

Methods for Staff to Enroll a Student

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There are many ways your office or front desk staff can enroll a student in Jackrabbit. This flexibility allows you to choose the most efficient workflow for you and your staff!

**Expand/Collapse
All**

Enroll Links Throughout Jackrabbit

Click on any *Enroll* link to open an enrollment page.

- *Enroll* link in the *Family* record > *Summary* tab
- *Enroll* link in the *Student* record > *Summary* tab

Enroll from a Calendar Link

Click Jackrabbit's *Calendar* link (upper right) to open a weekly calendar.

- Hover over a class to open and enroll with the buttons as shown here.

Use the Quick Registration Form to Enroll

The *Quick Registration Form* is accessible from two places in the *Families* (menu).

- **Families** (menu) > **All Families** > **Add New Family** button > **Use Quick Registration Form** button
- **Families** (menu) > **Quick Registration**

Open Enrollment Page in All Students/All Classes

An *Enroll* option is located under the *Students* (menu).

- **Students** (menu) > **All Students**
(Row menu > *Enroll*)

The *Enroll Student* option is located under the *Classes* (menu).

- **Classes** (menu) > **All Classes**
(Row menu > *Enroll Student*)

Enrollment Details Window

Depending on where you initiate student enrollment, the process will vary slightly. After you have searched for the class or the student, you will have a few options.

In the *Enrollment Details* window, you can:

- View additional class information (class name, session, location, start and end date, days of the week, start and end time, and openings).
- Adjust the **Enroll Date** if the student is [enrolling for a future date](#). This is only available if your system allows future enrollments.
- Change the **Enroll Type**, e.g., if the student is [enrolling as a trial](#).
- Add a **Future Drop Date** if you know the student will need to [drop before the class end date](#).
- Select a **Future Drop Reason** if applicable.
- Click **Enroll Now** if you are ready to process enrollment for just one class or student.
- Click **Select More Classes** if you would like to enroll the student into more than one class at once.

If you are enrolling from the class record, you will see the option to **Select More Students**. Use this option when more than one student in the same family wants to enroll in the selected class.

After completing class and student selection, you can finish the enrollment process with posting fees. See [Post Tuition Fees During Enrollment in Jackrabbit](#) for more details.

Frequently Asked Questions

Q. What are *Adjusted Openings*, and how are they calculated?

A. Adjusted openings are shown in the class search pages when enrolling or transferring students from within your system. They are displayed for informational purposes only. The number does not control if a student can enroll in a class.

The calculation of Adjusted Openings in a class takes into account the following:

- Class max size
- Currently enrolled students
- **Future enrolls**
- **Future drops**
- **Makeups**
- **Waitlist**

Adjusted openings = *Class max size - Currently enrolled students (size) - Future enrolls + Future drops - Makeups - Waitlist*

Each class in the above screenshot has one current opening. The calculations for the *Adjusted Openings* on each class are:

- Adult Ninja Parkour > **8** (Max Size) - **2** (Size) = **6** Adjusted Openings
- Ballet L1 - Mon 5pm > **8** (Max Size) - **5** (Size) - **1** (Future Enroll) = **2** Adjusted Openings
- Ballet L1 - Mon 6pm > **8** (Max Size) - **3** (Size) - **1** (Makeup) = **4** Adjusted Openings
- Cheer Essentials > **8** (Max Size) - **3** (Size) = **5** Adjusted Openings

The number of openings in a class is LIVE and considers all places where a student can be enrolled (Online Registration, Parent Portal, and staff enrolling internally). A student's spot is not confirmed until the enrollment process is complete. An error message will advise if the spot has been taken by another student before the enrollment was completed.
