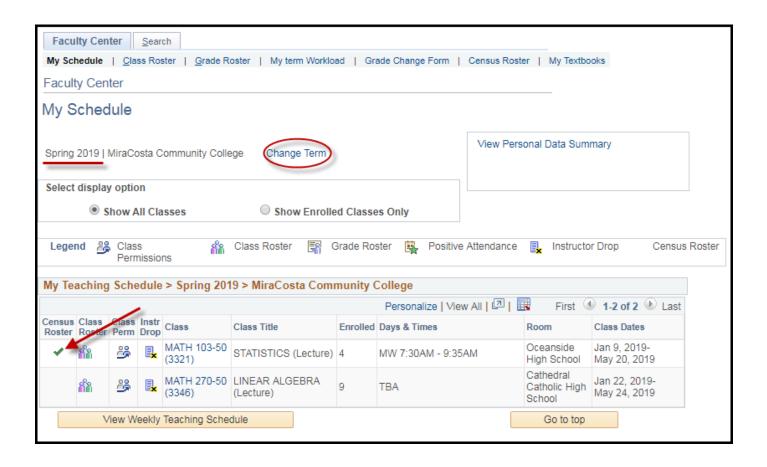
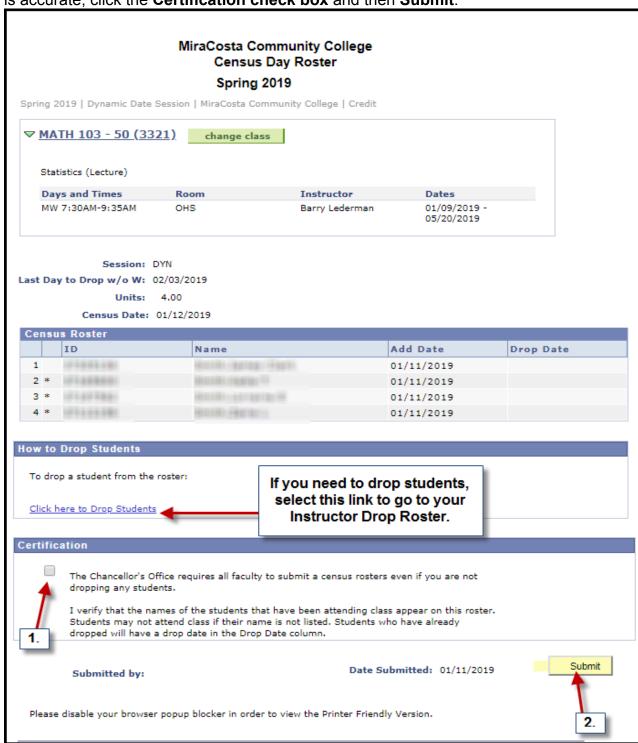
Census Roster Navigation

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.



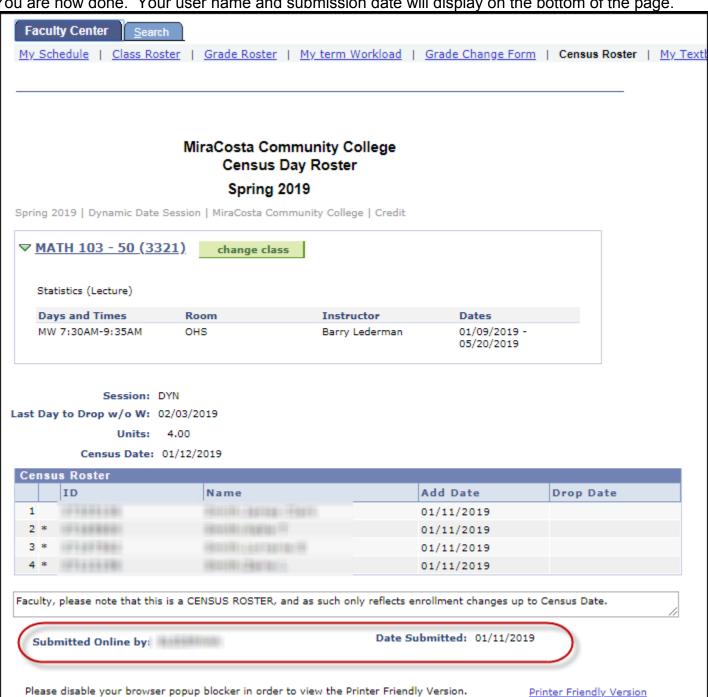
How to Submit your Census Roster (prior to census date)

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**.



SURF Census Roster

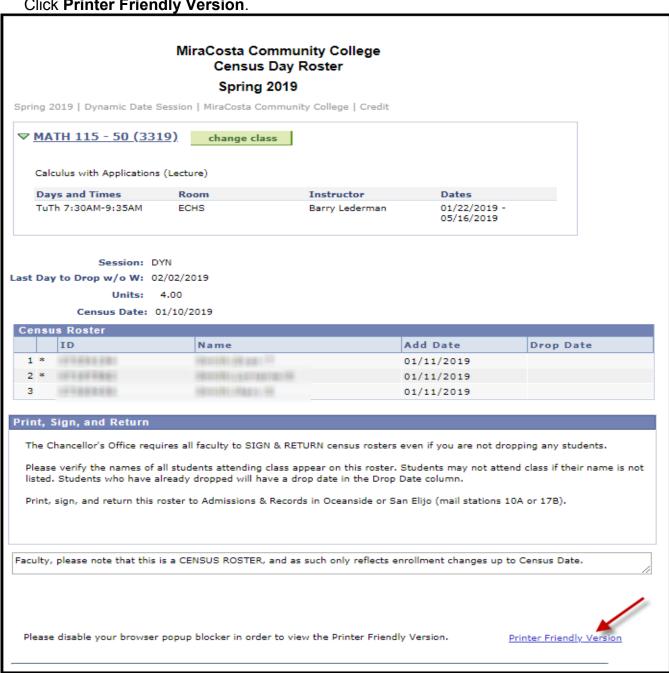
You are now done. Your user name and submission date will display on the bottom of the page.



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.



1/11/2019 Page 4 of 5 Email this roster to Admissions & Records at admissions@miracosta.edu.

MiraCosta Community College Census Day Roster

Spring 2019

MATH 115 Course: Class Nbr: 3319 Description:

CALCULUS W/ APPLICATIONS

Component: LEC Units:

Dyn Date Session: Start Date: 2019-01-22 Census Date: 2019-01-10 Instr Name:

Barry Lederman

End Date: 2019-05-16

Student ID	Name	Add Date	Drop date (Last Date of Attendance)	Drop request
278131	1000000	2019-01-11		[]
2132166	9090.10000	2019-01-11		[]
77168118	TO AND THESE	2019-01-11		Ü

How to Drop Students:

To drop a student from the roster:

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

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).

Signature	Date