

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!

The enrollment process can be initiated from several areas in Jackrabbit—via a Family or Student record, a Calendar link, the Quick Registration Form, or the All Students or All Classes menu. Regardless of where enrollment starts, it's finalized in the Enrollment Details window.

Select a heading to expand the section and learn more.

Expand/Collapse
All

Enroll from a Family or Student Record

To enroll students from an Enroll link in the system, navigate to a [Family record](#) or [Student record](#) to start the enrollment process.

- From the Family record, go to the **Summary** tab and select **Enroll** to begin enrolling a student from that family.
- From the Student record, go to the **Summary** tab and select **Enroll** to enroll the selected student directly.

Enroll from a Calendar Link

To access the Activity Calendar, use the **Calendar** link at the top right of all pages in Jackrabbit.

- Hover over any activity card and select **Enroll Existing Students** or **Register New Students**.

Enroll from the Quick Registration Form

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

- **Families** menu > **Quick Registration**
- **Families** menu > **All Families** > Select the **Add New Family** icon > Choose **Use Quick Registration Form**

Enroll from the All Students or All Classes Menu

Use the [All Students](#) or [All Classes](#) menu to enroll students.

- **Students** menu > **All Students** > **Row Menu icon** > **Enroll**
- **Classes** menu > **All Classes** > **Row Menu icon** > **Enroll Student**

Finalize Enrollment from the Enrollment Details Window

Depending on where you initiate student enrollment, the process will vary slightly. After you have searched for the class or student and selected to Enroll 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](#). Note: 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 Siblings**. Use this option when more than one student in the same family wants to enroll in the selected class.

After completing the 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:

- Advanced Tumbling - M/W > **10** (Max Size) - **3** (Size) - **1** (Makeup) = **6** Adjusted Openings
- Allstars Youth > **8** (Max Size) - **5** (Size) = **3** Adjusted Openings
- Ballet - Beg - F > **8** (Max Size) - **7** (Size) = **1** Adjusted Openings
- Ballet - Beg - T-Th > **10** (Max Size) - **6** (Size) - **2** (Future Enrolls) = **2** 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.
