

Leadership Self-Enrollment Form

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To Access the Form: Scroll down to the red button under [Ready to fill out the form?](#).

Alternatively, you can access this form by selecting **[VTAC Self-Service Forms]** in the upper-left navigation menu, then choose the appropriate form from the list.

The **Leadership Self-Enrollment Form** empowers **Vice Presidents of Instruction (VPIs), Deans, Department Chairs, Lead Faculty,** and **Program Directors** to instantly enroll themselves into any D2L course from their campus. This direct access supports oversight, instructional involvement, and faculty support, eliminating the need to submit a request to the Online Services team and wait for manual processing.

NOTE: If you are a **Dean, Department Chair, Lead Faculty,** or **Program Director** member and cannot access this form, please contact your campus **VPI** to ensure you've been added to the **Instructional Leadership Management** list.

Navigate the Leadership Self-Enrollment Form

1. The **Leadership Self-Enrollment Form** includes two sections: **Find a Course** and **Select a Course for Enrollment**. In the **Find a Course** section, course information can be entered to locate a desired course. In the **Select a Course for Enrollment** section, available courses can be chosen for enrollment.

The screenshot shows the 'Leadership Self-Enrollment Form' interface. At the top, there is a dark blue header with the title 'Leadership Self-Enrollment Form' and a red banner below it that says 'Complete this form to be automatically enrolled in a course with a 'Faculty' role.' Below the banner, there is a greeting 'Hello, [redacted]'. The form is divided into two main sections. The left section is titled 'Find a Course' and contains five input fields: 'Campus' (with 'Tomball' selected), 'Subject Area' (with a dropdown menu showing 'Select One'), 'Catalog Number' (with 'Ex: 1300' as a placeholder), 'Class Section' (with 'Ex: 1001' as a placeholder), and 'Term' (with a dropdown menu showing 'Select One'). A blue 'SEARCH' button is located at the bottom of this section. The right section is titled 'Select a Course for Enrollment' and features a large empty text box and a grey 'SUBMIT' button.

2. The **Find a Course** section is separated into five different fields:
A) **Campus** B) **Subject Area** C) **Catalog Number** D) **Class Section** E) **Term**

NOTE: All fields must be filled in order to search for the desired course(s). If the fields are not inputted correctly or left empty, the search will result in the course not being found.

Find a Course

Campus Tomball **A**

Subject Area **B**

Catalog Number **C**

Class Section **D**

Term **E**

SEARCH

- Once the fields have been filled out, click **[Search]** and the course will populate in the **Select a Course for Enrollment** section on the right.

NOTE: If an exact value is not entered in the **Class Section** text box, the system will return a list of courses that closely match or contain the entered text in the **Select a Course for Enrollment** section.

Find a Course

Campus Tomball

Subject Area

Catalog Number

Class Section

Term

1 **SEARCH**

Select a Course for Enrollment

COSC-1301 3H01 1 Introduction to Computers
020929-03-1251-1-3H01

2 **SUBMIT**

- After clicking **[Search]**, select the desired course(s) from the list of results, then click the **[Submit]** button to proceed.

Select a Course for Enrollment

COSC-1301 3H01 1 Introduction to Computers
020929-03-1251-1-3H01

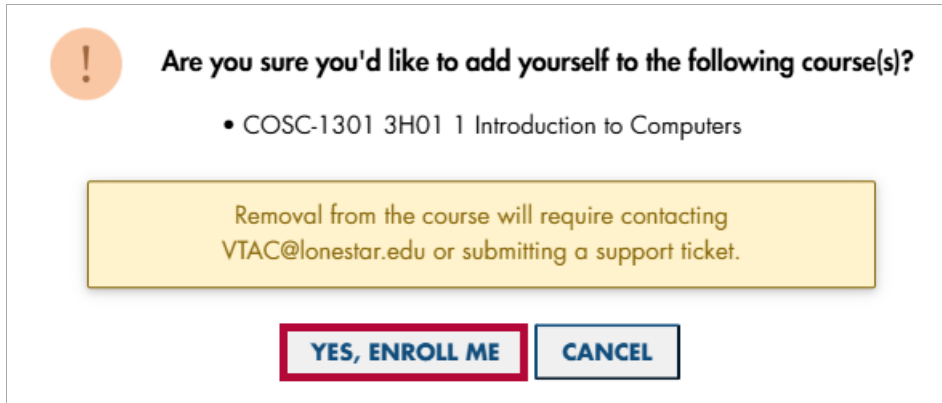
1

2 **SUBMIT**

- A confirmation popup will appear asking you to confirm the selected course(s). Please review

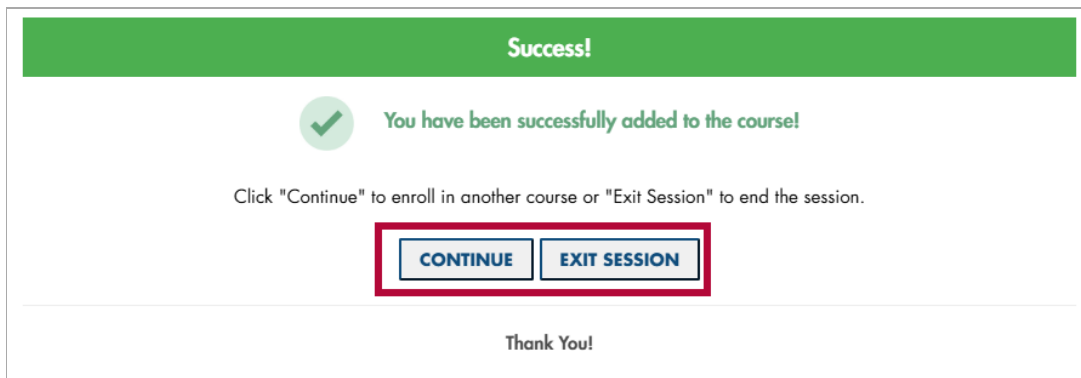
the course name carefully to ensure it's the correct course before clicking **[Yes, Enroll me]**.

NOTE: If you are enrolled in the wrong course, contact [VTAC Support](https://vtac.lonestar.edu/help/vtac-support) (<https://vtac.lonestar.edu/help/vtac-support>) or email VTAC@lonestar.edu () to request removal from the course.



A confirmation dialog box with a white background and a thin border. At the top left is a red circle with a white exclamation mark. To its right is the text "Are you sure you'd like to add yourself to the following course(s)?". Below this is a bulleted list containing "COSC-1301 3H01 1 Introduction to Computers". In the center is a yellow rectangular box with the text "Removal from the course will require contacting VTAC@lonestar.edu or submitting a support ticket." At the bottom are two buttons: "YES, ENROLL ME" (highlighted with a red border) and "CANCEL" (with a blue border).

6. A success message will appear confirming the enrollment. Either click **[Continue]** to return to the **Self-Enrollment** page, or **[Exit Session]**, which will close the current page.



A success message dialog box with a white background and a thin border. At the top is a green horizontal bar with the text "Success!". Below this is a green checkmark icon followed by the text "You have been successfully added to the course!". Underneath is the instruction "Click 'Continue' to enroll in another course or 'Exit Session' to end the session." At the bottom are two buttons: "CONTINUE" (highlighted with a red border) and "EXIT SESSION" (with a blue border). At the very bottom, centered, is the text "Thank You!".

7. Finally, navigate to the **D2L Course Homepage**, where the enrolled course should now appear in your **My Courses** section.

The screenshot displays the Lone Star College Online Test interface. At the top left is the Lone Star College Online Test logo. The top navigation bar includes 'Faculty Tools', 'Collaboration', 'VTAC Support', and 'Course Admin'. Below this is a 'My Courses' section with 'All' and 'Pinned' tabs. The main content area features four course cards: 'COSC-1301 3H01 1 Introduction to Computers 2025 Spring' (marked as inactive), 'Sandbox: 123123123123123 SandBox', 'Online Teaching Certification Resources', and 'LSC D2L Community Resources' (with a 99+ notification). A 'D2L Student Training' card is also visible at the bottom left.

If you have any questions about the form, please contact **VTAC Support** at vtac@lonestar.edu.

Ready to fill out the form?

Click below to get started

[Leadership Self-Enrollment Form](#)