

All About Attendance, Grading, and Final Rosters

Presenters:
Libbier Bakit and Janay E. Patton

SAN DIEGO COLLEGE OF
CONTINUING EDUCATION

FORWARD *together*

FLEX ID: 38100

August 26, 2025

ABE/ASE/HSE

Grade Entry

- SP (Satisfactory Progress): if the student is progressing
- UG (Ungraded): if the student is not progressing

Completion

- Satisfied: if the student earned the course certificate
- Not Satisfied: if the student did not earn the course certificate

Incompletes (I) should not be issued at any time.

ABED, HSEP, INTD 500

ABE/ASE/HSE

[illegible]

Student Roster...		Find View All [?] [x] [y]												First 1-20 of 20		Last
Student ID	Name	Enrollment Status	Drop	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Sun 1/19	Weekly Hours	Cummulative Total Hours	Final Course Grade	Completion	Submit Grade	Enrollment Message
		Enrolled	✖	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.50	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	39.00	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	3.00	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	59.00	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	25.50	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	3.50	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	3.00	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	41.50	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	8.00	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	24.00	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	13.50	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	53.00	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	7.00	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	25.25	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	16.50	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	6.50	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	16.00	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	36.50	<input type="text"/>	▼	Submit Grade	
		Enrolled	✖	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	25.00	<input type="text"/>	▼	Submit Grade	

CTE

Final Course Grade Entry

- A = Excellent
- B = Good
- C = Satisfactory
- D = Less than Satisfactory
- F = Failing

Completion

- Satisfied: if the student earned the course certificate
- Not Satisfied: if the student did not earn the course certificate

Incompletes (I) should only be issued to students with **30** or more attendance hours for in-person courses or to students who participated past the **2nd census** for an online course for extenuating circumstances.

CTE

Specific CTE Cases

- If a CTE course meets less than the course outline of record (COR) hours, an **SP** (satisfactory progress) or **UG** (ungraded) for course grade, and a **not satisfied** for completion should be issued.
- In-person open-entry/open-exit Office Skills Lab courses can submit an **SP** or **UG** for the course grade and indication of not satisfied for course completion for the course certificate based on the student's ability to achieve course outcomes.

CTE

Refresh

Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Sun 1/19	Weekly Hours	Cumulative Total Hours	Final Course Grade	Submit Grade
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	16.00	<div></div>	Submit Grade
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	12.00	<div></div>	Submit Grade
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<div></div>	Submit Grade
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	<div></div>	Submit Grade
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	16.00	<div></div>	Submit Grade
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<div></div>	Submit Grade
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	16.00	<div></div>	Submit Grade
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<div></div>	Submit Grade
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	16.00	<div></div>	Submit Grade



Look Up Final Course Grade

















































Cancel

Search Results

View 100First1-8 of 8Last

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

Find | View All |   First 1-34 of 34 Last

Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Sun 1/19	Weekly Hours	Cummulative Total Hours	Final Course Grade	Completion	Submit Grade	Enrollment Message
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	12.00	<input type="text"/>			
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	16.00	<input type="text"/>			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="text"/>			
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	16.00	<input type="text"/>			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="text"/>			
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	16.00	<input type="text"/>			
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00	<input type="text"/>			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="text"/>			
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	16.00	<input type="text"/>			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="text"/>			
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	16.00	<input type="text"/>			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="text"/>			
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	12.00	<input type="text"/>			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="text"/>			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input type="text"/>			
4.00	4.00	0.00	0.00	0.00	0.00	0.00	8.00	16.00	<input type="text"/>			

ESL

Final Course Grade Entry

- **SP (Satisfactory Progress):** if the student is progressing
- **UG (Ungraded):** if the student is not progressing

Completion

- **Satisfied:** if the student earned the course certificate
- **Not Satisfied:** if the student did not earn the course certificate

Incompletes (I) should not be issued at any time.

ESL

[illegible]

Find												View All		First		1-50 of 89		Last	
Enrollment Status	Drop	Reinstate	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Sun 1/19	Weekly Hours	Cummulative Total Hours	Final Course Grade	Completion	Submit Grade	Enrollment Message				
Enrolled	✖		2.00	2.00	2.00	0.00	0.00	0.00	0.00	6.00	142.00	<input type="text"/>	<div><div></div><div>Not Satisfied</div><div>Satisfied</div></div>	<input type="button" value="Submit Grade"/>					
Enrolled	✖		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.50	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Dropped		✔	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00								
Dropped		✔	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00								
Enrolled	✖		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Enrolled	✖		1.50	0.00	0.00	0.00	0.00	0.00	0.00	1.50	37.00	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Enrolled	✖		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Enrolled	✖		0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	85.00	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Enrolled	✖		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.50	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Enrolled	✖		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.50	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Enrolled	✖		2.00	2.00	0.00	0.00	0.00	0.00	0.00	4.00	49.50	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Enrolled	✖		2.00	2.00	2.00	0.00	0.00	0.00	0.00	6.00	116.00	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Dropped		✔	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00								
Enrolled	✖		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.00	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Enrolled	✖		2.00	2.00	2.00	0.00	0.00	0.00	0.00	6.00	79.50	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Enrolled	✖		0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	33.50	<input type="text"/>	<input type="button" value="Submit Grade"/>						
Enrolled	✖		2.00	2.00	2.00	0.00	0.00	0.00	0.00	6.00	132.00	<input type="text"/>	<input type="button" value="Submit Grade"/>						

HSDP

Grade Entry

- A = Excellent
- B = Good
- C = Satisfactory
- D = Less than Satisfactory
- F = Failing
- I = Incomplete (*should only be issued to a student with 30 or more attendance hours for an in-person course or to a student who participated past the 2nd census for an online course*)

Completion

- Satisfied (1): if the student earned a high school credit
- Not Satisfied (0): if the student did not earn a high school credit

****If a student does not complete at least 30 hours, a grade of UG and Not Satisfied should be assigned.*

High school credit should only be issued when a student has completed a minimum of 54 attendance hours and has completed the assigned coursework.

HSDP

Look Up Final Course Grade ✕

[Help](#)

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Search Results

View 100 First 1-7 of 7 Last

SetID	Grading Scheme	Grading Basis	Grade Input	Description
SDCCD CHS	CHS	GRD	A	Excellent
SDCCD CHS	CHS	GRD	B	Good
SDCCD CHS	CHS	GRD	C	Fair
SDCCD CHS	CHS	GRD	D	Passing
SDCCD CHS	CHS	GRD	F	Failure
SDCCD CHS	CHS	GRD	I	Incomplete
SDCCD CHS	CHS	GRD	UG	Ungraded

Find | View All | First 1-3 of 3 Last

Accumulative Hours	Final Course Grade	Completion	Enrollment Message
0.00	<input type="text"/>	✓	Submit Grade i
0.00	<input type="text"/>	Not Satisfied (0)	Submit Grade i
0.00	<input type="text"/>	Satisfied (1)	Submit Grade i

Credit By Exam

Final Course Grade Entry

- A = Excellent
- B = Good
- C = Satisfactory
- D = Less than Satisfactory
- F = Failing
- SP = Satisfactory Progress
- UG = Ungraded
- I = Incomplete

Assessment Grade Entry











- A = Excellent
- B = Good
- C = Satisfactory
- D = Less than Satisfactory
- F = Failing
- UG = Ungraded

Completion

- Satisfied: if the student earned the course certificate
- Not Satisfied: if the student did not earn

SP and incompletes (I) should not be issued for assessment grades

Credit By Exam

Find View All  						First  1-2 of 2  Last	
Assessment Grade	Final Course Grade	Completion		Enrollment Message			
<input type="text"/> 	<input type="text"/> 	<input type="text"/> ▼	Submit Grade				
<input type="text"/> 	<input type="text"/> 	<input type="text"/> ▼	Submit Grade				

Continuation Courses

- Assessment grades should only be issued when the assessment is given
- Example: If a course starts in fall 2024 and finishes in spring 2025, and the assessment is not given during fall, students should be issued a UG for assessment grade.

Additional Information

- Grade rosters are due one week after the course end date.
- Incompletes must be completed within the next two semesters, excluding summer.
 - Incompletes (I) are not removed from a student's transcript

Grading Errors

- Grade changes require the instructional dean's approval
- Grade change forms must be submitted to the Student Services Office at the campus where the course is offered.
 - Forms can be submitted online by emailing the campus attendance email or in person.

Spring 2025 | Regular Academic Session | San Diego Community Coll Dist | Continuing Education

Days and Times	Room	Instructor	Dates
MoTuWeThFr 12:30PM-2:30PM	Cesar Chavez-307	Elissa Claar	01/29/2025 - 06/06/2025

Total Class Hours 170.00

Final Roster due on 6/13/2025

Select Your Week....

Week **01 - Week of 01/27/2025 - 02/02/2025** Refresh

Additional Information

- Cesar Chavez Attendance/Rosters: CCECesarChavezAttendance@sdccd.edu
- ECC Attendance/Rosters: CEEECCAttendance@sdccd.edu
- Mid-City Attendance/Rosters: CCEMidCityAttendance@sdccd.edu
- CE Mesa Attendance/Rosters: CCEMesaAttendance@sdccd.edu
- CE Miramar Attendance/Rosters: CCEMiramar@sdccd.edu
- North City Attendance/Rosters: CCENorthCityAttendance@sdccd.edu
- West City Attendance/Rosters: CEWestCityAttendance@sdccd.edu

Thank you!!!