

# SURF Fulltime Instructor Tentative Assignment Letters

Once you receive an email notification from your dean, you may log into SURF to view your tentative assignment letter.

## To access your tentative assignment:

1. After logging into SURF, click the **Faculty Center** tile, 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 **my term workload** to view your online confirmation letter.

The screenshot shows the SURF Faculty Center interface. At the top, there is a navigation bar with tabs for 'My Schedule', 'Class Roster', 'Grade Roster', 'My term Workload', 'Grade Change Form', 'Census Roster', and 'My Textbooks'. Below this, the 'Faculty Center' header is visible, followed by 'My Schedule'. The current term is 'Spring 2019 | MiraCosta Community College'. A 'Change Term' button is circled in red, and a red arrow points to it. To the right, there is a 'View Personal Data Summary' button. Below this, there is a 'Select display option' section with two radio buttons: 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A legend bar contains icons for 'Class Permissions', 'Class Roster', 'Grade Roster', 'Positive Attendance', 'Instructor Drop', and 'Census Roster'. The main content area is titled 'My Teaching Schedule > Spring 2019 > MiraCosta Community College'. It features a table with columns for 'Class Roster', 'Class Perm', 'Instr Drop', 'Class', 'Class Title', 'Enrolled', 'Days & Times', 'Room', and 'Class Dates'. The table lists two classes: 'MATH 64-04 (1156) INTERMEDIATE ALGEBRA (Lecture)' and 'MATH 150-07 (1074) CALCULUS & ANALYTIC GEOMETRY (Lecture)'. The first class has 35 enrolled students and is online, while the second has 36 enrolled students and is in room OC3507.

Class Roster	Class Perm	Instr Drop	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
			MATH 64-04 (1156)	INTERMEDIATE ALGEBRA (Lecture)	35	TBA	Online	Jan 22, 2019-May 24, 2019
						TBA		Jan 22, 2019-May 24, 2019
			MATH 150-07 (1074)	CALCULUS & ANALYTIC GEOMETRY (Lecture)	36	MW 1:00PM - 3:20PM	OC3507	Jan 22, 2019-May 24, 2019

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- Your term workload is now being displayed. If you have term overload (if not, skip to the next step) select your **term overload**. The first class is the default. Enter your overload as banked or paid. Your Banked amount plus your Paid amount must equal your total Term Overload.
- Click **Accept**.

### Term Workload

Workload Definition
Find | View All
First 1 of 1 Last

Academic Institution  MiraCosta Community College

Term  Spring 2019

Instructor Assignment Class  Contract Faculty

LHE Limit

**Total Term FTE%**  
113.34

Workload Assignment	Job Code	* Description	Subject	Catalog Nbr	Class Nbr	Comb Sects ID	* Assign Type	MCC LHE	App Load	Assignment FTE %	Term Overload
		INTERMEDIATE ALGEBRA	MATH	64	1156		Reg Lec	4.000	<input checked="" type="checkbox"/>	26.67	<input checked="" type="checkbox"/>
		INTERMEDIATE ALGEBRA	MATH	64	1156		Not Includ		<input type="checkbox"/>		<input type="checkbox"/>
		CALCULUS & ANALYTIC GEOMETRY I	MATH	150	1074		Reg Lec	5.000	<input checked="" type="checkbox"/>	33.33	<input type="checkbox"/>
		CALC & ANALYTIC GEOMETRY II	MATH	155	3195		Reg Lec	4.000	<input checked="" type="checkbox"/>	26.67	<input type="checkbox"/>
		CALC & ANALYTIC GEOMETRY II	MATH	155	1061		Reg Lec	4.000	<input checked="" type="checkbox"/>	26.67	<input type="checkbox"/>
		CALC & ANALYTIC GEOMETRY II	MATH	155	1061		Not Includ		<input type="checkbox"/>		<input type="checkbox"/>

Overload 2.000

Total LHE 17.000

Banked

Flex Obligation 34.000

Paid

[My Schedule](#)

Select your **Term Overload** if applicable.

Enter your Overload as **Banked** and/or **Paid** if applicable.

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- Confirm your online teaching assignment. Check the **Electronic Signature** box and click **Accept and Save**. If you do not accept, please contact your dean with any questions or concerns.

MIRACOSTA COLLEGE OFFICE OF INSTRUCTIONAL SERVICES  
 INDIVIDUAL TEACHING ASSIGNMENTS CONFIRMATION AND FLEX OBLIGATION

Spring 2019

Date: 01/11/2019

Class Nbr	Course	Description	% LOAD	LHE	DAYS	Start Date	End Date	Start Time	End Time	SITE	Term Overload
1156	MATH 64	INTERMEDIATE ALGEBRA	26.67	4.000	ONL	01/22/2019	05/24/2019	01:00 AM	01:00 AM	ONLINE	<input checked="" type="checkbox"/>
1156	MATH 64	INTERMEDIATE ALGEBRA			ARR	01/22/2019	05/24/2019	01:00 AM	01:00 AM		<input type="checkbox"/>
1074	MATH 150	CALCULUS & ANALYTIC GEOMETRY I	33.33	5.000	MW	01/22/2019	05/24/2019	01:00 PM	03:20 PM	OC3507	<input type="checkbox"/>
3195	MATH 155	CALC & ANALYTIC GEOMETRY II	26.67	4.000	MW	01/22/2019	05/24/2019	11:00 AM	12:50 PM	OC3507	<input type="checkbox"/>
1061	MATH 155	CALC & ANALYTIC GEOMETRY II	26.67	4.000	ONL	01/22/2019	05/24/2019	01:00 AM	01:00 AM	ONLINE	<input type="checkbox"/>
1061	MATH 155	CALC & ANALYTIC GEOMETRY II			ARR	01/22/2019	05/24/2019	01:00 AM	01:00 AM		<input type="checkbox"/>

Total LHE 17.000 Flex Obligation 34.000

Overload 0.000 Banked 0.000 Paid 0.000

**Your assignments are listed above. Please check each item carefully. If the information on this sheet is correct, please click the electronic signature, click Accept and Save. If you do not accept, contact your dean with any questions or concerns.**

<input type="checkbox"/> Electronic Signature	Name (Last, First) [Redacted]	Email Address [Redacted]@miracosta.edu	Date Signed 01/11/19 9:21AM
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Check the **Electronic Signature** box.

Cancel

Accept and Save

**Click Accept and Save**

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5. An email notification message will display. Click **OK**.

An email notification has been sent to your dean that you have accepted your term workload. (0,0)

OK

6. Click **Return** or **Faculty Homepage** to return to your homepage.