

SURF Roster










Class Rosters are available from faculty self-service as soon as students start enrolling class section. From the class roster you can:

- Download your roster to Excel
- Retrieve a printer friendly version of your roster
- Email a single student
- Email selected students or your entire class roster



Navigation

1. Log on to Surf and navigate to our Faculty Center
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.
2. Click on **the Class Roster icon** next to your desired class selection.

The screenshot shows the Faculty Center interface. At the top, there is a 'Faculty Center' tab and a search bar. Below this are navigation links: 'My Schedule', 'Class Roster', 'Grade Roster', 'My term Workload', 'Census Roster', 'My Textbooks', and 'Canvas Combined Classes'. The 'My Schedule' section is active, showing 'Fall 2021 | MiraCosta Community College' and a 'Change Term' button. There is also a 'View Personal Data Summary' button. Below this is a 'Select display option' section with two radio buttons: 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A navigation bar at the bottom of this section contains 'Icon Legend', 'Class Roster' (highlighted with a red circle), 'Grade Roster', and 'Learning Management'. The main content area is titled 'My Teaching Schedule > Fall 2021 > MiraCosta Community College'. It features a table with columns: 'Class Roster', 'Class Perm', 'Instr Drop', 'Class', 'Class Title', 'Enrolled', 'Wait List Total', 'Days & Times', 'Room', and 'Class Dates'. The 'Class Roster' column contains icons of people, with the first icon circled in red. The table lists three classes: MATH 103-02 (5000), MATH 115-01 (4839), and MATH 270-01 (4816). At the bottom of the table are two buttons: 'View Weekly Teaching Schedule' and 'Go to top'.

Class Roster	Class Perm	Instr Drop	Class	Class Title	Enrolled	Wait List Total	Days & Times	Room	Class Dates
			MATH 103-02 (5000)	STATISTICS (Lecture)	0		MoWe 1:30PM - 3:20PM	Zoom	Aug 23, 2021- Dec 18, 2021
			MATH 115-01 (4839)	CALCULUS W/ APPLICATIONS (Lecture)	2		MoWe 6:00PM - 7:50PM	Zoom	Aug 23, 2021- Dec 18, 2021
			MATH 270-01 (4816)	LINEAR ALGEBRA (Lecture)	10		MoWe 4:00PM - 5:50PM	Zoom	Aug 23, 2021- Dec 18, 2021

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3. Use the Enrollment Status Dropdown to view students in a status of All, Enrolled, Dropped, or Waitlisted.
4. A student's vaccine clearance status is displayed in the On-Campus Clearance column. Students with a red X have not been cleared.
5. To **print** a copy of the roster, click on Printer Friendly Version.
6. To download the roster into Microsoft **Excel**, click on the Download icon.
 - Use the "Download" icon () to download your roster to excel.
 - Remember to allow popups for this page (in your web browser)
 - In Firefox: Click the "OK" button on the popup window. Then click it again, when it becomes available. Save or Open in Excel as desired.
 - In IE: Hold down the "Ctrl" key and click the "Download" icon (); keep holding the Ctrl key till the popup window appears. Save or Open in Excel as desired.

Faculty Center | Search

My Schedule | **Class Roster** | Grade Roster | My term Workload | Census Roster | My Textbooks | Canvas Combined Classes

Class Roster

Fall 2021 | 1 Regular Start - 17 Week | MiraCosta Community College | Credit

MATH 270 - 01 (4816) Change Class

Linear Algebra (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 4:00PM-5:50PM	Zoom		08/23/2021 - 12/18/2021

Last Day to Drop with W 11/19/2021

Last Day to Drop w/o W 09/05/2021

Census Date 09/07/2021



P/NP Date 12/18/2021

Units 4.00

Please click the Printer Friendly Version button located at the bottom of the roster to submit drops to Admissions and Records.

Enrollment Status: Enrolled 3

Enrollment Capacity 35 Enrolled 10

Enrolled Students												Personalize Find  
Notify	Minor	On-Campus Clearance	ID	Phone	Name	Grade Basis	Units	Enroll Add Date	Drop Date	Last Day Attended (F)	Program and Plan	Email
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07	760	A	ABC	4.00	05/04/2021			Credit - Lib Arts: Math and Sciences	
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07	858	E	ABC	4.00	05/04/2021			Credit - Computer Science for Transfer	
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07	760	C	ABC	4.00	05/04/2021			Credit - Lib Arts: Math and Sciences	mail.com
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07	760	C	ABC	4.00	05/03/2021			Credit - Lib Arts: Math and Sciences	
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07	760	J	ABC	4.00	05/03/2021			Credit - Computer Programming Fund	m
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07	760	N	ABC	4.00	05/04/2021			Credit - Lib Arts: Math and Sciences	m
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07	760	F	ABC	4.00	05/03/2021			Credit - Lib Arts: Math and Sciences	m
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07	760	F	ABC	4.00	05/03/2021			Credit - Lib Arts: Math and Sciences	com
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07	863	S	ABC	4.00	05/03/2021			Credit - Lib Arts: Math and Sciences	
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07	719	S	ABC	4.00	05/03/2021			Credit - Computer Science for Transfer	l.com

Select All
Clear All

SURF Roster

To **Email a single student** click the hyperlink of a name.

7. To Email selected students or your entire class roster

1. Click the "Notify" boxes to select the students you want to email.
2. Click the "Notify Selected Students" button, which opens an email window.
3. Type your email message to your selected students.
4. You may use the optional spell check icon, next to the "Message Text" box.
5. When ready, click the "Send Notification" button.

Fall 2021 | 1 Regular Start - 17 Week | MiraCosta Community College | Credit

MATH 270 - 01 (4816) Change Class
 Linear Algebra (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 4:00PM-5:50PM	Zoom		08/23/2021 - 12/18/2021

Last Day to Drop with W 11/19/2021
 Last Day to Drop w/o W 09/05/2021
 Census Date 09/07/2021
 P/NP Date 12/18/2021
 Units 4.00

Please click the Printer Friendly Version button located at the bottom of the roster to submit drops to Admissions and Records.

Enrollment Status Enrolled
 Enrollment Capacity 35 Enrolled 10

Enrolled Students											Personalize	Find	First	1-10 of 10	Last
Notify	Minor	On-Campus Clearance	ID	Phone	Name	Grade Basis	Units	Enroll Add Date	Drop Date	Last Day Attended (F)	Program and Plan	Email			
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	07	760	A	ABC	4.00	05/04/2021			Credit - Lib Arts: Math and Sciences	a@gmail.com			
<input checked="" type="checkbox"/>	*	<input checked="" type="checkbox"/>	07	858	B	ABC	4.00	05/04/2021			Credit - Computer Science for Transfer	f@gmail.com			
<input type="checkbox"/>		<input checked="" type="checkbox"/>	07	760	G Ju	ABC	4.00	05/04/2021			Credit - Lib Arts: Math and Sciences	a@gmail.com			
<input type="checkbox"/>		<input checked="" type="checkbox"/>	07	760	G	ABC	4.00	05/03/2021			Credit - Lib Arts: Math and Sciences	f@gmail.com			
<input type="checkbox"/>	*	<input checked="" type="checkbox"/>	07	760	Jc M	ABC	4.00	05/03/2021			Credit - Computer Programming Fund	j@gmail.com			
<input type="checkbox"/>		<input checked="" type="checkbox"/>	07	760	N	ABC	4.00	05/04/2021			Credit - Lib Arts: Math and Sciences	n@gmail.com			
<input type="checkbox"/>		<input checked="" type="checkbox"/>	07	760	R	ABC	4.00	05/03/2021			Credit - Lib Arts: Math and Sciences	C@gmail.com			
<input type="checkbox"/>	*	<input checked="" type="checkbox"/>	07	760	R	ABC	4.00	05/03/2021			Credit - Lib Arts: Math and Sciences	s@gmail.com			
<input type="checkbox"/>	*	<input checked="" type="checkbox"/>	07	863	S R	ABC	4.00	05/03/2021			Credit - Lib Arts: Math and Sciences	t@gmail.com			
<input type="checkbox"/>	*	<input checked="" type="checkbox"/>	07	719	S Jc	ABC	4.00	05/03/2021			Credit - Computer Science for Transfer	d@gmail.com			

Select All Clear All

Notify Selected Students Notify All Students