

Schedule a Student from a Wait List

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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 **Schedule** link on the same line as the student's name.
4. In the *Add Student Schedule* window, select a **Schedule Start Date**. Select a **Future Drop Date** if applicable. Select a **Schedule Template** from the drop-down or type in a schedule in the *In/Out* fields.
5. Click **Save** or **Save & Add Student Tuition**. The student is deleted from the Wait List and scheduled in the class.

Students may also be scheduled 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*.
