

SURF Census Roster

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 three days prior to the class census date.

The screenshot displays the SURF Faculty Center interface. At the top, there are navigation tabs: "My Schedule", "Class Roster", "Grade Roster", "My term Workload", and "Grade Char". Below these, the "Faculty Center" title is visible. A "Change Term" button is highlighted with a red circle. A "View Personal Data Summary" button is also present. A "Select display option" dropdown menu is visible. Below the navigation, there are icons for "Legend", "Class Permissions", "Class Roster", "Grade Roster", "Positive Attendance", and "Instructor Drop". The main content area shows a "Weekly Teaching Schedule" table with columns for "First", "1-2 of 2", and "Last". The table lists classes such as "MATH 103-50 STATISTICS" and "MATH 270-50 LINEAR ALGEBRA".

First	1-2 of 2	Last
(Lecture) 4	MW 7:30AM - 9:35AM	Oceanside Jan 9, 2019-
high Jan 22, 2019- May 24, 2019	MATH 270-50 (3346)	LINEAR ALGEBRA (Lecture) 9 TBA Cathedral Catholic

SURF Census Roster

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

You will have three days after the class census date to electronically submit. 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 check box** and then **Submit**.

MiraCosta Community College
Census Day Roster
Spring 2019

Session: DYN
Last Day to Drop w/o W: 02/03/2019
Units: 4.00
Census Date: 01/02/2019

ID	Name	Add Date	Drop Date
01/11/2019			
01/11/2019			4 *

How to Drop Students

To drop a student from the roster:
[Click here to Drop Students](#)

If you need to drop students, select this link to go to your Instructor Drop Roster.

Certification

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

Date Submitted: 01/11/2019

Submitted by: _____

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

The screenshot shows the top navigation bar with links: [Grade Roster](#) | [My term Workload](#) | [Grade Change Form](#) | [Census Roster](#) | [My Text](#) | [My Schedule](#) | [Class Roster](#) | [G](#). Below the navigation bar, the header area contains the text: **Costa Community College**
Census Day Roster
Spring 2019
MiraCosta Community College | Credit

The screenshot shows the main content area with a table titled "Census Roster". The table has columns: "Add Date", "Drop Date", "ID", and "Name". The "Census Date" is 01/11/2019. The table contains two rows of data, both with "Add Date" and "Drop Date" set to 01/11/2019. The first row has "2 *" in the "Name" column. The second row has "3 *" in the "Name" column. Below the table, there are links for "Printer Friendly Version" and "Print as Extensivly Worksheet". A message at the bottom right says "Please disable your browser popup blocker in order to view the P".

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How to Submit your Census Roster (after census date)

The electronic submission option is no longer available three days after the census date of the class has

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Email this roster to Admissions & Records