

Understand Enrollment Types

In the *Student record > Classes tab* you will see the enrollment type for the class. The drop-down list can be edited on the Drop-down List Editor page (*Gear icon > Settings > General > Drop-down Lists > Student > Enroll Type*). Some Enrollment Types (reserved) are the ones that Jackrabbit has created and cannot be deleted. You can create additional ones that match the needs of your business.

| Enrollment Type | Description |
|-----------------|---|
| Enrolled | If the student is currently enrolled in an <i>Active</i> class, their <i>Enroll Type = Enrolled</i> and Class(es) appear in the <i>Current Enrollment</i> section of the student's <i>Classes</i> tab. |
| Drop | The student did not complete the class. The student was dropped before the class was completed using the <i>Drop</i> link. This is considered a 'true drop' and will appear on the <i>Drop History Report</i> . If a student is dropped from a class, the class appears in the <i>Past Enrollment</i> section of the student <i>Classes</i> tab. Note: <i>It's important to archive classes (rather than drop students from class after it ends) so that reports will only display 'true' drops.</i> See Archive Classes . |
| Transfer | A student is considered transferred when they have been moved from one class to another. This creates a <i>Past Enrollment</i> record, but this is not considered a drop. It is treated as a <i>Transfer</i> and does not negatively reflect on the school/class/teacher and is excluded from the drop reports. |
| Trial | The ability to enroll in a class as a trial is a per-class option. When a student enrolls into a class on a trial basis, their <i>Enroll Type = Trial</i> . See Trial Enrollment . |
| Trial-Enrolled | If a trial student enrolls in a class, it is good practice to change the student <i>Enroll Type</i> to <i>Trial-Enrolled</i> . See Trial Enrollment . |
| Waitlist | The student has been placed on the class waitlist. Technically, they are not enrolled in the class and a staff member must enroll them. Refer to Enroll a Student from a Waitlist for more details. The class will be listed in the Student record in the Waitlist section. |

[Sample Student Record > Classes Tab](#)

Student: Barbie Ager

[SAVE CHANGES](#) [DELETE](#)

Enroll | Email Schedules | Info Sheet | Absence/Attendance | Submit Absences | Mass Drop Classes | Statement

Family: [Ager](#) First Name: Middle Initial: Last Name:

Summary | **Classes** | Events | Medical | Feedback | Skills/Levels | Sizes | Absences | Misc | Notes | Resources (0)

Current Enrollment

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| Class | Session | Type | Days | Room | Time | Durat | Instructors | Fee | Enroll Date | Enrolled By | Future Drop | Drop |
|---------------------------------------|-------------|----------|------|----------|-----------------|-------|--------------------------|-------|-------------|-------------|--------------------------|----------------------|
| Cheer Ready - Fri 6pm | Winter 2023 | Enrolled | F | Floor B | 6:00pm - 6:45pm | :45 | Stephanie A., William W. | 75.00 | 12/1/2022 | helpcenter | Transfer | Drop |
| Tumbling L1 - Mon 6pm | Winter 2023 | Enrolled | M | Floor A | 6:00pm - 6:30pm | :30 | Livy W. | 70.00 | 12/1/2022 | helpcenter | Transfer | Drop |
| Ballet L4 - Tues 6pm | Winter 2023 | Trial | Tu | Studio B | 6:00pm - 6:30pm | :30 | Dianne H., William W. | 70.00 | 12/1/2022 | helpcenter | Transfer | Drop |

Waitlist

View 1 - 1 of 1 [Print](#) [Refresh](#)

| Class | Session | Entered On | Days | Times | Open | Current Size | Max Size | Wait | Future Drop | Future Enroll | Instructor | Notes |
|--|-------------|----------------------|------|-----------------|------|--------------|----------|------|-------------|---------------|------------|------------------------|
| Hip Hop L2 - Thurs 7pm | Winter 2023 | 1/17/2023 3:09:05 PM | Th | 7:00pm - 8:00pm | 1 | 5 | 6 | 1 | | | Dianne H. | Waitlisted - StudentEn |

Past Enrollment

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| Class | Session | Instructors | Enroll Date | Enrolled By | Type | Drop Date | Reason | Dropped By | Comp? | Notes |
|---------------------------------------|-------------|-----------------------|-------------|-------------|----------|------------|-------------------|------------|-------|-------|
| Ballet L4 - Tues 6pm | Summer 2022 | Dianne H., William W. | 6/1/2022 | helpcenter | Enrolled | 11/16/2022 | Copy Session-Drop | helpcenter | yes | |
| Tumbling L4 - Mon 6pm | Summer 2022 | Livy W. | 6/1/2022 | helpcenter | Enrolled | 11/16/2022 | Copy Session-Drop | helpcenter | yes | |

Enrollment Type is column.

Did the student complete the class?

In the *Past Enrollment* section (*Student Classes* tab), the **Comp?** column indicates whether the student completed the class (**Yes**) or did not complete the class (**No**).