



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Date: August 6, 2025

To: Vice Presidents of Instruction

From: Susan Topham
Vice Chancellor, Educational Services

Subject: Positive Attendance and Grade Rosters

Dear Colleagues,

Currently, faculty can submit final grades for Positive Attendance (PA) courses without entering the required attendance hours. Since PA courses are funded based on the actual hours each student attends, failing to record these hours in Campus Solutions leads to a loss of apportionment and Student-Centered Funding Formula (SCFF) supplemental funding. The District left significant funding on the table last year due to incomplete PA hour entries by faculty.

To ensure the credit colleges receive their maximum FTES funding, the credit college Attendance Roster has been reprogrammed to prevent this from happening. Effective Fall 2025, faculty must enter PA hours before successfully posting grades for a class through Campus Solutions.

Below are screenshots showing the system message faculty will receive if they attempt to post grades before entering attendance hours

Screenshot 1: Letter Grades are entered for each student; Attendance hours are entered for all but one student.

College Faculty Dashboard

Faculty Center Search

My Schedule | Class Roster | **Grade Roster** | College Attendance | Add Codes | Follow-Up

Grade Roster

Spring 2025 | Regular Academic Session | San Diego Community Coll Dist | Undergraduate

BIOL 277L Service Learning in Biotechnology (Laboratory) Change Class

Days and Times	Room	Instructor	Dates
TBA	Miramar - CLSRM		02/03/2025 - 06/02/2025

Display Options: *Grade Roster Type (Invalid Value) ☐ Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Approved Save

Personalize | Find | First 1-6 of 6 Last

Student Grade	ID	Name	FED	Honors	Roster Grade	Total Hours	Last Known Academic Activity
☐	1 5550		☐	☐	A	14.00	
☐	2 5550		☐	☐	A		
☐	3 5550		☐	☐	A		
☐	4 5550		☐	☐	A		
☐	5 5550		☐	☐	A		
☐	6 5550		☐	☐	A		

Select All Clear All Notify Selected Students Print

Screenshot 2: Faculty clicks the "Post" button to submit grades; receives message "Must enter attendance hours" for all other students in the class.

Change Class

Instructor Dates: 02/03/2025 - 06/02/2025

Grade Roster Action: *Approval Status Approved Save

Personalize | Find | First 1-6 of 6 Last

Honors	Roster Grade	Total Hours	Last Known Academic Activity
☐	A	14.00	
☐	A		
☐	A		
☐	A		
☐	A		
☐	A		

Print

Must enter attendance hours. (32006,1385)

Before posting a grade, all the attendance hours must be entered for a student.

OK

Please share broadly with your Deans, department chairs, and faculty colleagues. We thank you for your help in ensuring that attendance hours are recorded and that the colleges receive the funding needed to serve our students.

If you have any questions, please get in touch with Margarita Murray (mmurray@sdccd.edu) and Eli Jed Manalastas (emanalastas@sdccd.edu).