# 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 different term, click on the change term button. Click the **Instructor Drop Icon** to view the Online Instructor Drop Roster of desired class

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 right Drop column by their SURF ID number.  **Click on this link to drop a student.**  You may drop only one student at a time. You may drop students once the class begins and up to the 75% withdrawal date.

## Instructor Drop Roster

| 1291 | HIST | 101 | 01 | WORLD HISTORY SINCE 1500 | 3.00 | Component | Open |
|---|---|---|---|---|---|---|---|
| Session: Regular | | | | | | LEC | |

|  | Avail | Wait |
|---|---|---|
|  | 30 | 0 |

Time: 10:30AM 11:45AM  Room: OC3103  Dates: 08/10/2023  12/16/2023

Day(s): MW  Description:  Instructor: Sleeper,Christopher A

Total Students: 28  Attendance Type:

Asterisk (*) Federal Program Participants

Personalize | Find | View All | | | First ◀ 1-28 of 28 ▶ Last

| | Student ID | Drop | Name | Enrollment Add Date | Drop Dt | Drop Reason |
|---|---|---|---|---|---|---|
| * | -------- | | | 07/03/2023 | 07/03/2023 | SDRP |
| | | Drop 073 | | 05/03/2023 | | |
| | | Drop 073 | 5 | 05/26/2023 | | |
| | | | | 05/03/2023 | 05/09/2023 | SDRP |
| * | | Drop 073 | | 05/03/2023 | | |
| * | | | | 05/03/2023 | 08/11/2023 | |
| | | | | 07/13/2023 | 08/11/2023 | |
| | | | | 05/05/2023 | 08/11/2023 | |
| * | | | | 06/27/2023 | 08/11/2023 | |
| * | | Drop 073 | 4 | 05/03/2023 | | |
| | | | | 06/13/2023 | 08/11/2023 | |
| | | Drop 073 | 0 | 05/02/2023 | | |
| * | | Drop 073 | 9 | 05/03/2023 | | |
| | | Drop 073 | 8 | 06/27/2023 | | |
| * | | Drop 073 | 7 | 06/04/2023 | | |
| * | | | | 05/04/2023 | 08/11/2023 | |
| | | | | 07/09/2023 | 07/09/2023 | SDRP |
| * | | Drop 073 | 1 | 05/12/2023 | | |
| | | Drop 073 | 7 | 07/12/2023 | | |
| | | | | 05/29/2023 | 05/29/2023 | SDRP |
| | | | | 07/06/2023 | 08/11/2023 | |
| | | | | 05/04/2023 | 06/05/2023 | SDRP |
| * | | | | 05/16/2023 | 08/11/2023 | |
| * | | | | 05/08/2023 | 08/11/2023 | |
| * | | | | 05/02/2023 | 05/04/2023 | SDRP |
| | | | | 07/03/2023 | 08/11/2023 | |
| | | | | 07/07/2023 | 08/11/2023 | |
| | | | | 05/10/2023 | 05/15/2023 | SDRP |

### Drop Reason Legend:

| | | |
|---|---|---|
| NOSH = No Show | ECNP = Drop for Nonpayment of Fees | DROP = Administrative Drop |
| INST = Instructor Drop | SDRP = Student Requested Drop | |

3. Confirm your drop selection.  Select a Drop Reason of NOSH (No Show) or INST (Instructor Drop).  A no show applies only to students who have never attended the class.  An instructor drop is to be used if the student has attended any portion of the class.

**Instructor Drop Roster**

Confirm Drop Selection

_____ will be dropped.

Select a reason from the drop down menu, enter a drop date and click OK to process.

**NOSH (No Show)-** A no show applies only to students who have never attended the class. The drop date is defaulted as the first day of the class or the first day of the student's enrollment, whichever is greater. This code is available only from the first day of the class to the day before census. If an instructor would like to use this code after census, the drop must be done manually via Admissions and Records.

**INST (Instructor Drop)** – An instructor drop can be used from 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. The system will default to today's date, but an instructor can change the date. **If a student has an asterisk next to their name above, the last date of attendance is required.** Once the census date has passed, an instructor will not be able to select a date prior to census, use a date equal to or greater than the census date.

**Select Reason:** [                              ▼ ]  ⟵

**\*Drop Date:** [              ] 📅

[ OK ]  [ Cancel ]

. If you selected NOSH, the first date of the class or the first day of the student's registration is defaulted into the Drop Date.  If you selected INST, today's date is defaulted.  If a student has an asterisk next to their name above, change the drop date to the last date of the student's attendance.  Click OK.

**Select Reason:** [(INST) Instructor Drop               ▼ ]

**\*Drop Date:** [08/11/2023] 📅  ⟵

[ OK ]  [ Cancel ]

5. A Successful Drop message will display.

**Message**

Successfully drop: (30106,1)

_____ has been successfully dropped

OK
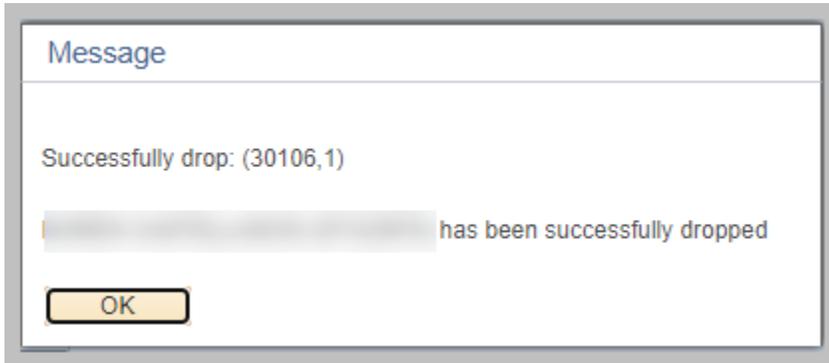
6. The student will automatically be notified via email that he/she has been dropped from the class.

Hello _____,

You  have been dropped by your instructor from PHYS 253, section 1192.
You may review this change on your schedule of classes in SURF.

For questions related to fees, please contact the cashier's office at (760)795-6835.

For questions related to enrollment, please contact the Admissions and Records Office
Oceanside campus at (760)795-6620 or the Admissions and Records Office San Elijo campus at
(760)634-7870.
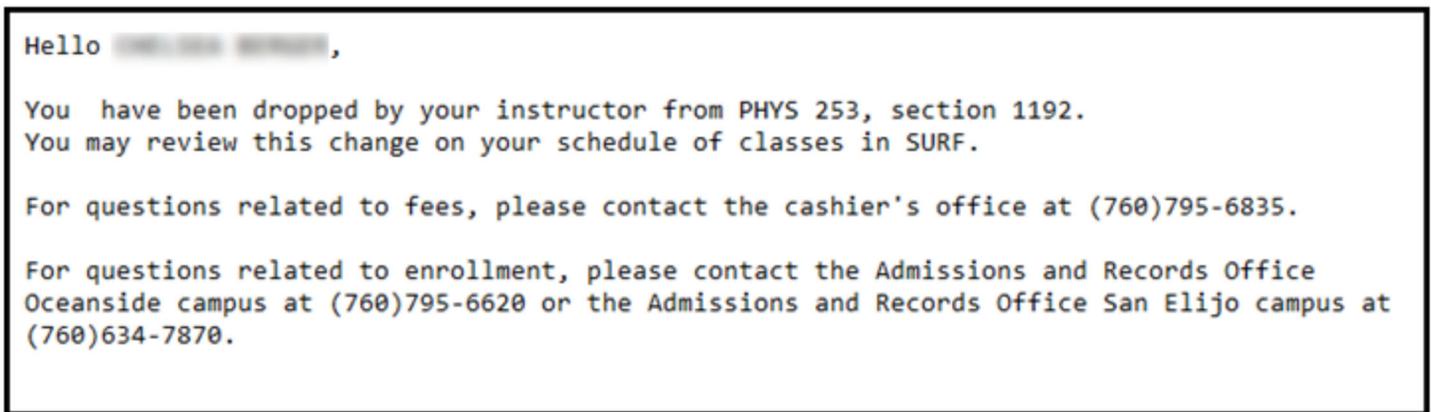
7. You are automatically taken back to the Drop Roster screen.  The student will now be displayed as dropped.  Repeat steps 3-7 to drop multiple students.

**Total Students:** 28    Attendance Type:

Asterisk (*) Federal Program Participants

Personalize | Find | View All |  |  | First  1-28 of 28  Last

| | Student ID | Drop | Name | Enrollment Add Date | Drop Dt | Drop Reason |
|---|---|---|---|---|---|---|
| * | 0 | | | 07/03/2023 | 07/03/2023 | SDRP |
| | 0 | | | 05/03/2023 | 08/11/2023 | INST |
| | 0 | Drop 07 | | 05/26/2023 | | |
| | 0 | | | 05/03/2023 | 05/09/2023 | SDRP |
| * | 0 | Drop 07 | | 05/03/2023 | | |
| * | 0 | | | 05/03/2023 | 08/11/2023 | |
| | 0 | | | 07/13/2023 | 08/11/2023 | |
| | 0 | | | 05/05/2023 | 08/11/2023 | |
| * | 0 | | | 06/27/2023 | 08/11/2023 | |
| * | 0 | Drop 07 | | 05/03/2023 | | |
| | 0 | | | 06/13/2023 | 08/11/2023 | |
| | 0 | Drop 07 | | 05/02/2023 | | |
| * | 0 | Drop 07 | | 05/03/2023 | | |
| | 0 | Drop 07 | | 06/27/2023 | | |
| * | 0 | Drop 07 | | 06/04/2023 | | |
| * | 0 | | | 05/04/2023 | 08/11/2023 | |
| | 0 | | | 07/09/2023 | 07/09/2023 | SDRP |
| * | 0 | Drop 07 | | 05/12/2023 | | |

## 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 with class and student information. The email must be sent from a miracosta.edu address.

**After clearing my roster(s) does this count as my census roster?**
No, this must be done using the online certification census roster. Census rosters are auditable documents that need to be certified online.

**Do I need to submit a signed hardcopy of my drop roster?**
No, once you drop students, no further action is needed.

**Who do I contact if I have a problem?**
If you would like assistance with your instructor drops please contact Admissions and Records, **Cristina Villalobos cvillalobos@miracosta.edu.** For assistance with Continuing Education (Adult High School, Noncredit ESL, and General Noncredit) rosters please contact **Maria Lopez-Aguilar at (760)795-8722 or Griselda Cardenas at (760)795-8720.**