



## SAN DIEGO CONTINUING EDUCATION

*VICE PRESIDENT OF INSTRUCTIONAL SERVICES OFFICE*

4343 Ocean View Boulevard, Room 104

San Diego, California 92113-1915

619-388-4850

619-388-4978 Fax

---

DATE: January 27, 2021

TO: Continuing Education Faculty and Staff

FROM: Michelle Fischthal  
Vice President of Instruction

SUBJECT: CONTINUING EDUCATION ATTENDANCE ACCOUNTING POLICIES AND PROCEDURES

**The following Attendance Accounting Policies and Procedures are to be followed by all Continuing Education (CE) Faculty and Staff.**

### **Online Classes:**

- All students must be registered in the Continuing Education course they are attending. Students should not be attending online sessions without being enrolled. Student hours cannot be claimed for students who are not registered for the course.
- **Student Hours are required to be input online by instructors via Campus Solutions Attendance/Grade Roster at three points in time.** The three points in time are 1<sup>st</sup> census, 2<sup>nd</sup> census or End of Class. Student hours are not reported daily for online classes.
- **Computing and Reporting Student Hours:**
  - Students not participating within the first week should be dropped from the course with 0 hours immediately.
  - At 1<sup>st</sup> census, students with no participation should be dropped from the course with 0 (zero) hours.
  - At 1<sup>st</sup> census, students with participation, but have stopped participating at this point in time should be awarded 20% of the total hours of the class and dropped from the course. 1<sup>st</sup> census date student hours for attendance reporting can be found on the completed online class form for the course.
  - At 2<sup>nd</sup> census, students with participation up to 2<sup>nd</sup> census, but have stopped participating at this point in time should be awarded 60% of the total hours of the class and dropped from course. 2<sup>nd</sup> census date student hours for attendance reporting can be found on the completed online class form for the course.
  - At the End of Class, students who participated past the 2<sup>nd</sup> census should be awarded the full amount of the total hours, along with grades and completion if applicable. Total student hours for attendance reporting can be found on the completed online class form for the course and at the top of the online Attendance/Grade Roster.

## Continuing Education Attendance Accounting Policies and Procedures (continued)

- **Note:** Student hours are only reported at one of these three points in time for each student.
- Teaching hours are not reported on the Attendance/Grade Roster.
- Census Dates can be found on the completed online class form for the course and they are displayed on the online Attendance/Grade Roster.

### In-Person Classes:

- All students must be registered in the Continuing Education course they are attending in order to sign the Class Attendance Verification (CAV) form for that course. Student hours cannot be claimed for students who are not registered for the course.
- Instructors are responsible for the accurate computation of individual student hours and for the totals at the bottom of the CAV. Every CAV must have totals for Students and Student Attendance Hours written in at the bottom. When instructors sign their CAV's, they are verifying that the information (signatures, time, and computations) is complete and accurate and that the students are officially enrolled in the course.
- Student hours recorded on the CAV's must be exactly the same as the hours recorded for that student on the attendance/grade roster.
- Computing student attendance hours:
  - All courses except High School and Office Skills Labs and Attendance Tracking compute attendance hours by rounding to the nearest half hour:
    - Less than 15 minutes = round down
    - 15 minutes or more = round up
    - A half hour on the CAV should be reported as .5
  - High School and Office Skills Labs and Attendance Tracking
    - All attendance accounting in these classes is done to the nearest quarter hour.  
(See attachment #1)
    - Separate class numbers are required for each course taught and students must sign in and out on the CAV for each course.
    - Students enrolled in multiple courses in a High School or Office Skills Lab must sign in and out on the CAV for the course they are working on. If they are working on multiple courses, their attendance hours for each course may not overlap.
    - Students enrolled in multiple courses using Attendance Tracking must scan in and out according to the course they are working on. If they are working on multiple courses, their attendance hours for each course may not overlap.
- Each instructor is responsible for assuring the documentation of the time in and out for all students is correct. Students are required to sign their own name, and in and out times on the CAV; instructors should not sign for students. If a student is physically unable to sign the CAV, an instructor should print the student's name and the time in and out, and initial next to the student's name. If on a rare occasion, a student forgets to sign the CAV or forgets to put a time in or a time out or makes an error, instructors may print the correct information, and must place their initials next to all altered/entered information.

### **Continuing Education Attendance Accounting Policies and Procedures (continued)**

- Time cannot be claimed for a student outside of the scheduled time of the class.
- All students who arrive to class more than 15 minutes late and/or leave more than 15 minutes before the scheduled end of the class are required to record the time they arrive/leave next to their name on the CAV.
- Each instructor using the Attendance Tracking System is responsible for assuring all students scanned in and out correctly on a daily basis. Corrections should be submitted to the Attendance Clerk no later than the next business day.
- **Daily Student Attendance Hours are required to be input online by instructors via Campus Solutions Attendance/Grade Roster.** Student attendance hours should be entered online after the last class meeting for that week. After the student attendance hours and teaching hours have been entered and saved for the particular week, the Weekly CAV Summary should be printed, signed and turned in with the original CAV's attached. CAV summaries and CAV's should be turned in no later than the following Monday by 9:00pm after the last class meeting.

### **ROSTER DEADLINES ARE LISTED AT THE TOP OF EVERY ONLINE ROSTER**

- **Attendance/Grade Rosters are required to be input online by instructors via Campus Solutions Attendance/Grade Roster.** Attendance/Grade Rosters will be available to view online four weeks prior to the beginning of the semester. Instructors should audit their rosters to verify that every student who is attending their class has registered and is listed on the roster. **Rosters are required to be completed and submitted online no later than one week after the class has ended. After submitting the rosters online the instructor should print a Final Roster, sign and date it and turn the paper copy into the attendance clerk no later than one week after the class has ended.**
- It is the instructor's responsibility to see that every Registration Form (when applicable), CAV, CAV Summary and Final Roster is filled out completely and correctly. It is also mandatory that CAV's are turned in promptly to meet established reporting deadlines **(SEE STUDENT ATTENDANCE INFORMATION DEADLINES ON PAGE 3).** Attendance Clerks should not have to call or remind instructors to turn in Registration Forms or CAV's. All original Registration Forms, CAV's and CAV Summaries must be turned in at the appropriate Continuing Education Campus each week. Registration forms, CAV's, CAV Summaries and Final Rosters can be sent via inter-district school mail from campus to campus but cannot be sent U.S. mail or faxed. If sending via inter-district school mail it is the instructor's responsibility to make sure the envelope is addressed correctly. Attendance deadlines must still be met even if sending attendance paperwork by inter-district school mail.

### **Online Entry of Attendance Information**

***Your mySDCCD User ID and Password are confidential and should never be given to anyone else to use. Only instructors are to input information on the Attendance/Grade Roster. Please do not allow instructional assistants, family members or others to access this secure portal on your behalf. If you need special accommodations, please contact your Program Dean. It is your responsibility to make sure that your student and class records are kept secure and that no one else has access to them.***

Continuing Education Attendance Accounting Policies and Procedures (continued)

**Student Information/Records**

*Under no circumstances are instructors to keep any student information or records for previous semesters. All records must be turned in at the end of each semester.*

**CE Student Attendance Card**

Students can obtain a CE Student Attendance Card, at any of the seven campuses, which will have their name and Campus Solutions ID number printed on it. *(Due to COVID-19 campus closures, CE Student Attendance Cards are not available at this time.)*

**DEADLINES FOR STUDENT ATTENDANCE INFORMATION**

Completing and turning in all student attendance information by the established deadlines, is part of every instructor's assignment. All student attendance information (CAV's, CAV Summaries, Registration Forms and Attendance/Grade Rosters) are required to be turned in according to established deadlines.

**REGISTRATION FORMS:**

TURNED IN **THE SAME WEEK** THAT THE STUDENT REGISTERS.

**CAV'S/CAV SUMMARIES:**

ENTERED ONLINE AND TURNED IN AFTER THE LAST CLASS MEETING FOR **THAT WEEK**.

**ATTENDANCE/GRADE ROSTERS:**

SUBMITTED ONLINE PER DEADLINE AT TOP OF ROSTER AND PRINTED ROSTER TURNED IN NO LATER THAN **ONE WEEK AFTER THE CLASS HAS ENDED**.

If instructors do not meet these deadlines, the Attendance Clerk is to notify the appropriate Program Dean in writing.

**PROCEDURES TO BE FOLLOWED IF INSTRUCTORS ARE NOT MEETING DEADLINES:**

1. Program Dean receives **first written notice** from the Attendance Clerk that the instructor is not meeting their deadlines. Program Dean contacts the instructor and issues a verbal warning.
2. Program Dean receives **second written notice** within a semester from the Attendance Clerk that the instructor is still not meeting their deadlines. Program Dean issues a written warning to the instructor.
3. A **third written notice** within a semester from the Attendance Clerk to the Program Dean that the instructor is still not meeting their deadlines will result in more serious measures which may include not rehiring or a formal discipline process.

\_\_\_\_\_  
January 27, 2021

\_\_\_\_\_  
Michelle Fischthal, Vice President of Instruction

Cc

Deans  
Senior Office Managers  
Bakit  
Bromma  
Buse

Cortez  
Mahler  
Rivera-Lacey  
Sabanos  
Topham

**HIGH SCHOOL AND OFFICE SKILLS LABS AND ATTENDANCE TRACKING**  
**ROUNDING TO THE NEAREST 1/4 (.25) HOUR**

Take the actual time of attendance and round according to the following table:

<u>Actual Time Spent in Classroom</u>	<u>Time Reported on CAV</u>
0 - 7 minutes	.00
8 - 22 minutes	.25
23 - 37 minutes	.50
38 - 52 minutes	.75
53 - 67 minutes	1.00
1 hour 8 minutes - 1 hour 22 minutes	1.25
1 hour 23 minutes - 1 hour 37 minutes	1.50
1 hour 38 minutes - 1 hour 52 minutes	1.75
1 hour 53 minutes - 2 hours 7 minutes	2.00