

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 shows the Faculty Center interface. At the top, there are navigation links: My Schedule, Class Roster, Grade Roster, My term Workload, Grade Change Form, Census Roster, and My Textbooks. The 'Census Roster' link is highlighted. Below this, the 'My Schedule' section is displayed for Spring 2019 at MiraCosta Community College. A 'Change Term' button is circled in red. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A 'View Personal Data Summary' button is also present. Below the display options, there is a 'Legend' section with icons for Class Permissions, Class Roster, Grade Roster, Positive Attendance, Instructor Drop, and Census Roster. The main section is titled 'My Teaching Schedule > Spring 2019 > MiraCosta Community College'. It includes a table with columns: Census Roster, Class Roster, Class Perm, Instr Drop, Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The first row is for MATH 103-50 (3321) STATISTICS (Lecture) with 4 enrolled students, MW 7:30AM - 9:35AM, at Oceanside High School, from Jan 9, 2019 to May 20, 2019. A red arrow points to the 'Census Roster' icon in the first row. The second row is for MATH 270-50 (3346) LINEAR ALGEBRA (Lecture) with 9 enrolled students, TBA, at Cathedral Catholic High School, from Jan 22, 2019 to May 24, 2019. At the bottom, there are buttons for 'View Weekly Teaching Schedule' and 'Go to top'.

Census Roster	Class Roster	Class Perm	Instr Drop	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
				MATH 103-50 (3321)	STATISTICS (Lecture)	4	MW 7:30AM - 9:35AM	Oceanside High School	Jan 9, 2019-May 20, 2019
				MATH 270-50 (3346)	LINEAR ALGEBRA (Lecture)	9	TBA	Cathedral Catholic High School	Jan 22, 2019-May 24, 2019

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**

Spring 2019 | Dynamic Date Session | MiraCosta Community College | Credit

▼ **MATH 103 - 50 (3321)** change class

Statistics (Lecture)

Days and Times	Room	Instructor	Dates
MW 7:30AM-9:35AM	OHS	Barry Lederman	01/09/2019 - 05/20/2019

Session: DYN
Last Day to Drop w/o W: 02/03/2019
Units: 4.00
Census Date: 01/12/2019

Census Roster					
	ID	Name	Add Date	Drop Date	
1	*****	*****	01/11/2019		
2 *	*****	*****	01/11/2019		
3 *	*****	*****	01/11/2019		
4 *	*****	*****	01/11/2019		

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.

1. I verify that the names of the students that have been 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.

Submitted by: _____ Date Submitted: 01/11/2019 Submit

Please disable your browser popup blocker in order to view the Printer Friendly Version.

2.

SURF Census Roster

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 passed. You will need to print your census roster, sign it and return it to Admissions and Records.

Click **Printer Friendly Version**.

**MiraCosta Community College
Census Day Roster
Spring 2019**

Spring 2019 | Dynamic Date Session | MiraCosta Community College | Credit

▼ **MATH 115 - 50 (3319)** change class

Calculus with Applications (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 7:30AM-9:35AM	ECHS	Barry Lederman	01/22/2019 - 05/16/2019

Session: DYN
Last Day to Drop w/o W: 02/02/2019
Units: 4.00
Census Date: 01/10/2019

Census Roster				
	ID	Name	Add Date	Drop Date
1 *	0174333333	0174333333	01/11/2019	
2 *	0174333333	0174333333	01/11/2019	
3	0174333333	0174333333	01/11/2019	

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).

Faculty, please note that this is a CENSUS ROSTER, and as such only reflects enrollment changes up to Census Date.

Please disable your browser popup blocker in order to view the Printer Friendly Version. [Printer Friendly Version](#)

SURF Census Roster

Email this roster to Admissions & Records at admissions@miracosta.edu.

MiraCosta Community College Census Day Roster

Spring 2019

Course: MATH 115 Session: Dyn Date Instr Name: Barry Lederman
Class Nbr: 3319 Start Date: 2019-01-22
Description: CALCULUS W/ Census Date: 2019-01-10
APPLICATIONS
Component: LEC End Date: 2019-05-16
Units: 4

Student ID	Name	Add Date	Drop date (Last Date of Attendance)	Drop request
		2019-01-11		<input type="checkbox"/>
		2019-01-11		<input type="checkbox"/>
		2019-01-11		<input type="checkbox"/>

How to Drop Students:

To drop a student from the roster:

1. Please check the "Drop Request" checkbox for the student.
2. 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.

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

Signature _____ Date _____