



SURF Online Instructor Drop

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



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



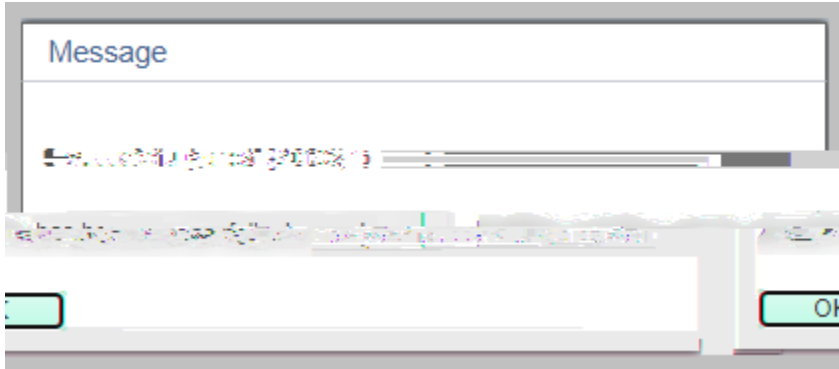
SURF Online Instructor Drop

3. Confirm your drop selection. Select a Drop Reason of NOSH (No Show) or INST (Instructor Drop). A no

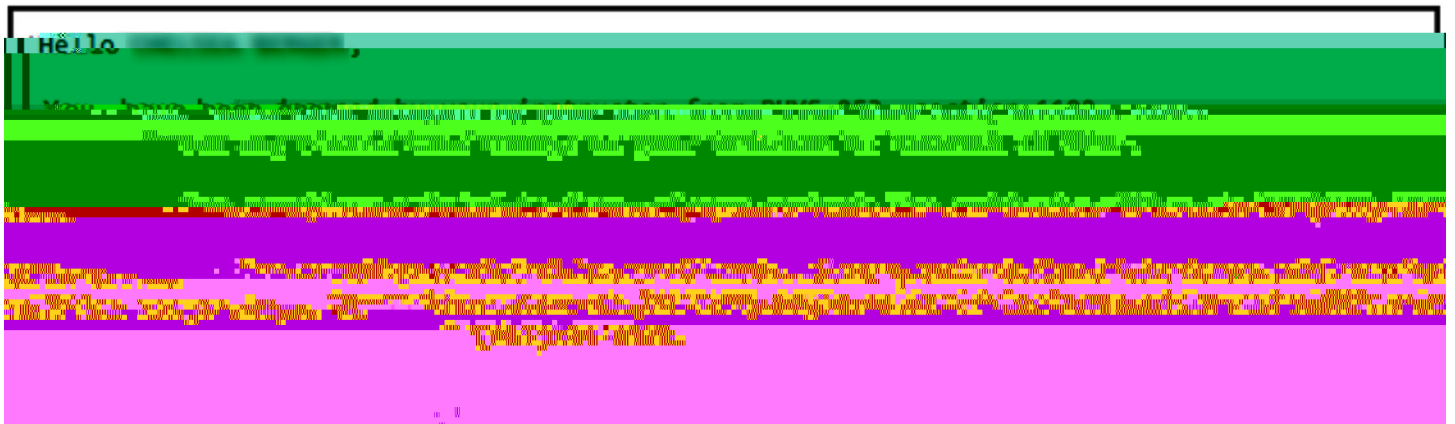


SURF Online Instructor Drop

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.

The screenshot shows a web-based interface for managing student attendance. At the top, it displays 'Total Students: 28' and 'Attendance Type:'. Below this is a navigation bar with 'Personalize | Find | View All |' and 'First 1-28 of 28 Last'. The main area is a table with columns for dates and attendance counts. Several rows have 'Drop 07' buttons, indicating that students have been dropped. The interface also includes an 'Asterisk (*)' button in the top right corner.

Date	Attendance Type	Count	Action
07/03/2023	SDRP	0	Drop 07
05/26/2023		0	Drop 07
05/03/2023	SDRP	0	Drop 07
05/03/2023		* 0	Drop 07
08/11/2023		0	
05/05/2023		0	
06/27/2023		0	Drop 07
08/11/2023		0	
05/02/2023		* 0	Drop 07
05/03/2023		0	Drop 07
06/27/2023		0	Drop 07
06/04/2023		0	Drop 07
07/09/2023	SDRP	0	Drop 07
05/12/2023		* 0	Drop 07



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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?

The instructor needs to email the admissions office at admissions@miracost.edu