Enroll a Student from a Wait List

Students are never automatically enrolled from a Wait List to a Class by Jackrabbit. Staff must use the instructions below to enroll a student from a Class Wait List. Use the Executive Dashboard Alert, Wait List for Classes with Openings to keep track of when an opening becomes available so that the student at the top of the Wait List can be enrolled.

To enroll a wait listed student:

1. Ensure you are viewing the correct *Class*.
2. Click the **Wait List** tab.
3. Locate the appropriate student and click the **Enroll** link on the same line as the student's name.
4. In the *Enrollment Details* window, select an **Enroll Date** (if *Allow Future Enrollments* is set to *Yes* in *Tools > Edit Settings > Organizational Defaults*. If *Allow Future Enrollments = No*, the Enroll Date will not be editable). Select an **Enroll Type** (if different from the default, Enrolled). Select a **Future Drop Date** if applicable. If you have set *Tools > Edit Settings > Organizational Defaults > Send Enrollment Email to Instructor* to *Yes*, you'll also see an *Email Primary Instructor* checkbox.
5. Click **Enroll**. The student is deleted from the Wait List and enrolled in the class.
6. In the *Post Enrollment Fees* window, post the class tuition fee, if applicable, by clicking **Post Fees**. You may also choose to post an additional fee(s) at this time (e.g. registration fee) if needed. To avoid posting any fee, click the **Close** button only.

Students may also been enrolled from a Wait List to a class using the *Executive Dashboard Alert - Wait List for Classes with Openings* as well as from *Classes> Wait List with Openings*.