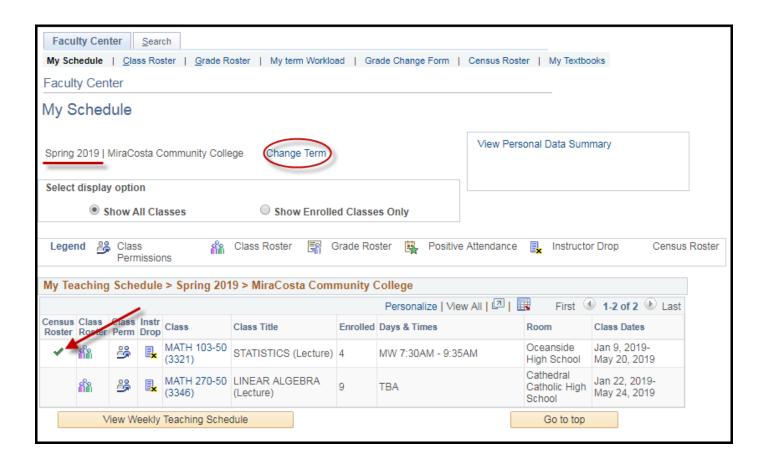
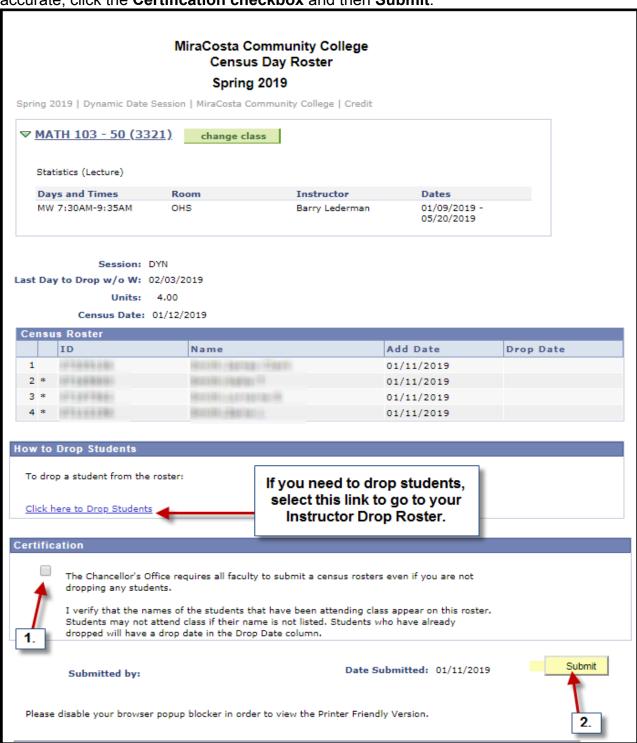
Census Roster Navigation

After logging into SURF, click the **Faculty Center tile**. 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 Census Roster icon** to view your online Census Roster. Online census rosters are available 3 days prior to the class census date.



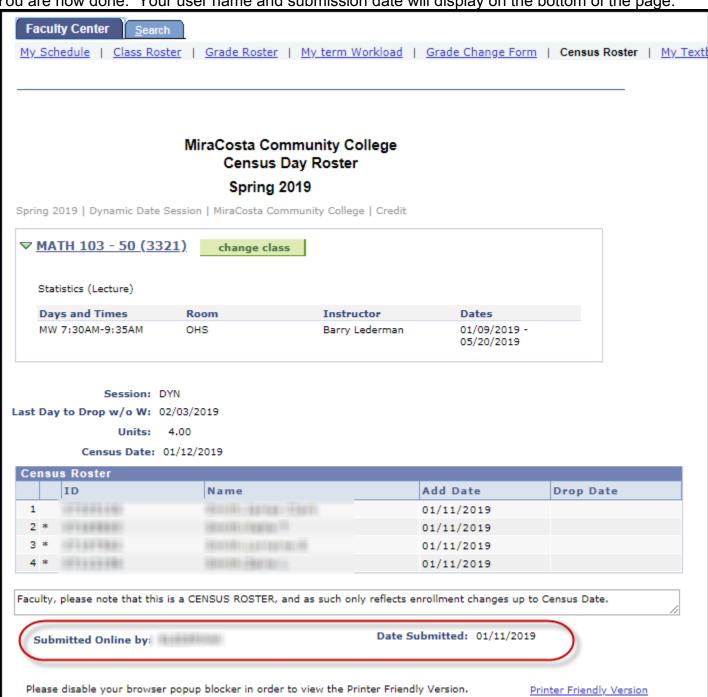
How to Submit your Census Roster (prior to census date)

Online census rosters are available for submission only until the class census date. If you need to drop a student because of inactive enrollment use the **Click here to Drop Students** link. It will take you to the instructor drop process. Once your census roster is accurate, click the **Certification checkbox** and then **Submit**.



SURF Census Roster

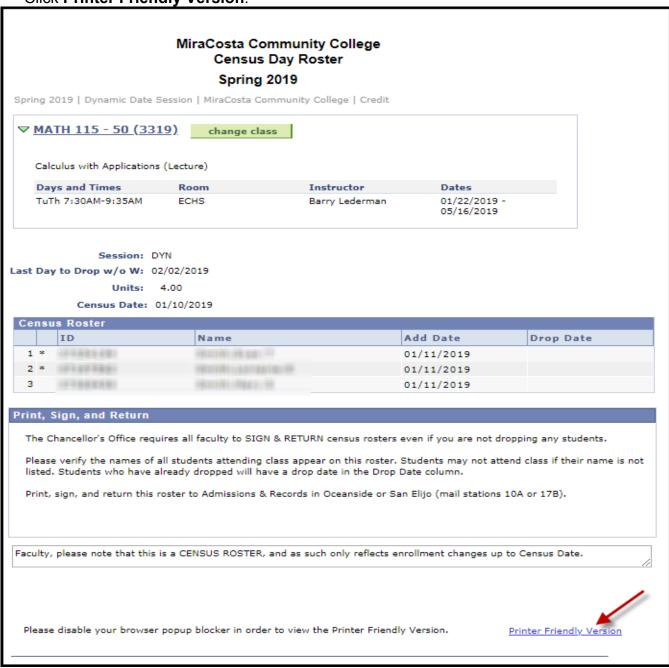
You are now done. Your user name and submission date will display on the bottom of the page.



How to Submit your Census Roster (after census date)

The electronic submission option is no longer available once the census date of the class has passed. You will need to print your census roster, sign it and return it to Admissions and Records.

Click Printer Friendly Version.



Print this page, sign, and return this roster to Admissions & Records in Oceanside or San Elijo (mail stations 10A or 17B).

MiraCosta Community College Census Day Roster

Spring 2019

MATH 115 Course: 3319 Class Nbr: Description: CALCULUS W/

APPLICATIONS

Component: LEC Units:

End Date:

Dyn Date Session: Start Date: 2019-01-22 Census Date: 2019-01-10 Instr Name:

Barry Lederman

2019-05-16

Student ID	Name	Add Date	Drop date (Last Date of Attendance)	Drop request
2798138	THE RESERVE	2019-01-11		[]
2132160	9090.10000.77	2019-01-11		[]
17188258E	THE 1864 /T	2019-01-11		Ü

How to Drop Students:

To drop a student from the roster:

- 1. Please check the "Drop Request" checkbox for the student.
- If you are dropping a student with an asterisk * please indicate the last date of attendance in the Drop Date column. An asterisk * next to a students name indicates they are receiving veterans benefits and/or financial aid.

Print, Sign, and Return

The Chancellor's Office requires all faculty to SIGN & RETURN census rosters even if you are not dropping any students.

Please verify the names of all students attending class appear on this roster. Students may not attend class if their name is not listed. Students who have already dropped will have a drop date in the Drop Date column.

Print, sign, and return this roster to Admissions & Records in Oceanside or San Elijo (mail stations 10A or 17B).

Signature	Date	١