

# 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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# 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.

**REIMAGINE**

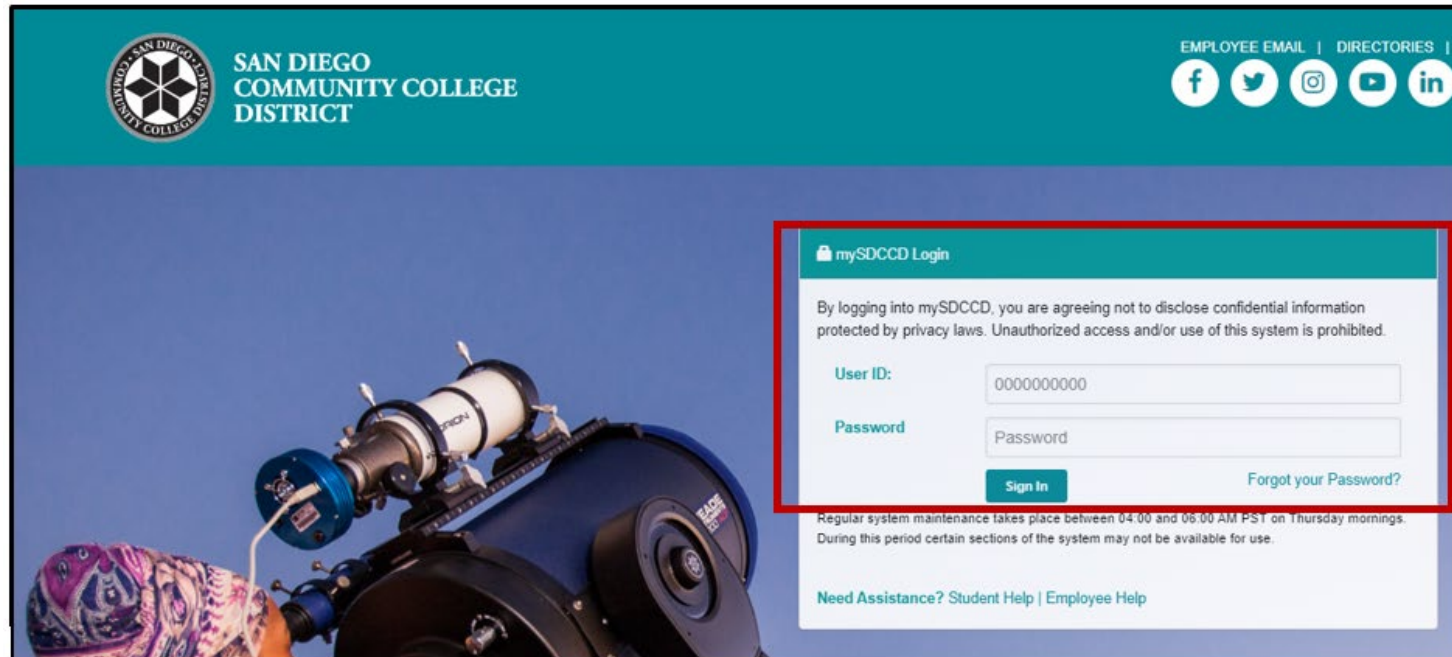
San Diego College of Continuing Education


# Attendance Accounting Policies & Procedures and Grading and Credit Policy






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

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



 SAN DIEGO  
COMMUNITY COLLEGE  
DISTRICT

EMPLOYEE EMAIL | DIRECTORIES |  
    

**mySDCCD Login**

By logging into mySDCCD, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is prohibited.

User ID:

Password:

[Forgot your Password?](#)

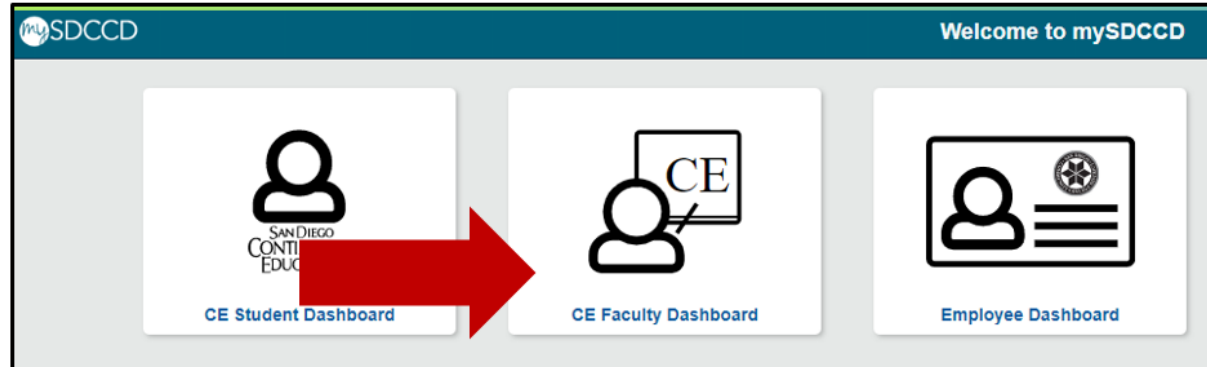
Regular system maintenance takes place between 04:00 and 06:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use.

[Need Assistance? Student Help | Employee Help](#)

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# Attendance Accounting Policies & Procedures and Grading and Credit Policy



### Continuing Education Faculty Schedule

Fall 2022

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	Small Business Sales	Enrolled: 0 of 40   Wait: 0
	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

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... Find | View All | First 1 of 1 Last

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	Cummulative 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			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	0.00

Total Students ...									
Mon 8/29	Tue 8/30	Wed 8/31	Thu 9/1	Fri 9/2	Sat 9/3	Sun 9/4	Weekly	Cumulative	
0	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:

Completion:   Reset Time To Zero

Submit Teaching Hours

Attendance/Grade Page Actions...

# 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				
	<b>Total Students:</b>	<b>Total Hours:</b>		
I certify that the above information is a true and accurate accounting of this class session.	Instructor's Signature ----->			



# 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)



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# 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) Change Class

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 18 - Week of

Student Roster...

**Totals...**

Total Student Hours...									
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  Total Teach Hours 68.00

Average Weekly Class Size  Average Size Total 4.68

**Update All Option...**

Input Grade  Hours  Day

Completion   Reset Time To Zero

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

# 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:** [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: \_\_\_\_\_

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San Diego College of Continuing Education

# Attendance Accounting Policies & Procedures and Grading and Credit Policy

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

Change Class

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	Cummulative 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			
		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...

Total Student Hours...								
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 ...								
Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Sun 1/29	Weekly	Cumulative
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

Submit Teaching Hours

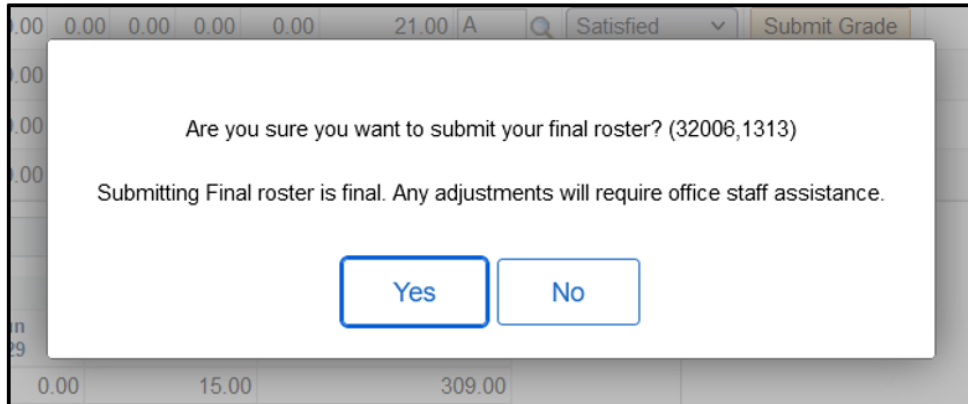
Update All Option...

Input Grade [ ] Hours [ ] Day [ ] Quick Entry by Day  
Completion [ ] Let 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



**Totals...**

Total Student Hours...									
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 ...									
Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Sun 1/29	Weekly	Cumulative	
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

Submit Teaching Hours

**Update All Option...**

Input Grade: [ ] Hours: 0.00 Day: [ ] [ ] by Day  
Completion: [ ]  Reset Time To Zero

Apply To All

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

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

Final Posting done on Monday January 30, 2023



# 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) Change Class

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... Find | View All | 1-14 of 14 | Last

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	Cummulative 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			
		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	

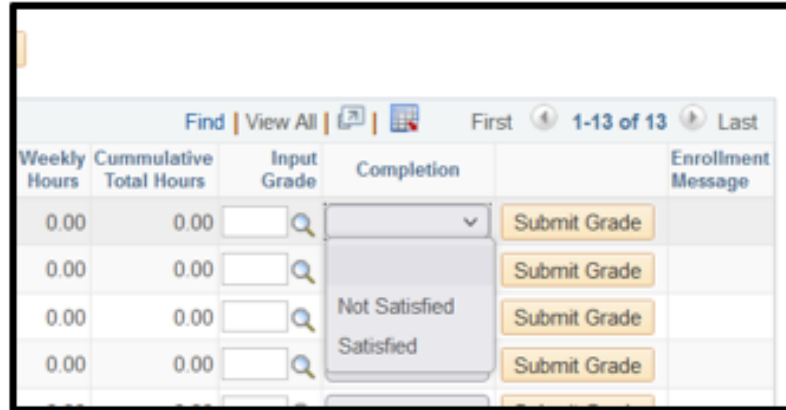
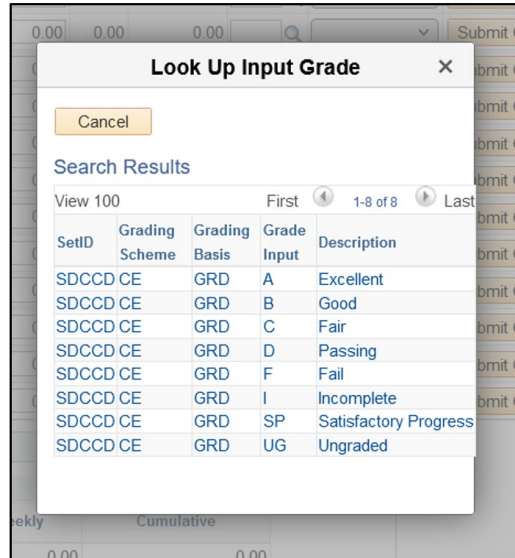
Student Roster... Find | View All | 52

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	Cummulative 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			
		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

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## IMPORTANT

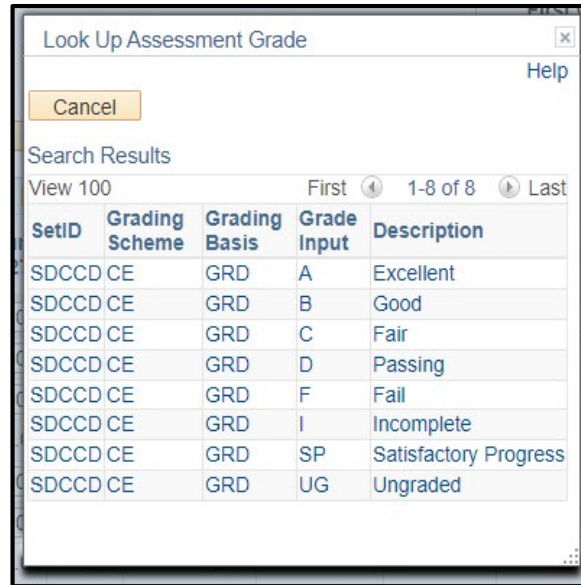
- A grade entry of I = Incomplete shall only be issued to a student with 30 or more attendance hours for an in-person class or to a student who participated past the 2nd census for an online class due to incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the class. 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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The screenshot shows a window titled "Look Up Assessment Grade" with a "Cancel" button and a "Help" link. Below the title bar, it displays "Search Results" with a "View 100" option and navigation controls for "First", "1-8 of 8", and "Last". A table lists the following data:

SetID	Grading Scheme	Grading Basis	Grade Input	Description
SDCCD CE	GRD	GRD	A	Excellent
SDCCD CE	GRD	GRD	B	Good
SDCCD CE	GRD	GRD	C	Fair
SDCCD CE	GRD	GRD	D	Passing
SDCCD CE	GRD	GRD	F	Fail
SDCCD CE	GRD	GRD	I	Incomplete
SDCCD CE	GRD	GRD	SP	Satisfactory Progress
SDCCD CE	GRD	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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# Attendance Accounting Policies & Procedures and Grading and Credit Policy

The screenshot displays a software interface with two main sections. The top-left section, titled "Teaching Hours / Average Class Size", contains a table with the following data:

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

Below the table is a "Submit Teaching Hours" button. The top-right section, titled "Update All Option...", includes an "Input Grade" search field, a "Hours" input field set to "0.00", a "Day" dropdown menu, a "Quick Entry by Day" button, a "Completion" dropdown menu, and a "Reset Time To Zero" checkbox. An "Apply To All" button is located at the bottom of this section. The bottom section, titled "Attendance/Grade Page Actions...", contains a row of buttons: "Save", "Print CAV Sign In Sheet", "Print Weekly CAV Summary", "FINAL Posting", and "Print Final Roster".

This is a close-up view of the "Update All Option..." section from the previous screenshot. It features the "Input Grade" search field, the "Hours" input field (0.00), the "Day" dropdown menu (02 - Tuesda), the "Quick Entry by Day" button, the "Completion" dropdown menu, and the "Reset Time To Zero" checkbox. An "Apply To All" button is positioned at the bottom. Two large red arrows are overlaid on the image: one points to the "Quick Entry by Day" button, and the other points to the "Reset Time To Zero" checkbox.

# Attendance Accounting Policies & Procedures and Grading and Credit Policy

**Quick Entry**

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

HMDV 583 - 4601 (14876) Change Class  
Three to Five Year Old Development & Care - 3-5 Year-Old Dev and Care (Lect/Lab)

Days and Times	Room	Instructor	Dates
TBA	Continuing Ed. Mesa-Web		09/06/2022 - 01/28/2023

**Student Roster...** Find | View All | First 1-13 of 13 Last

Student ID	Name	Enrollment Status	Tue 1/24	Weekly Hours	Cummulative Total Hours
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00
		Enrolled	0.00	0.00	0.00

OK Cancel

# 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)

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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	Janay Patton
Director, Admissions & Records	Instructional Support Analyst
<a href="mailto:lbakit@sdccd.edu">lbakit@sdccd.edu</a>	<a href="mailto:jpatton@sdccd.edu">jpatton@sdccd.edu</a>

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