

To Drop Students Online:






1. After logging into SURF, click **Faculty Center**, then **My Schedule** to view your classes. Your class assignments for the current term are displayed on this page. If you would like to select a different term, click on the change term button. Click the **Instructor Drop Icon** to view the Online Instructor Drop Roster of desired class

Faculty Center









My Schedule

Spring 2012 | MiraCosta Community College change term View Personal Data Summary

Select display option: Show All Classes Show Enrolled Classes Only

Legend  Class Permissions  Class Roster  Grade Roster  Positive Attendance  Instructor Drop

My Teaching Schedule > Spring 2012 | MiraCosta Community College

| Class Roster | Inst Drop | Class | Class Title | Enrolled | Wait List Total | Days & Times | Room | Class Dates |
|---|---|-------------------------------------|-------------------------------------|----------|-----------------|--------------------|--------|---------------------------|
|  |  | ANTH 101-01 (2346) | BIOLOGICAL ANTHRO (Lecture) | 1 | | M 9:00AM - 11:45AM | BGC | Jan 1, 2012- May 25, 2012 |
|  |  | ANTH 101-07 (3163) | BIOLOGICAL ANTHRO (Lecture) | 4 | | F 9:00AM - 11:45AM | OC4803 | Jan 1, 2012- May 25, 2012 |
|  |  | ANTH 101H-01 (2352) | BIO ANTHROPOLOGY (HONORS) (Lecture) | 2 | | F 12:00PM - 2:45PM | MSLR | Jan 1, 2012- May 25, 2012 |
|  |  | ANTH 101L-01 (2353) | BIO ANTHROPOLOGY LAB (Laboratory) | 5 | | W 8:00AM - 10:45AM | BIB | Jan 1, 2012- May 25, 2012 |

SURF Online Instructor Drop

2. Your Drop Roster is now displayed. The roster lists all students (i.e., those currently enrolled and dropped). Students eligible to be dropped will be displayed in the far right Drop column by their SURF ID number. Click on this link to drop a student. You may drop only one student at a time. You may drop students once the class begins and up to the 75% withdrawal date.

Spring 2012

PRINCIPLES OF PHYSICS III

| Class Nbr | Subject | Catlg Nbr | Section Description | Units | Course Component | Status |
|-------------------|---------|-----------|------------------------------|-------|------------------|------------|
| 1192 | PHYS | 253 | 01 PRINCIPLES OF PHYSICS III | 4.00 | LEC | Open |
| Session: Dyn Date | | | | | | Avail Wait |
| | | | | | | 25 0 |

Time: 9:30AM 11:00AM Room: OC4526 Dates: 01/01/2012 05/25/2012
 Day(s): TTH Description: Instructor:

Total Students: 39 Attendance Type:
 Asterisk (*) Federal Program Participants

| Student ID | Name | Enrollment Add Date | Drop Dt | Drop Reason | Drop |
|------------|------------------|---------------------|------------|-------------|------------------------------|
| 1192001 | John Doe | 01/06/2012 | 01/10/2012 | INST | |
| 1192002 | Jane Smith | 01/04/2012 | 01/05/2012 | INST | |
| 1192003 | Robert Johnson | 01/06/2012 | 01/10/2012 | INST | |
| 1192004 | Emily White | 11/16/2011 | 11/21/2011 | SDRP | |
| 1192005 | Michael Brown | 01/06/2012 | 01/06/2012 | NOSH | |
| 1192006 | Sarah Green | 11/22/2011 | 01/04/2012 | CANC | |
| 1192007 | David Black | 01/06/2012 | | | Drop Student |
| 1192008 | Amanda Gray | 01/06/2012 | | | Drop Student |
| 1192009 | Christopher King | 11/14/2011 | 01/04/2012 | CANC | |
| 1192010 | Michelle Lee | 01/06/2012 | | | Drop Student |
| 1192011 | Andrew Hill | 11/21/2011 | 01/04/2012 | CANC | |
| 1192012 | Stephanie Scott | 11/30/2011 | 01/04/2012 | CANC | |
| 1192013 | Jonathan Adams | 01/06/2012 | | | Drop Student |
| 1192014 | Karen Baker | 11/18/2011 | 01/04/2012 | CANC | |
| 1192015 | Timothy Clark | 11/22/2011 | 01/04/2012 | CANC | |

Click link to drop student.

SURF Online Instructor Drop

3. Confirm your drop selection. Select a Drop Reason of NOSH (No Show) or INST (Instructor Drop). A no show applies only to students who have never attended the class. An instructor drop is to be used if the student has attended any portion of the class.

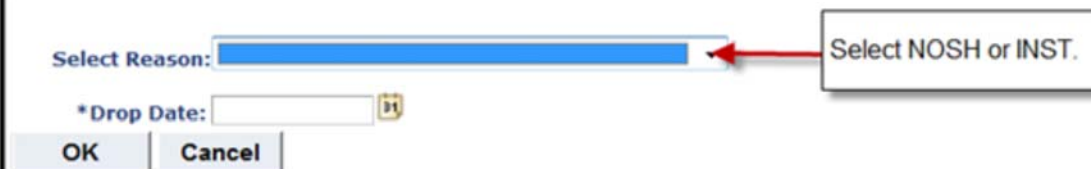
Confirm Drop Selection

[Student Name] will be dropped.

Select a reason from the drop down menu, enter a drop date and click OK to process.

NOSH (No Show)- A no show applies only to students who have never attended the class. The drop date is defaulted as the first day of the class or the first day of the student's enrollment, whichever is greater. This code is available only from the first day of the class to census. If an instructor would like to use this code after census, the drop must be done manually via Admissions and Records.

INST (Instructor Drop) - An instructor drop can be used from the first day of the class (or the first day of the student's enrollment, whichever is greater) to the last day to withdraw (75%) date. The system will default to today's date, but an instructor can change the date. **If a student has an asterisk next to their name above, the last date of attendance is required.** Once the census date has passed, an instructor will not be able to select a date prior to census, use a date equal to or greater than the census date.



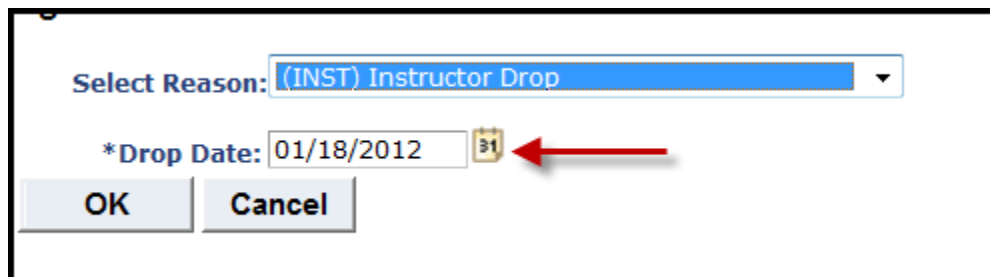
Select Reason:

* Drop Date:

OK Cancel

Select NOSH or INST.

4. If you selected NOSH, the first date of the class or the first day of the student's registration is defaulted into the Drop Date. If you selected INST, today's date is defaulted. If a student has an asterisk next to their name above, change the drop date to the last date of the student's attendance. Click OK.



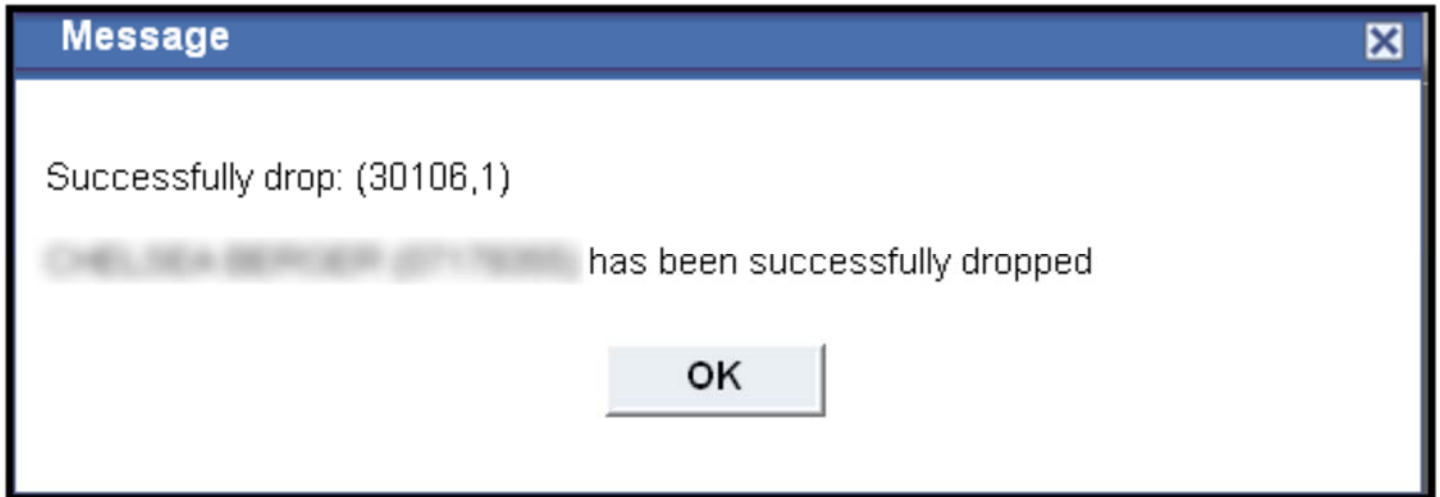
Select Reason: (INST) Instructor Drop

* Drop Date: 01/18/2012

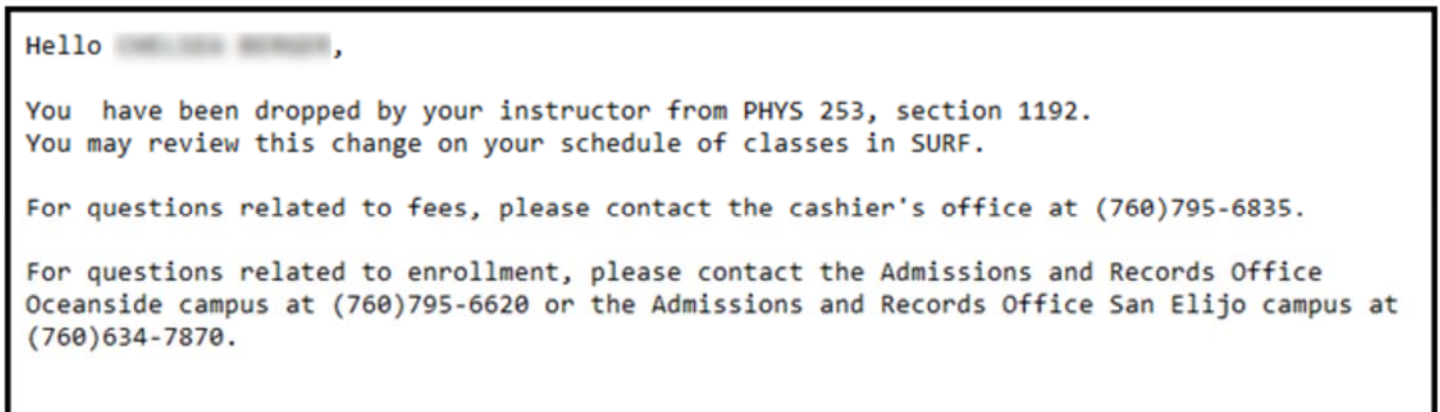
OK Cancel

SURF Online Instructor Drop

5. A Successful Drop message will display.



6. The student will automatically be notified via email that he/she has been dropped from the class.





SURF Online Instructor Drop

7. You are automatically taken back to the Drop Roster screen. The student will now be displayed as dropped. Repeat steps 3-7 to drop multiple students.

Drop Roster

Spring 2012

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| Day(s): TTH | | Description: | | Instructor: | | |

Total Students: 39 Attendance Type:

Asterisk (*) Federal Program Participants

| Student ID | Name | Enrollment Add Date | Drop Dt | Drop Rea | |
|------------|------|---------------------|------------|----------|--|
| " | | 01/06/2012 | 01/10/2012 | INST | Your student will now be displayed as dropped (or withdrawn if after the drop date). |
| " | | 01/04/2012 | 01/05/2012 | INST | |
| " | G | 01/06/2012 | 01/10/2012 | INST | |
| " | ie | 11/16/2011 | 11/21/2011 | SDRP | |
| " | | 01/06/2012 | 01/06/2012 | NOSH | |
| " | | 11/22/2011 | 01/04/2012 | CANC | |
| " | | 01/06/2012 | 01/18/2012 | INST | Withdrawn |
| " | | 01/06/2012 | 01/06/2012 | NOSH | |
| " | | 11/14/2011 | 01/04/2012 | CANC | |
| " | e | 01/06/2012 | | | |
| " | | 11/21/2011 | 01/04/2012 | CANC | |
| " | | 11/30/2011 | 01/04/2012 | CANC | |



SURF Online Instructor Drop

Frequently Asked Questions

When do I Drop Students?

Faculty are encouraged to monitor their online rosters regularly for activity. Students who are not officially enrolled may not attend your class. Faculty may drop students on the first day of the class (or the first day of the student's enrollment, whichever is greater) to the last day to withdraw (75%) date.

Can students still drop themselves from classes?

Yes, students can still drop themselves from classes via SURF.

Once posted, when will the drop take effect?

Drops are processed immediately, in real-time.

How do I know if the student has an asterisk?

The asterisk is located to the left of their name on the Instructor Drop Roster. It is also listed to the left of their name on the confirmation drop page.

How do I know when the student added?

A student's add date is listed in the Enrollment Add Date column on the Instructor Drop Roster.

Can the student get back in the class after I have dropped him/her?

Only with an add card for reinstatement which needs to be signed by the instructor.

After clearing my roster(s) does this count as my census roster?

No. Admissions will send you a hardcopy of your census roster. Census rosters are auditable documents that need to be signed and returned to the Admissions office.

Do I need to submit a signed hardcopy of my drop roster?

No, once you drop students, no further action is needed.

Who do I contact if I have a problem?

If you would like assistance with your instructor drops please contact Admissions and Records, **Eva Viveros** at **(760) 795-6624**. For assistance with Continuing Education (Adult High School, Noncredit ESL, and General Noncredit) rosters please contact **Maria Lopez-Aguilar** at **(760)795-8722** or **Griselda Cardenas** at **(760)795-8720**.

If you need additional technical help with SURF and Census Rosters, please call the **HelpDesk** at **ext. 6800** from on campus and **(760) 795-6800** from off campus or **Heidi Willis** in the Instruction Office at **(760) 795-6827**.