



Transfer a Registrant to a New Class in the Same Course

1. To transfer a registrant to a new Class in the same Course, navigate to the person's Registration for the original Class. In the **Registration** tab, double click into the Registration, and the **Registration** window will open.

[345303] Class

Class Number: 20/21 Biology AP Test Status: Active

Program: AP Testing Enrolled: 5

Course: Science AP Tests Waitlist: 0

Conf. Email:

General Instructor & Expenses Schedule Arrangements **Registration** Waitlist Receipt Invoice

Registrations Registration Email

Date	Name	Status	Reference	Method	Paid	Balance
10/5/2020	Jones, Blake	Enrolled	14133004	ePayment	\$90.00	\$0.00
10/8/2020	Jones, Heather	Enrolled		Cash	\$0.00	\$90.00
10/1/2020	Koster, Alec	Enrolled	15946082	ePayment	\$90.00	\$0.00
9/29/2020	Moeller, Sally	Enrolled	15162	Check	\$90.00	\$0.00
8/25/2020	Theis, Decker	Enrolled	15946077	ePayment	\$90.00	\$0.00

Reports Cancel Save

2. Click on the blue **Switch Arrows** () to the right of the **Class** field.

[14166085] Registration

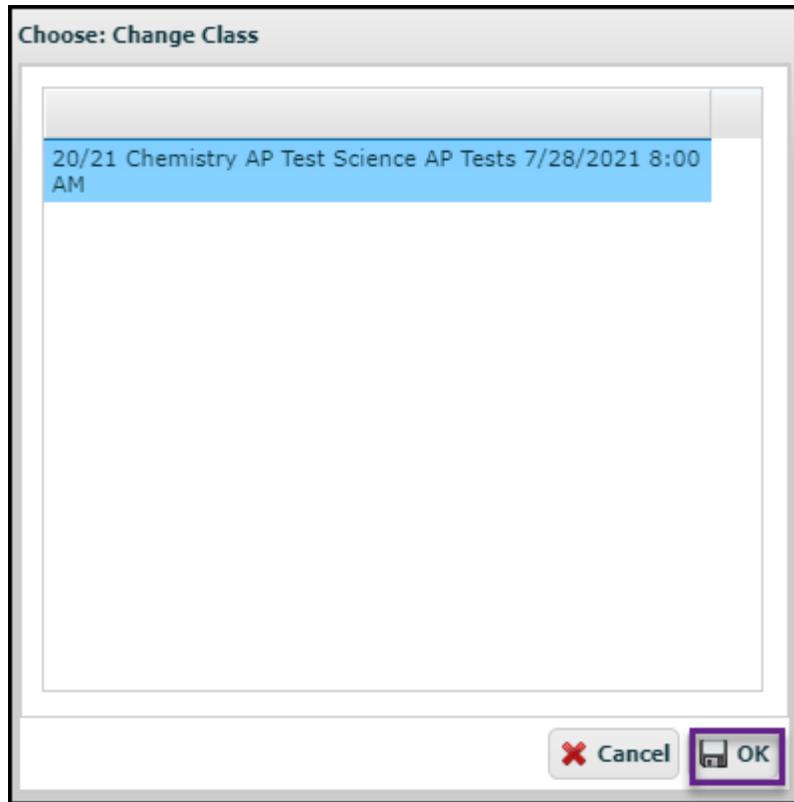
Name: Jones, Blake  Enrolled

Class: 20/21 Biology AP Test Science AP Tests 

Pricing: Standard

Additional Student

3. Select the Class into which the person will be transferred, then select **OK**. **Save** out of the registration.



- Students who are registered in contract Classes can only be transferred into another contract Class. Unlike Registrations in standard Classes, contract Class Registrations can be transferred to a Class outside of the current Course, provided the two Classes are both using the same contract.