

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.

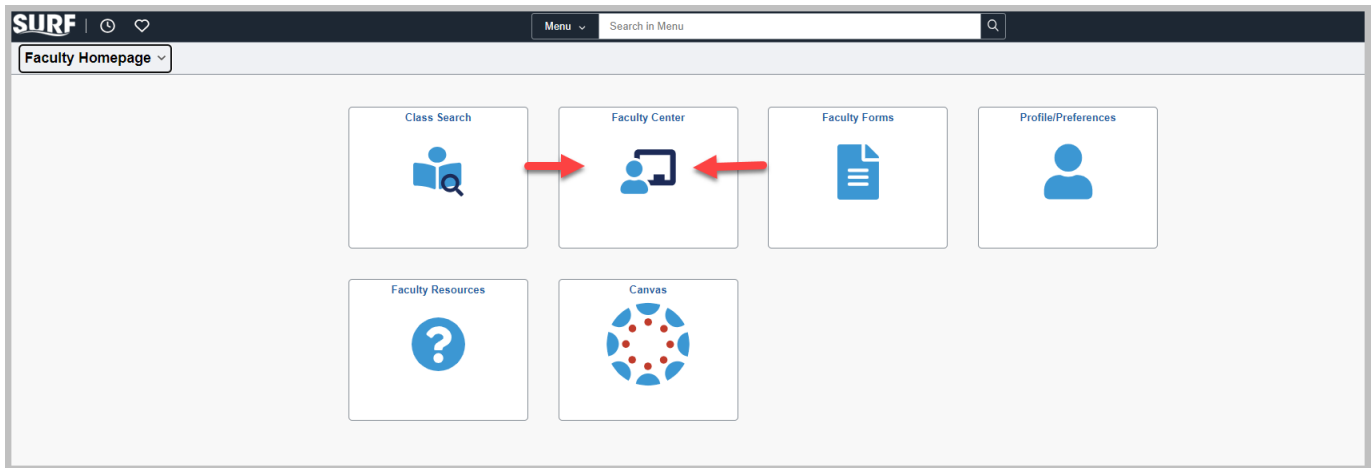
How do I login to SURF?

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.

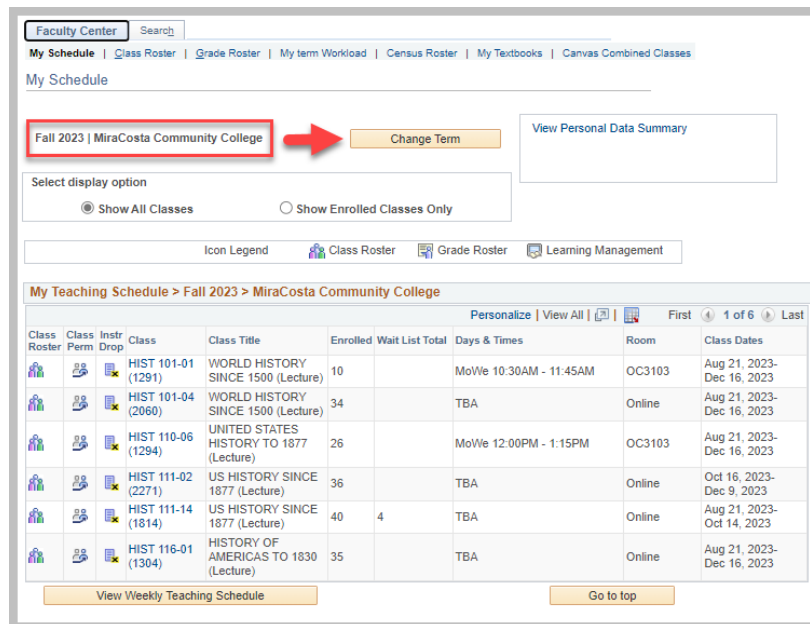
The screenshot shows the SURF system homepage. At the top, there is a dark blue header with a dropdown menu labeled "Guest Homepage". Below the header, there are four white boxes with blue icons and text: "Log In" with a blue arrow icon, "Help Resources" with a blue question mark icon, "CA Voter Info" with a blue and red map of California icon, and "View Classes" with a blue person and computer icon. Below these boxes, there are two larger white boxes. The left one is titled "Announcements" and contains a yellow highlighted box with the text "These are the five methods of instruction for courses:" followed by a bulleted list: "ONGROUND: fully on ground instruction with designated day/time sessions, as noted on SURF", "ONLINE: fully online instruction with no designated meeting times", "SCHEDULED ONLINE (ZOOM): some class meetings will have designated set times for the class to meet on Zoom, as noted on SURF", and "HYBRID: online instruction plus meetings on campus, as noted on SURF". The right box is titled "System Maintenance Notice" and contains the text: "SURF will be unavailable 4:00PM on Saturday, August 12, 2023 to 8:00AM on Monday, August 14, 2023 while system maintenance is performed."

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.



SURF Instructor Class Roster

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

Faculty Center Search

My Schedule | **Class Roster** | Grade Roster | My term Workload | Census Roster | My Textbooks | Canvas Combined Classes

My Schedule

Fall 2023 | MiraCosta Community College Change Term View Personal Data Summary

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2023 > MiraCosta Community College

Personalize | View All | First 1 of 6 Last

Class Roster	Class Perm	Instr Drop	Class	Class Title	Enrolled	Wait List Total	Days & Times	Room	Class Dates
			HIST 101-01 (1291)	WORLD HISTORY SINCE 1500 (Lecture)	10		MoWe 10:30AM - 11:45AM	OC3103	Aug 21, 2023- Dec 16, 2023
			HIST 101-04 (2060)	WORLD HISTORY SINCE 1500 (Lecture)	34		TBA	Online	Aug 21, 2023- Dec 16, 2023
			HIST 110-06 (1294)	UNITED STATES HISTORY TO 1877 (Lecture)	26		MoWe 12:00PM - 1:15PM	OC3103	Aug 21, 2023- Dec 16, 2023
			HIST 111-02 (2271)	US HISTORY SINCE 1877 (Lecture)	36		TBA	Online	Oct 16, 2023- Dec 9, 2023
			HIST 111-14 (1814)	US HISTORY SINCE 1877 (Lecture)	40	4	TBA	Online	Aug 21, 2023- Oct 14, 2023
			HIST 116-01 (1304)	HISTORY OF AMERICAS TO 1830 (Lecture)	35		TBA	Online	Aug 21, 2023- Dec 16, 2023

View Weekly Teaching Schedule Go to top

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.

My Schedule | **Class Roster** | Grade Roster | My term Workload | Census Roster | My Textbooks | Canvas Combined Classes

Class Roster

Fall 2023 | 1 Regular Start - 17 Week | MiraCosta Community College | Credit

HIST 101-01 (1291) Change Class

World History Since 1500 (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 10:30AM-11:45AM	OC3103		08/21/2023 - 12/16/2023

Last Day to Drop with W 11/17/2023

Last Day to Drop w/o W 09/01/2023

Census Date 09/05/2023

P/NP Date 12/16/2023

Units 3.00

Please click the Printer Friendly Version button located at the bottom of the roster to submit drops to Admissions and Records.

Enrollment Status Enrolled

Enrollment Capacity 40 Enrolled 10

Enrolled Students

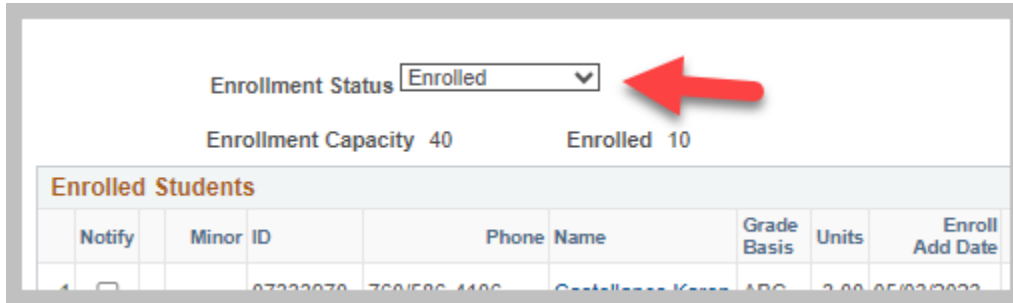
Notify	Minor ID	Phone Name	Grade Basis	Units	Enroll Add Date	Drop Date	Last Day Attended (F)	Program and Plan	Email
<input type="checkbox"/>			ABC	3.00	05/03/2023			Credit - History for Transfer	
<input type="checkbox"/>	Minor		ABC	3.00	05/26/2023			Credit - History for Transfer	
<input type="checkbox"/>	*		ABC	3.00	05/03/2023			Credit - History for Transfer	
<input type="checkbox"/>	*		ABC	3.00	05/03/2023			Credit - Biology for Transfer	
<input type="checkbox"/>	*		ABC	3.00	05/02/2023			Credit - Sociology for Transfer	
<input type="checkbox"/>	*		ABC	3.00	05/03/2023			Credit - Lib Arts: Math and Sciences	
<input type="checkbox"/>			ABC	3.00	06/27/2023			Credit - Psychology for Transfer	
<input type="checkbox"/>	*		ABC	3.00	06/04/2023			Credit - Lib Arts: Social and Beh Sci	
<input type="checkbox"/>	*		ABC	3.00	05/12/2023			Credit - History for Transfer	
<input type="checkbox"/>	Minor		ABC	3.00	07/12/2023			Credit - Lib Arts: Appl Heal, Nutr, Kin	

Select All Clear All

Notify Selected Students Notify All Students

SURF Instructor Class Roster

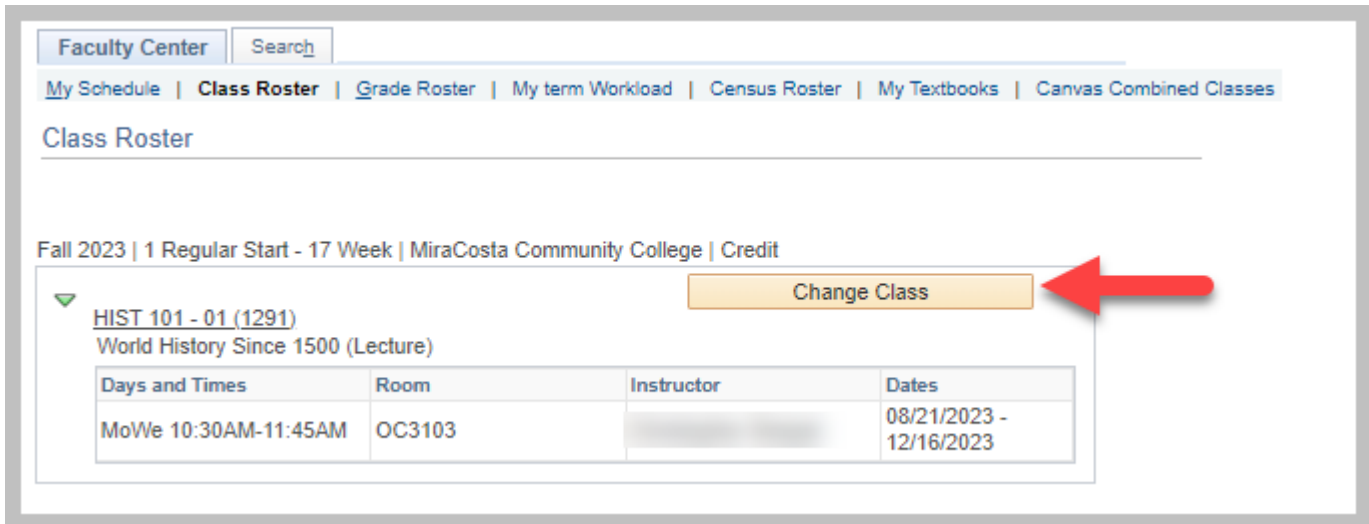
5. To change the enrollment status view from **enrolled** select **dropped** or **all** in the **Enrollment Status** drop down list. Enrolled is the default.



The screenshot shows a web interface for a class roster. At the top, there is a dropdown menu labeled "Enrollment Status" with "Enrolled" selected. A red arrow points to this dropdown. Below it, the text "Enrollment Capacity 40" and "Enrolled 10" is displayed. Underneath is a section titled "Enrolled Students" with a table of student information.

Notify	Minor ID	Phone	Name	Grade Basis	Units	Enroll Add Date
<input type="checkbox"/>	07222070	760/586-4106	Castellanos, Karen	ABC	3.00	05/03/2023

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



The screenshot shows the "Class Roster" page in a web application. At the top, there is a navigation bar with "Faculty Center" and a search box. Below that are several links: "My Schedule", "Class Roster", "Grade Roster", "My term Workload", "Census Roster", "My Textbooks", and "Canvas Combined Classes". The main heading is "Class Roster". Below that, it says "Fall 2023 | 1 Regular Start - 17 Week | MiraCosta Community College | Credit". There is a green triangle icon and a "Change Class" button. A red arrow points to this button. Below the button is a table with the following information:

Days and Times	Room	Instructor	Dates
MoWe 10:30AM-11:45AM	OC3103		08/21/2023 - 12/16/2023

SURF Instructor Class Roster

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

Enrollment Status:

Enrollment Capacity: 40 Enrolled: 10

Enrolled Students Personalize | Find | | First 1-10 of 10 Last

Notify	Minor	ID	Phone	Name	Grade Basis	Units	Enroll Add Date	Drop Date	Last Day Attended (F)	Program and Plan	Email
1	<input type="checkbox"/>				ABC	3.00	05/02/2023			Credit - Sociology for Transfer	
2	<input type="checkbox"/>				ABC	3.00	05/03/2023			Credit - History for Transfer	
3	<input type="checkbox"/>	*			ABC	3.00	05/03/2023			Credit - Lib Arts: Math and Sciences	
4	<input type="checkbox"/>	*			ABC	3.00	05/03/2023			Credit -	

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

Please click the Printer Friendly Version button located at the bottom of the roster to submit drops to Admissions and Records.

Enrollment Status:

Enrollment Capacity: 40 Enrolled: 10

Enrolled Students Personalize | Find | | First 1-10 of 10 Last

Notify	Minor	ID	Phone	Name	Grade Basis	Units	Enroll Add Date	Drop Date	Last Day Attended (F)	Program and Plan	Email
1	<input type="checkbox"/>				ABC	3.00	05/02/2023			Credit - Sociology for Transfer	
2	<input type="checkbox"/>				ABC	3.00	05/03/2023			Credit - History for Transfer	
3	<input type="checkbox"/>	*			ABC	3.00	05/03/2023			Credit - Lib Arts: Math and Sciences	
4	<input type="checkbox"/>	*			ABC	3.00	05/03/2023			Credit - History for Transfer	
5	<input type="checkbox"/>	*			ABC	3.00	05/03/2023			Credit - Biology for Transfer	
6	<input type="checkbox"/>	*			ABC	3.00	05/12/2023			Credit - History for Transfer	
7	<input type="checkbox"/>	Minor			ABC	3.00	05/28/2023			Credit - History for Transfer	
8	<input type="checkbox"/>	*			ABC	3.00	06/04/2023			Credit - Lib Arts: Social and Beh Sci	
9	<input type="checkbox"/>				ABC	3.00	06/27/2023			Credit - Psychology for Transfer	
10	<input type="checkbox"/>	Minor			ABC	3.00	07/12/2023			Credit - Lib Arts: Appl Heal, Nutr, Kin	

Select All Clear All

Notify Selected Students Notify All Students

[Printer Friendly Version](#)

Student Online Academic Readiness (SOAR) Roster

**For student success assistance (e.g., tutoring, counseling, other referral services) click on the link/button below to go to the early alert system

SURF Instructor Class Roster

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

Notify	Minor	ID	Phone	Name	Grade Basis	Units	Enroll Add Date	Drop Date	Last Day Attended (F)	Program and Plan	Email
<input checked="" type="checkbox"/>					ABC	3.00	05/03/2023			Credit - History for Transfer	k...com
<input checked="" type="checkbox"/>	Minor				ABC	3.00	05/26/2023			Credit - History for Transfer	s...
<input checked="" type="checkbox"/>	*				ABC	3.00	05/03/2023			Credit - History for Transfer	b...
<input checked="" type="checkbox"/>	*				ABC	3.00	05/03/2023			Credit - Biology for Transfer	j...
<input checked="" type="checkbox"/>					ABC	3.00	05/02/2023			Credit - Sociology for Transfer	n...
<input checked="" type="checkbox"/>	*				ABC	3.00	05/03/2023			Credit - Lib Arts: Math and Sciences	M...
<input type="checkbox"/>					ABC	3.00	06/27/2023			Credit - Psychology for Transfer	c...
<input type="checkbox"/>	*				ABC	3.00	06/04/2023			Credit - Lib Arts: Social and Beh Sci	c...n
<input type="checkbox"/>	*				ABC	3.00	05/12/2023			Credit - History for Transfer	n...m
<input type="checkbox"/>	Minor				ABC	3.00	07/12/2023			Credit - Lib Arts: Appl Heal, Nutr, Kin	j...n

Select All Clear All

Notify Selected Students Notify All Students

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

Christopher Sleeper

Faculty Center Search

My Schedule | **Class Roster** | Grade Roster | My term Workload | Census Roster | My Textbooks | Canvas Combined Class

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from

From: [User]@miracosta.edu

To: [User]@miracosta.edu

CC:

BCC: [Student 1], [Student 2], [Student 3], [Student 4], [Student 5], [Student 6], [Student 7], [Student 8], [Student 9], [Student 10]

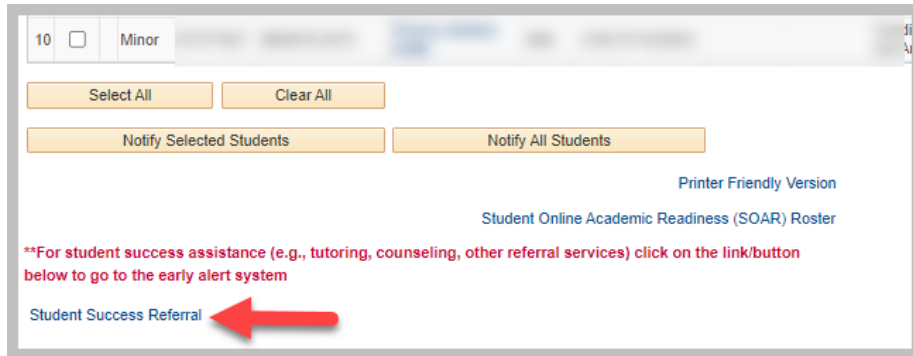
Subject: From the desk of Christopher Sleeper

Message Text: Welcome to History 101.

Send Notification

SURF Instructor Class Roster

If you would like to refer a student for student success assistance (tutoring, counseling, other referral 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.

SURF Instructor Class Roster

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.