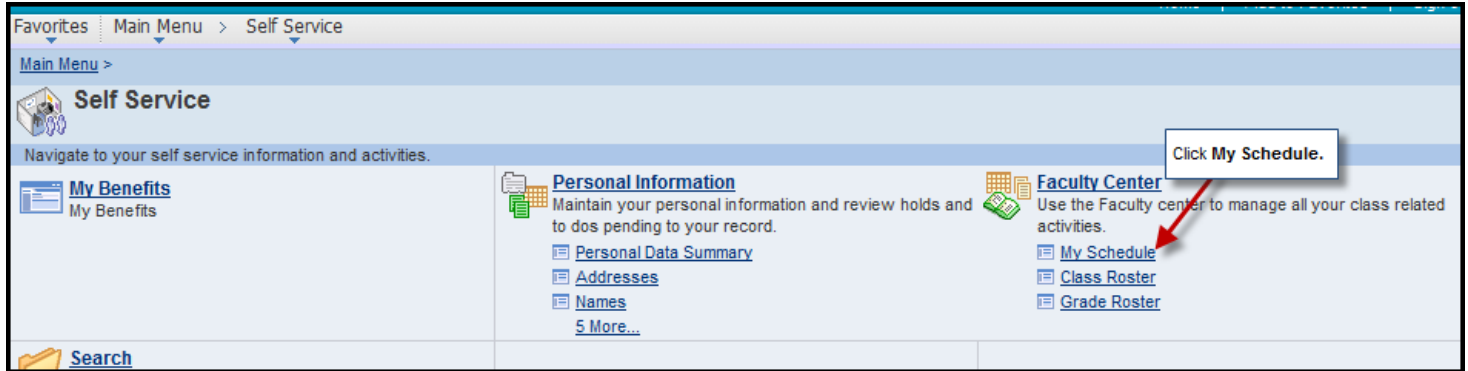




SURF Wait List Class Roster

To View Waitlisted Students via the Class Roster

1. After logging in to SURF, click **Faculty Center**, then **My Schedule** to view your classes.



2. Verify that you viewing your correct term. Click the **Change Term** button if not. Your class assignments for the current term are displayed on this page. If you would like to select a different term, click the change term link (in green). Click the **Class Roster Icon** to view the class roster for a specified class.

Faculty Center

My Schedule

Fall 2017 | 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 [Click to view waitlisted students](#) [Number of students enrolled and currently waitlisted.](#)

Class Roster	Class Perm	Inst Drop	Class	Class Title	Enrolled	Wait List Total	Days & Times	Room	Class Dates
			HIST 110-02 (1456)	UNITED STATES HISTORY TO 1877 (Lecture)	40	6	MW 12:00PM - 1:15PM	OC3103	Aug 21, 2017- Dec 16, 2017
			HIST 110-07 (1458)	UNITED STATES HISTORY TO 1877 (Lecture)	16		TuTh 10:30AM - 11:45AM	SAN601	Aug 21, 2017- Dec 16, 2017



SURF Wait List Class Roster

3. The default **Enrollment Status** view is **Enrolled** (waitlisted and dropped students do NOT display in this view). Click the **Enrollment Status drop down list** to select **All**, or **Waiting** to view waitlisted students.

▼ **HIST 110 - 02 (1456)** change class

United States History to 1877 (Lecture)

Days and Times	Room	Instructor	Dates
MW 12:00PM-1:15PM	OC3103	[REDACTED]	08/21/2017 - 12/16/2017

Last Day to Drop with W 11/17/2017
Last Day to Drop w/o W 09/01/2017
Census Date 09/05/2017
P/NP Date 09/22/2017
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 ▼ Select All or Waiting from drop down to view waitlisted students.

Enrollment Capacity 40 **Enrolled** 40

Enrolled Students											Find Download to Excel	First 1-40 of 40 Last
	Notify	ID	Phone	Name	Grade Basis	Enroll Add Date	Drop Date	Last Day Attended (F)	Program and Plan	Email		
1	<input type="checkbox"/>	* [REDACTED]	[REDACTED]	[REDACTED]	ABC	05/09/2017			Credit - Sociology for Transfer	[REDACTED]		
2	<input type="checkbox"/>	* [REDACTED]	[REDACTED]	[REDACTED]	ABC	05/13/2017			Credit - Business Admin for Transfer	[REDACTED]		



SURF Wait List Class Roster

If you select Enrollment Status = All

Waitlisted students display after enrolled students with the status **Waiting**. The Student's **Waitlist Position Number** displays on the right side in the **Status Note** column.

Enrollment Capacity 40 Enrolled 40 Dropped 11 Waitlisted 6											
All Students											
Notify	ID	Phone	Name	Grade Basis	Enroll Add Date	Drop Date	Last Day Attended (F)	Program and Plan	Email	Status	Status Note
<input type="checkbox"/>	*			ABC	05/09/2017			Credit - Sociology for Transfer		Enrolled	
<input type="checkbox"/>	*			ABC	05/13/2017			Credit - Business Admin for Transfer		Enrolled	
<input type="checkbox"/>	*				05/02/2017	05/02/2017		Credit - Lib Arts: Math and Sciences		Dropped	
<input type="checkbox"/>	*				05/10/2017	05/10/2017		Credit - Child Dev Teacher		Dropped	
<input type="checkbox"/>	*			ABC	05/22/2017			Credit - Business Admin for Transfer		Enrolled	
<input type="checkbox"/>	*			ABC	05/11/2017			Credit - Lib Arts: Appl Heal, Nutr, Kin		Enrolled	
<input type="checkbox"/>	*			ABC	05/12/2017			Credit - Lib Arts: Creative and Appl Art		Enrolled	
<input type="checkbox"/>	*			ABC	05/09/2017			Credit - Lib Arts: Appl Heal, Nutr, Kin		Enrolled	
<input type="checkbox"/>	*			ABC	05/17/2017			Credit - Sociology for Transfer		Enrolled	
<input type="checkbox"/>	*				07/31/2017			Credit - Registered Nursing		Waiting	Pos # 6
<input type="checkbox"/>	*				05/23/2017	05/23/2017		Credit - Lib Arts: Arts and Humanities		Dropped	was Waitlisted

If you select Enrollment Status = Waiting

Only waitlisted students display. The Student's **Waitlist Position Number** displays on the right side in the **Status Note** column.

Enrollment Status Waiting Enrollment Capacity 40 Waitlisted 6											
Waitlisted Students											
Notify	ID	Phone	Name	Enroll Add Date	Drop Date	Last Day Attended (F)	Program and Plan	Email	Status Note		
<input type="checkbox"/>	*			05/26/2017			Credit - Lib Arts: Math and Sciences				Pos # 1
<input type="checkbox"/>	*			06/27/2017			Credit - Business Admin for Transfer				Pos # 2
<input type="checkbox"/>	*			06/28/2017			Credit - Lib Arts: Social and Beh Sci				Pos # 3
<input type="checkbox"/>	*			07/18/2017			Credit - Medical Office Professional				Pos # 4
<input type="checkbox"/>	*			07/21/2017			Credit - Music Technology AA				Pos # 5
<input type="checkbox"/>	*			07/31/2017			Credit - Registered Nursing				Pos # 6

[Select All](#) [Clear All](#) [Printer Friendly Version](#) [Student Orientation to Online Learning Roster](#)



SURF Wait List Class Roster

Printer Friendly Class Roster

Click the printer friendly Version link on the bottom of the online roster page.

*Enrollment Status Waiting

Enrollment Capacity 12 Waitlisted 3

Waitlisted Students Find | Download to Excel First 1-3 of 3 Last

	Notify	ID	Phone	Name	Enroll Add Date	Drop Date	Last Day Attended	Program and Plan	Email	Status Note
1	<input type="checkbox"/>	822179633	760/644-0383	Janice Jones	04/27/2010			Credit - Undecided	jjones@cox.net	Pos # 1
2	<input type="checkbox"/>	871266780	760/290-2200	Jundee Austin Thomas	04/27/2010			Credit - Law Enforcement	ba_innovat@global.net	Pos # 2
3	<input type="checkbox"/>	* 822346127	760/738-3612	Jillie Goss W	04/27/2010			Credit - Univ Studies: AOE Psychology	giffie@yahoo.com	Pos # 3

Select All Clear All

[Printer Friendly Version](#)

Printer Friendly Class Roster



SURF Wait List Class Roster

Summer 2010 | Dynamic Date Session | MiraCosta Community College | Credit

FILM 101 - 01 (1101)

Introduction to Film (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 12:15PM-4:10PM	SAN606	M. Collins-Porter	06/22/2010 - 07/29/2010

Last Day to Drop with W 07/20/2010

Census Date 06/29/2010

Last Day to Drop without W 06/25/2010

Units 3.00

Please print, sign, and send this roster to Admissions and Records.

Enrollment Status All

Enrollment Capacity 12 Enrolled 12 Waitlisted 3

Enrolled Students

ID	Name	Phone	Grade Basis	Enroll Add Date	Drop Date
07600571	Adkinson, Petra Elizabeth	760/730-1398	ABC	04/27/2010	
07600388	Adkins, Jonathan	760/433-8108	ABC	04/27/2010	
076077267	Aguilar, Evangelina	760/553-3063	ABC	04/27/2010	
07600338	Alvarado, Dennis D	760/583-4092	ABC	04/27/2010	
07600518	Alvarado, Alec Tarmay	760/583-6541	ABC	04/27/2010	
07604098	Amis, Carrie Lynn	805/842-0086	ABC	04/27/2010	
07604862	Anderson, Simon Ignacio		ABC	04/27/2010	
07602898	De La Cruz, Veronica	951/219-1342	ABC	04/27/2010	
07604080	Chapman, Michael A	805/411-9243	ABC	04/27/2010	
02603843	Edelmann, Verna	760/588-8428	ABC	04/27/2010	
07607068	Emery, Ashley D		ABC	04/27/2010	
02006700	Fraser, Lonetta E	760/732-0231	ABC	04/27/2010	

Waitlisted Students

ID	Name	Enroll Add Date	Drop Date	Last Day Attended	Status Note
02007851	Garcia, Jorge	06/27/2010			Pos # 1
07604830	Hundley, Austin Thomas	06/27/2010			Pos # 2
02604627	Huff, Gary W	06/27/2010			Pos # 3

[Return To Faculty Center](#)



SURF Wait List Class Roster

To View Waitlisted Class Detail

1. After logging in to SURF, click **Faculty Center**, then **My Schedule** to view your classes.

Navigation: Favorites > Main Menu > Self Service >

Main Menu >

Self Service
Navigate to your self service information and activities.

- My Benefits**
My Benefits
- Personal Information**
Maintain your personal information and review holds and to dos pending to your record.
 - Personal Data Summary
 - Addresses
 - Names
 - 5 More...
- Faculty Center**
Use the Faculty center to manage all your class related activities.
 - My Schedule**
 - Class Roster
 - Grade Roster
- Search**
Search
 - Class Search
 - Browse Course Catalog

2. Your class assignments for the current term are displayed on this page. If you would like to select a different term, click the change term link. Click the class section to view class detail.

Faculty Center | Search

my schedule | class roster | grade roster | my term workload | grade change form | census roster

Faculty Center

My Schedule

Fall 2017 | 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 > Fall 2017 > MiraCosta Community College

View All | | First 1-5 of 5 Last

Class Roster	Class Perm	Inst Drop	Class	Class Title	Enrolled	Wait List Total	Days & Times	Room	Class Dates
			HIST 110-02 (1456)	UNITED STATES HISTORY TO 1877 (Lecture)	40	6	MW 12:00PM - 1:15PM	OC3103	Aug 21, 2017- Dec 16, 2017
			HIST 110-07 (1458)	UNITED STATES HISTORY TO 1877 (Lecture)	16		TuTh 10:30AM - 11:45AM	SAN601	Aug 21, 2017- Dec 16, 2017



SURF Wait List Class Roster

3. Class Detail information is displayed. If a class is currently closed and only adding students to the wait list, a yellow triangle icon will display in **status**. The wait list capacity is the same as the enrollment capacity. The wait list total are the current students on the wait list.

Faculty Center

Class Detail

HIST 110 - 02 United States History to 1877
MiraCosta Community College | Fall 2017 | Lecture

Class Details

Status	 Wait List	Career	Credit
Class Number	1456	Dates	8/21/2017 - 12/16/2017
Session	1-Regular Academic Session	Grading	ABC Grading
Units	3 units	Location	Oceanside Campus
Class Components	Lecture Required	Campus	MiraCosta College

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MW 12:00PM - 1:15PM	OC3103	Lesley Doig	08/21/2017 - 12/16/2017

Enrollment Information

Enrollment Requirements Enrollment Limitation: Not open to students with prior credit in HIST 110H.

Class Attributes (17 weeks)
Acceptable for Credit: CSU, UC

Class Availability

Class Capacity	40	Wait List Capacity	40
Enrollment Total	40	Wait List Total	6
Available Seats	0		

Description



Frequently Asked Questions

What is a Wait List?

The SURF registration system provides the opportunity for students to be placed on a wait list for closed classes. SURF will also use an auto-enroll system. Auto-enroll will automatically enroll wait-listed students based on their position number when a seat becomes available. Auto-enroll will occur on a nightly basis.

When do students get auto-enrolled into an open seat?

Auto-enroll will occur on a nightly basis. MiraCosta will notify students via e-mail if they have been auto-enrolled from a wait list into a class. **If a student is automatically enrolled in a class, additional fees may be incurred by this enrollment and must be paid within 24 hours or the student will be dropped and not placed back on the wait list.**

What will prevent a student from being auto-enrolled into an open seat?

Students will not be auto-enrolled from the wait list if any one of the following conditions exists:

- Corequisites or prerequisites for the wait list class are not met.
- Debt or other hold.
- Course repetition: Student is seeking to repeat a course already completed.

If any of these conditions listed above exists, the auto-enroll system will enroll the next wait-listed student. Students who are skipped will receive an e-mail informing them that they were not placed into their wait-listed class and will remain on the wait list. They will be instructed to resolve the issue(s) if they wish to be placed into the class when another spot opens or they can remove themselves from the wait list.

The third condition, course repetition, cannot be resolved in advance. The student must contact the instructor for permission to crash the class. If permission is granted, the student will then take the permission number to the Admissions and Records Office. A petition may be required.

What is the first day a student can waitlist?

Wait lists begins with registration appointments. If a wait list is available, a yellow triangle icon will appear next to the section in the class schedule on SURF.

What is the last day a student can waitlist?

The last day students can add themselves to a wait list is the Saturday before the start of the class. Students will no longer be auto-enrolled beginning the Sunday before the first day of classes. Beginning on the first day of classes, student enrollment into closed classes will be at the discretion of the instructor. If a student was not automatically enrolled and is still interested in adding classes for which he or she is wait-listed, the student must attend the class on the first day and obtain a permission number or have an add card signed by the instructor. If it is an online class, students must e-mail the instructor on or after the first day of class to request a permission number to add the class.



SURF Wait List Class Roster

What prevents students from adding themselves to a wait list?

- Enrollment appointment date/time has not yet been reached
- Requisites for the class are not met. (Message is returned to student that requisites are not met, but it does not tell them specifically what type of requisite is not met)
- Maximum units to term and wait list reached: fall and spring, 18.0 combined; summer 8.0 combined
- Instructor Consent required to enroll in the class
- Student has a hold that prevents adding a class
- The last day to waitlist has passed
- Already enrolled or waitlisted in another section of the same course
- Class is not yet closed
- Wait list is at its capacity
- Time conflict between a currently enrolled or waitlisted class.

Can students be on the wait list for more than one section of the same class?

No. A student can only waitlist for one section of the same course.

Can a student waitlist for a class that conflicts in meeting time with an enrolled class?

No. Students are not allowed to waitlist for classes that have time conflicts with enrolled classes. The student would have to resolve the time issue prior to waitlisting in the class.

Is there a limit to the number of classes that can be waitlisted?

The limit is set by using units rather than classes. The term unit limit is a combination of enrolled and waitlisted courses. Fall and spring, 18.0; summer, 8.0.

Are the wait-listed units counted into the student's total units for the term?

Enrolled units and wait-listed units are counted separately. Wait-listed courses do not count as official enrollment and may not be used to fulfill enrollment requirements toward financial aid or verifications of enrollment.

Are students charged the enrollment fee when they add themselves to the wait list?

No. Students are only charged the appropriate fees (enrollment, non-resident, Student Center, materials, and health fees) when they are enrolled in the class.

Will wait-listed classes appear on the student's study list and enrollment summary?

Yes. Wait-listed classes and their position on the wait list will appear on both.

Do students remain on the wait list after they have enrolled in the class?

No. The student's name is removed from the wait list.

When are wait-listed students removed from the wait-list roster?

Wait-listed students will be deleted at the end of add/drop or the second week of classes. This allows time after the "last day to waitlist" for departments and faculty to issue permission numbers during late enrollment. When the student names are deleted from the wait-list rosters, the listing will disappear from the student's class schedule.



SURF Wait List Class Roster

Once wait-listed students have been removed from the wait list roster, can a department still track who was on the wait list?

No. Once a name is removed from the wait-list roster, it is removed from all areas in PeopleSoft/SURF; however, opening day wait-list counts will be available in Eddi.

How do departments and instructors know who is on the wait list?

Class wait lists are available through class rosters in PeopleSoft/Surf.

Can students see who else is on the wait list for a class?

No. A student can only confirm that she/he is on the wait list for a class.

Can students drop themselves from a wait list?

Yes. Students can drop themselves from a wait list using Drop Classes in PeopleSoft/SURF.

Can students see their position on the wait list?

When students register for the wait list, they are notified of their position number. Both the number of students enrolled and the number on the wait list are viewable under each class listing in Class Search.