



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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December 12, 2019

Dear Faculty:

As you know, the online attendance roster for recording of positive attendance hours has not been available Fall 2019 due to technical issues. On or about September 3, 2019 you were sent an email requesting that you temporarily record attendance for your fall classes on an excel spreadsheet.

It is now time for you to begin to prepare your manual spreadsheet for submission of student hours for fall 2019 classes. Please follow the instructions below.

- If daily student hours have been maintained on an excel document, please submit the hours directly on the excel document to the email link below. Please ensure the document is formatted as indicated below.
- If daily student hours have not been maintained in an excel document, please contact Catrina Hixon before December 20, 2019 to send you a formatted document for you to enter the student contact hours.

FORMAT:

- The excel file must include a heading with term and class number.
- The excel file should contain the following information: Student name, Student ID and Student hours by day with a column heading specifying the date in MM/DD/YY format (ex. 08/20/19)
- If there is more than one class meeting pattern, enter all attendance hours on ONE ROW, do not add more than one row per student. For example: If a class is scheduled MW 8:00-9:20 and W 9:30-11:00, the attendance hours for Wednesday would be totaled and entered as one value on Wednesday for that week.

Sample Format

Class Nbr	Name	MO 12/02/2019	TU 12/03/2019	WE 12/04/2019
0001234567	Jane Doe			
Student ID	First Last name (no comma)			
Student ID				
Student ID				



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The file/s **must be saved** in the following format: Subject_Crse_Class Nbr_College (C-City;M-Mesa; R-Miramar). Example: ENGL_101_12345_C

Please submit completed files to: facultyroster@sdccd.edu by the **January 3, 2020 due date**.

If you have any questions, please contact [Catrina Hixon](#).

Thank you for your patience as we continue to navigate the Campus Solutions implementation.

Lynn Ceresino Neault
Vice Chancellor, Student Services