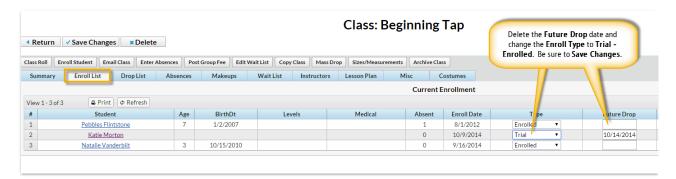
Staff Procedures for Trial Enrollments

Last Modified on 11/03/2020 12:34 am EST

You will want to develop a procedure for staff on how you want to handle trials.

If a trial becomes an enrolled student, delete the Future Drop date from the class Enroll List tab and change the Enroll Type to Trial-Enrolled. This can also be done from the student's Classes tab.



If the student doesn't enroll, staff should make sure afuture drop is in place; and if not, drop the student from the class.



Fees.

If no change is made, and the student remains as $Enroll\ Type = Trial$, it's possible that the student will be excluded from your tuition posting. This could happen if you always clear the check box for Post tuition to students with $Enroll\ Type = Trial$ when using Post Tuition