Edit a Student's Class Enrollment Date

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There might be occasions when you need to update a student's enrollment date, perhaps to adjust an enrollment that came in through online registration or to fix administrative mistakes. Don't worry; we've got you covered!

> In order to edit a student's class enrollment date, the User must have the *Edit Student's Class Enroll Date* permission in the *Students* category. To enable this permission, *Allow Future Enrollments* must be set to *Yes* in the *Organization Default Settings* (*Gear* icon > *Settings* > *General*). Learn more about **Permissions for Jackrabbit Users**.

Individual student enrollment dates can be edited in two places in Jackrabbit.

Process Class Registrations Report

From the *Reports* menu, select **Find Reports**. Add the word process in the *Keyword Search* field to locate the **Process Class Registrations report**.

Select your desired *Search Criteria* and **Submit**. On the report results, use the **Pencil** icon to access the student enrollment you want to edit.

Class Record > Enroll List Tab

A student's enrollment date can also be edited from the *Class* record on the *Enroll List* tab.

The Rules

A student's enrollment date can affect many things, such as tuition billing when you use prorating or a student's attendance history. Because of this, some rules control when a User can edit an enrollment date.

The enrollment date:

- Can be edited for Registration Types *Enrolled* and *Trial*.
- Can only be edited to today's date or a date in the future.
- Can be edited for individual students only, not in mass.

- Can't be edited to a date that falls before a class' start date or after a class' end date.
- Can't be edited to a date that falls before a student's start date.
- Can't be edited to a date that falls after a future drop date.

Can't be edited if there are attendance records associated with the student for the class.