

Delete a Future Enrollment

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Future Enrollments can be deleted from the *Summary* (tab) of the *Student* record.

The screenshot shows the 'Student: Dani Ager' record. At the top, there are 'SAVE CHANGES' and 'DELETE' buttons. Below these are tabs for 'Summary', 'Classes', and 'Events'. The 'Summary' tab is active, and a yellow box highlights the link 'View 2 Future Enrollment(s)'. A yellow arrow points from this link to a pop-up window titled 'Future Enrolls for Dani Ager'. This window contains a table with two rows of future enrollments. Each row has a 'Delete' column with a trash can icon and a blue 'X' icon. A 'Close' button is at the bottom of the pop-up.

#	Class Name	Class Time	Enroll Date	Enroll Type	Drop Date	Delete
1	Hip Hop L2 - Thurs 7pm	7:00pm	11/30/2020	Enrolled		
2	Tap L1 - Mon 6pm	6:00pm	11/30/2020	Enrolled		

1. Click **View # Future Enrollment(s)** on the *Summary* (tab) of the *Student* record.
2. In the *Future Enrolls for (student name)* window, click the **X** for any Future Enrollment you want to delete.
3. Click **OK** in the confirmation pop-ups.
4. Click **Close**.

Future Enrollments can also be deleted from the *Classes* (tab) in the *Student* record and the *Enroll List* (tab) of the *Class* record using the **Trash Can** (icon) in the Future Enrollment section.