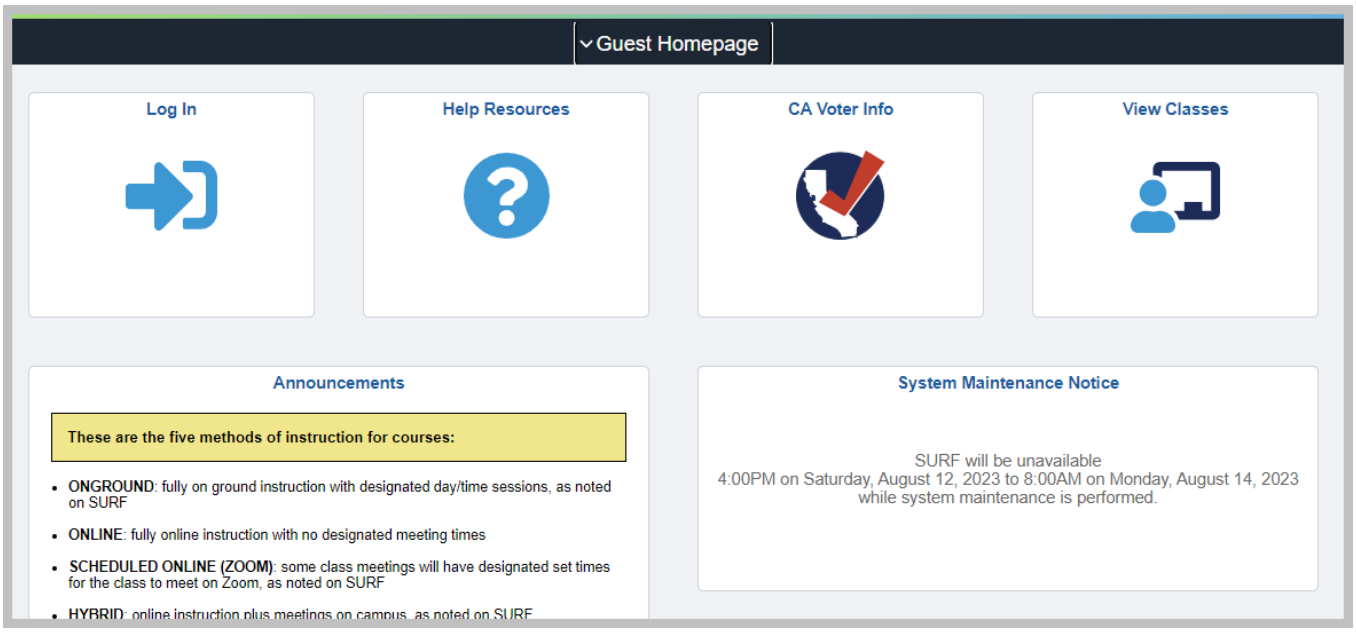
SURF Instructor Class Roster

How to obtain your SURF Class Roster

Welcome to SURF online enrollment system at MiraCosta College. Please follow the steps below to Login, obtain your roster, and print your roster.

How do I login to SURF?

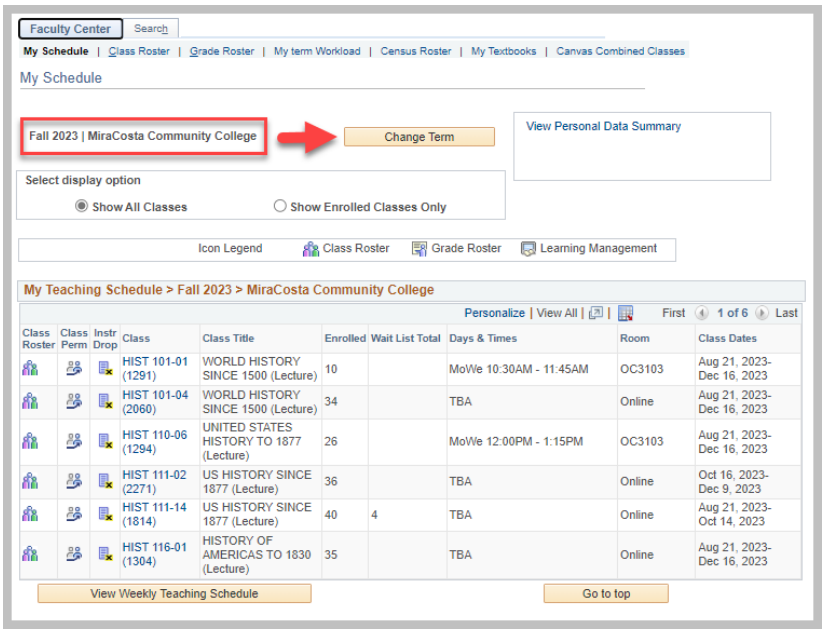
1. Go to website: **http://surf.miracosta.edu**
2. Click Log in. Enter your User ID and Password. This is the same as your MiraCostan College E-mail Login and Password.



SURF Instructor Class Roster

1. Once you have logged into SURF, click the **Faculty Center** link to view your classes.

2. Your classes for the current term are now displayed. If you would like to select a different term click the **change term** button.



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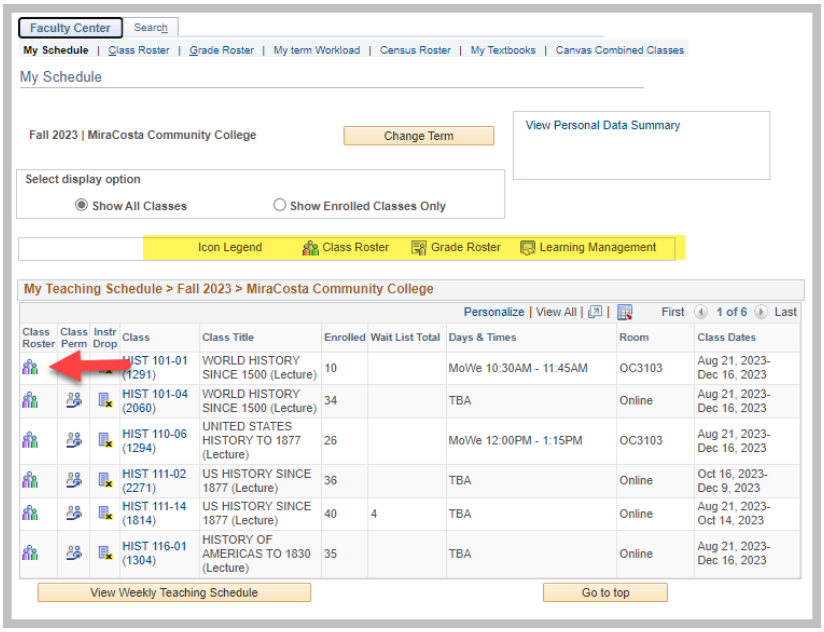
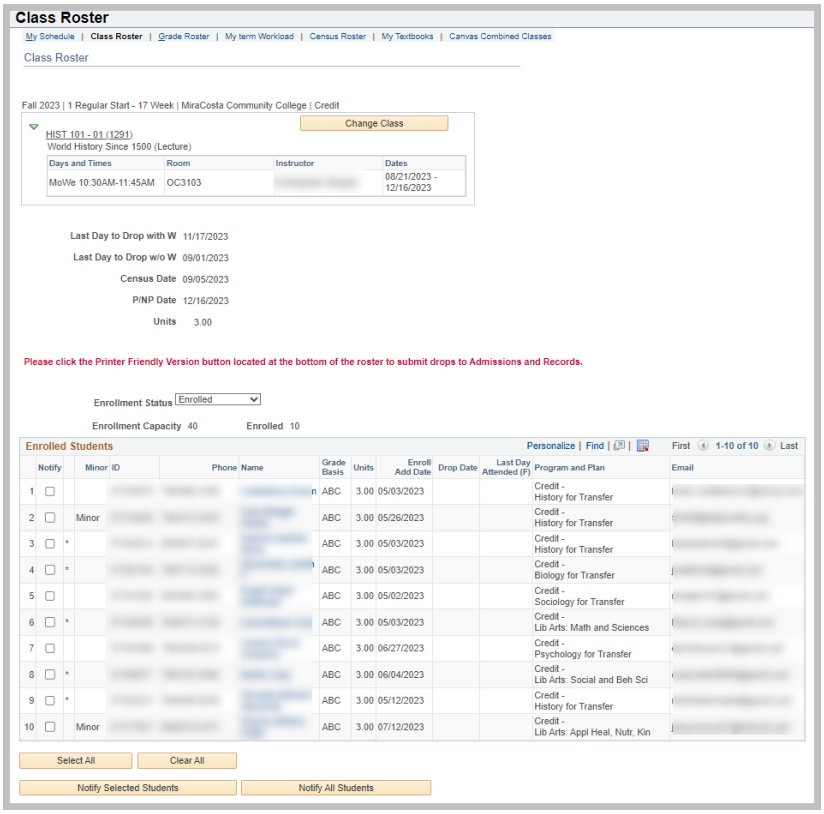
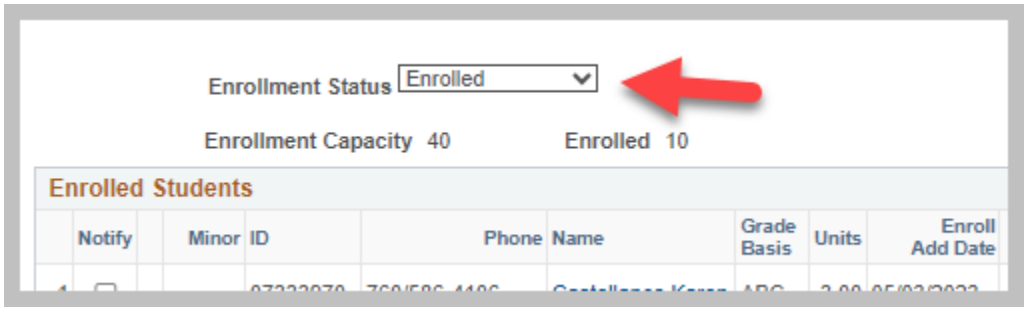
3. Click on the **Class Roster Icon** to view your roster.



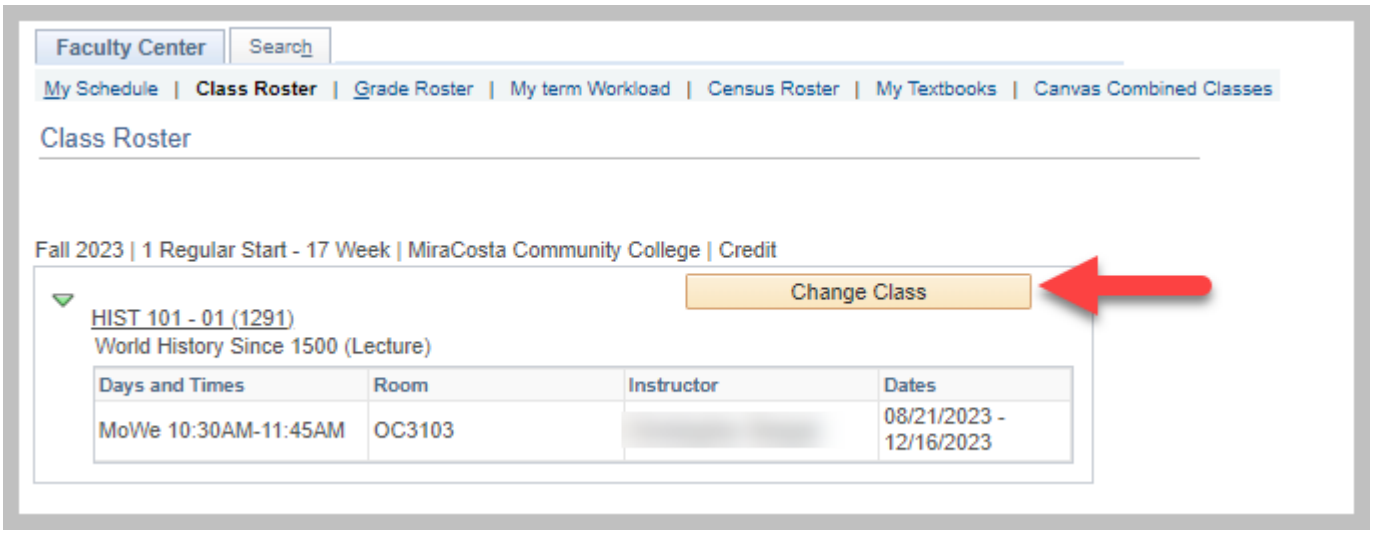
4. General information for the class is displayed in the top section. Student information is displayed below. Enrollment Capacity, and students enrolled are also displayed.



5. To change the enrollment status view from **enrolled** select **dropped** or **all** in the **Enrollment Status** drop down list. Enrolled is the default.



5. To select a different class, click the **change class** button at the top of the roster.



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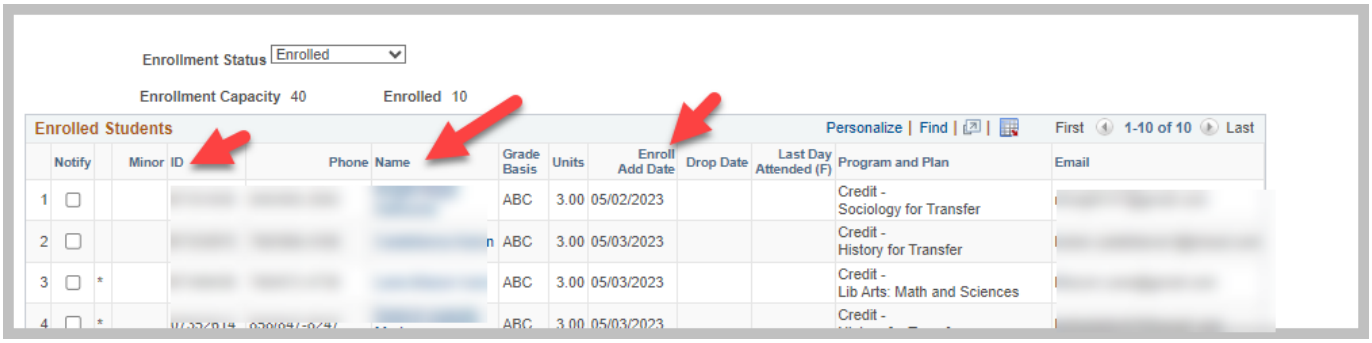
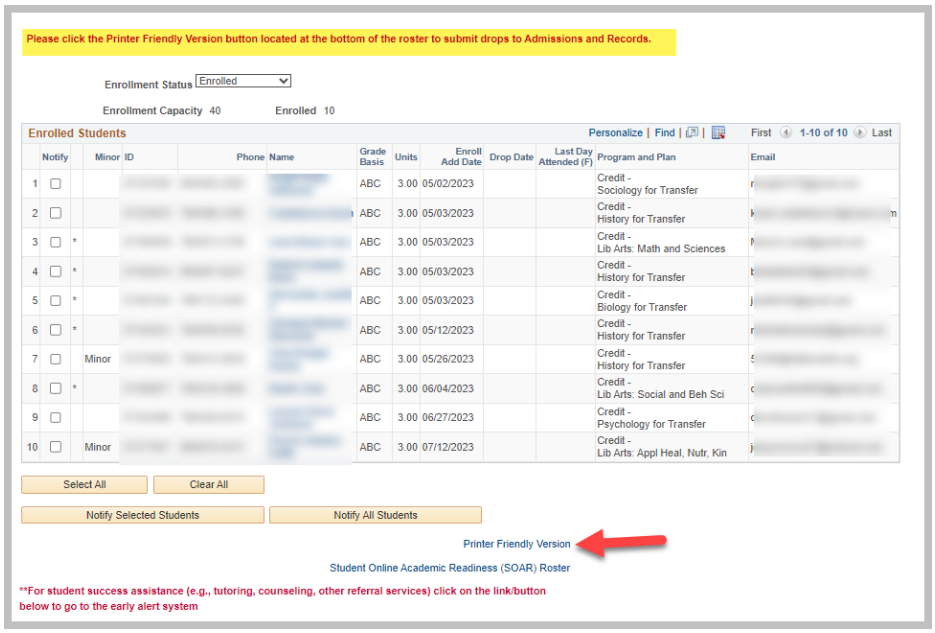
To change the sort display of the roster, click on a heading.



To print your roster, click the Printer Friendly Version link located at the bottom of the roster.



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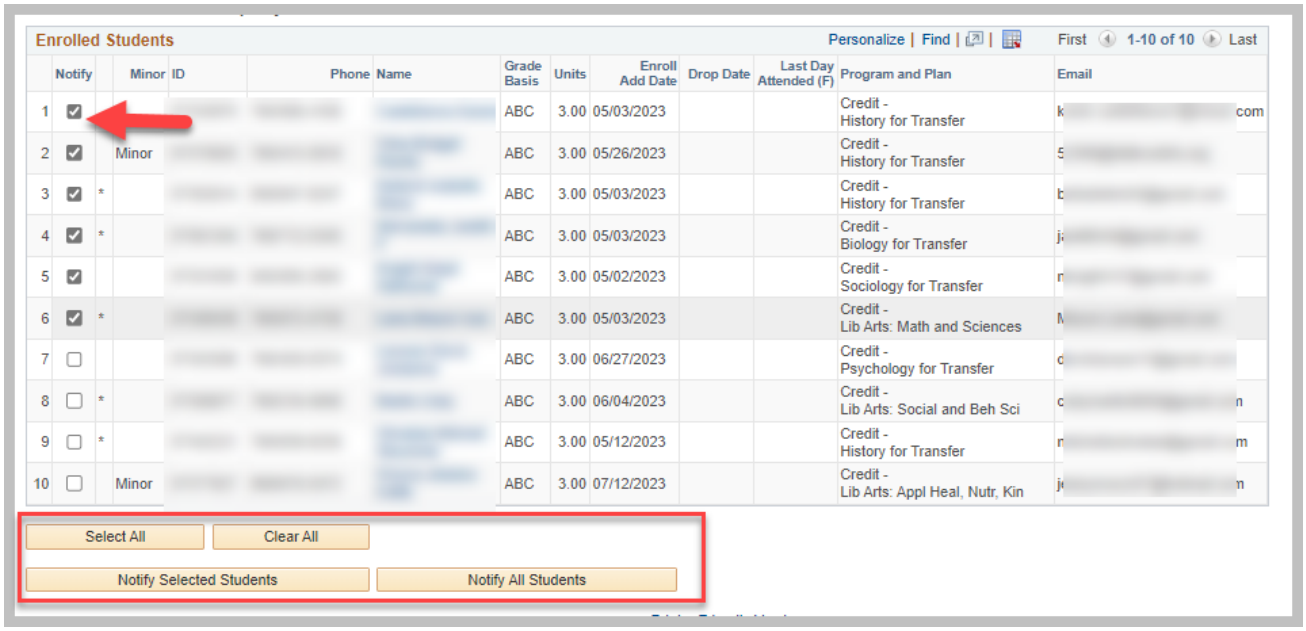
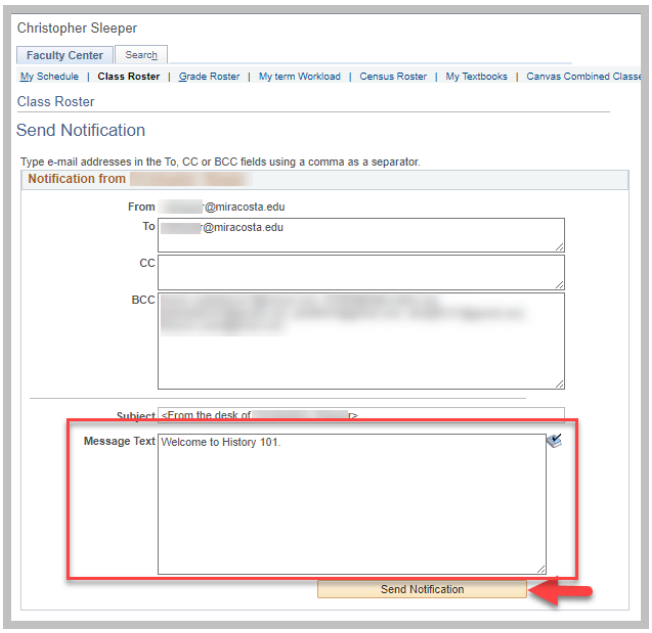
To email students click checkbox(es) of students you chose to email. Select 'Notify Selected Student' or 'Notify All Students'.



Enter Message text and click 'Send Notifcation'. Your email address is automatically defaulted into the To and From boxes. All students selected will display in the BCC box for privacy purposes.



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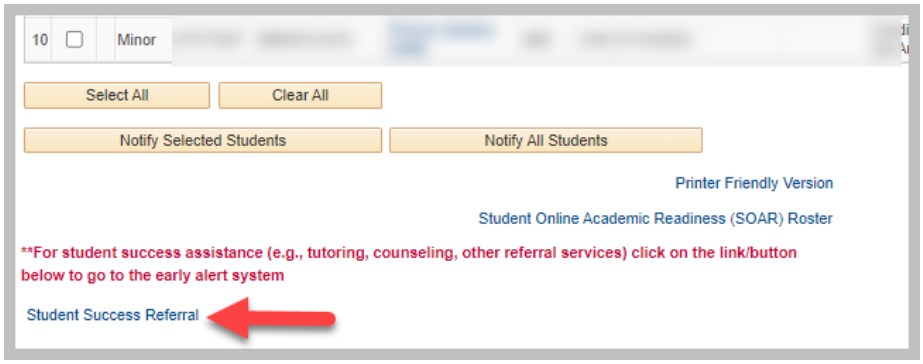
If you would like to refer a student for student success assistance (tutoring, counseling, other referrel services, click the Student Success Referral button. You will be asked to sign-in, it is the same as your MiraCostan signon.



The student success referral button is provided for you to refer students experiencing difficulty in your classroom. This is an early alert opportunity to refer students to tutoring, academic and personal counseling, health services, and many other support services. When you select this option you will be directed to the SARS Early Alert System. After you logon you will be asked to select the support services you believe would benefit the student. Detailed information is available once you logon.

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FAQs – Frequently Asked Questions

• If you need additional help technical help with **SURF for Instructors**, please call the **HelpDesk** at **ext. 6800** from on campus and **(760) 795-6800** from off campus.
• If you would like assistance with printing rosters on **SURF for Instructors,** please contact **Cristina Villalobos** at Cvillalobos@miracosta.edu.

Faculty are encouraged to monitor their rosters regularly for activity. Students who are not officially enrolled may not attend your class.

Opening Day Rosters

Faculty are to print rosters via Surf. It is recommended to print as close to the first day of class as possible.

Prior to census rosters

Faculty are **REQUIRED** to clear their rosters of any no shows or non attendees PRIOR to census.

If you have any student drops, use the online instructor drop roster.

Census rosters

Faculty are **REQUIRED** to certify their census roster using the online census roster. Non-enrolled students may not attend classes. Students with extenuating circumstances may petition for a late add.

Drop rosters

Faculty may continue to drop students up to the W deadline for that class using the online drop roster.

Students with extenuating circumstances must petition to the Committee on Exceptions (Counseling Office) after the W deadline.