Archive Classes - An Overview

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Once a class has completely ended and all tuition has been posted, the class should be archived rather than deleted. Archiving a class sets the class status to *Archived*. *A class does not become inactive simply because the end date has passed.* It must be archived in order for Jackrabbit to recognize that the class is no longer active and that the enrollment is considered 'in the past.' *It is not necessary to Mass Drop students prior to archiving a class. Archiving the class will move the class from a student's Current Enrollment to Past Enrollment on the Student's Class tab.*

Archiving classes when a session is completed is important for several reasons:

- It updates the Class Status = Archived.
- It archives any students on the class' Waitlist. (If a class is later **restored**, the waitlist restores as well.)
- It updates every enrolled student (not already dropped) including future drops by setting the Drop Date to the current date and the Drop Reason to Class Archived. (Note: Students in archived classes do not appear as dropped students in Enrollment Reports since they are not 'true' drops'.)
- It places the class into the Past Enrollment section of the Student Classes tab.
- It ensures historic, statistical enrollment data can be retrieved for future use.
- It removes the Policy Group(s) associated with the class.

Expand/Collapse All

⌄ Frequently Asked Questions