

# Understand Enrollment Types

Last Modified on 01/17/2023 5:35 pm EST

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. <b>Note:</b> <i>It's important to archive classes (rather than drop students from class after it ends) so that reports will only display 'true' drops. See <a href="#">Archive Classes</a>.</i> |
| 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 <a href="#">Trial Enrollment</a> .   |
| 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 <a href="#">Trial Enrollment</a> .  |
| Waitlist        | <p>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 <a href="#">Enroll a Student from a Waitlist</a> for more details.</p> <p>The class will be listed in the Student record in the Waitlist section.</p>  |

[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                 |
|---------------------------------------|-------------|----------|------|----------|-----------------|-------|--------------------------|-------|-------------|-------------|--------------------------|----------------------|
| <a href="#">Cheer Ready - Fri 6pm</a> | Winter 2023 | Enrolled | F    | Floor B  | 6:00pm - 6:45pm | :45   | Stephanie A., William W. | 75.00 | 12/1/2022   | helpcenter  | <a href="#">Transfer</a> | <a href="#">Drop</a> |
| <a href="#">Tumbling L1 - Mon 6pm</a> | Winter 2023 | Enrolled | M    | Floor A  | 6:00pm - 6:30pm | :30   | Livy W.                  | 70.00 | 12/1/2022   | helpcenter  | <a href="#">Transfer</a> | <a href="#">Drop</a> |
| <a href="#">Ballet L1 - Tues 6pm</a>  | Winter 2023 | Trial    | Tu   | Studio B | 6:00pm - 6:30pm | :30   | Dianne H., William W.    | 70.00 | 12/1/2022   | helpcenter  | <a href="#">Transfer</a> | <a href="#">Drop</a> |

### 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                  |
|--|-------------|----------------------|------|-----------------|------|--------------|----------|------|-------------|---------------|------------|------------------------|
| <a href="#">Hip Hop L2 - Thurs 7pm</a> | 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 |
|---------------------------------------|-------------|-----------------------|-------------|-------------|----------|------------|-------------------|------------|-------|-------|
| <a href="#">Ballet L1 - Tues 6pm</a>  | Summer 2022 | Dianne H., William W. | 6/1/2022    | helpcenter  | Enrolled | 11/16/2022 | Copy Session-Drop | helpcenter | yes   |       |
| <a href="#">Tumbling L1 - Mon 6pm</a> | 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**).