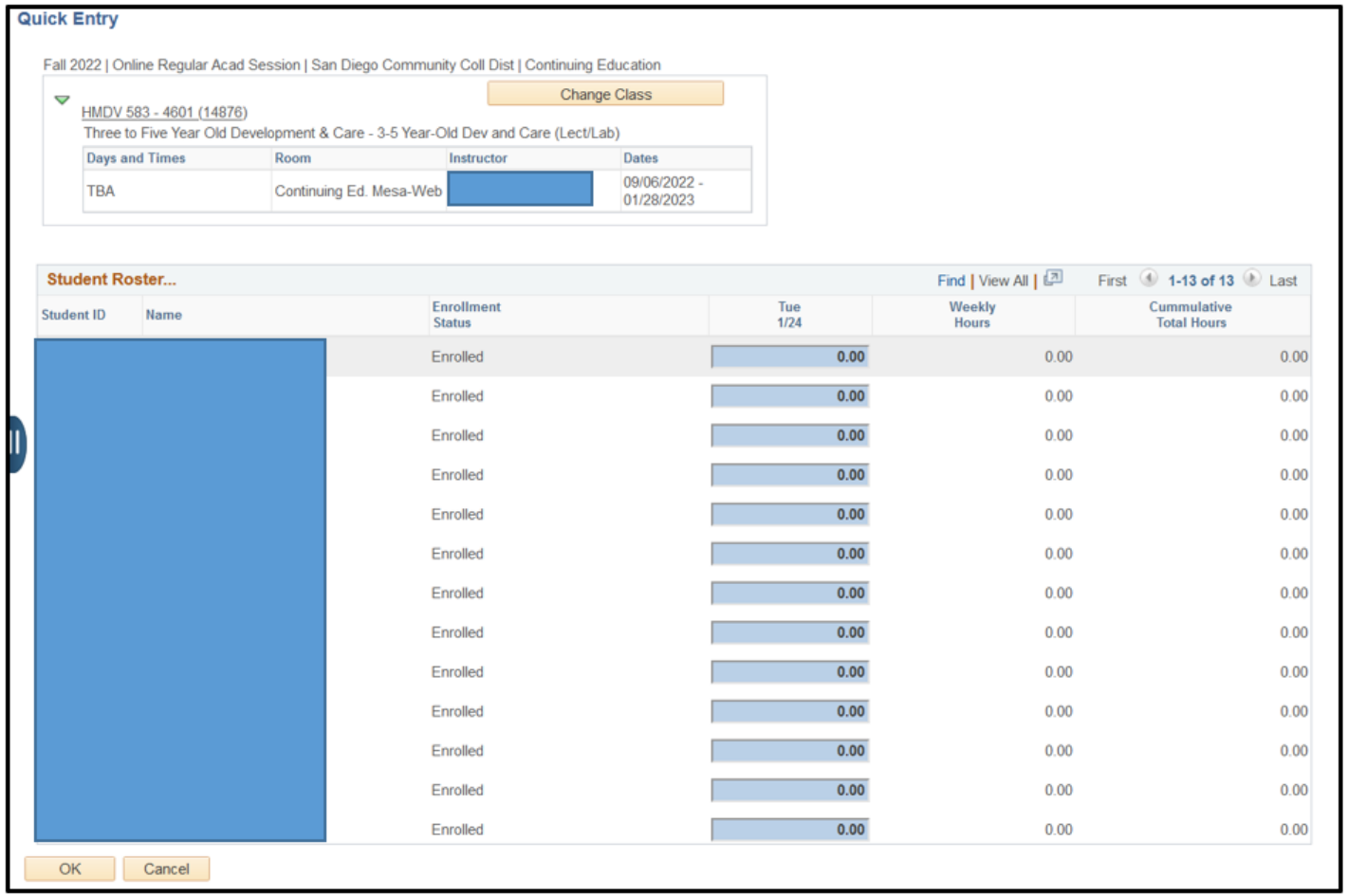

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Attendance Accounting Policies & Procedures and Grading and Credit Policy

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.

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  - CE West City Attendance: CEWestCityAttendance@sdccd.edu

Attendance Accounting Policies & Procedures and Grading and Credit Policy

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

Janay Patton
Instructional Support Analyst
jpatton@sdccd.edu