

Leadership Self-Enrollment Form

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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.

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	Select One	B
Catalog Number	Ex: 1300	C
Class Section	Ex: 1001	D
Term	Select One	E

SEARCH

3. 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	Select a Course for Enrollment
Campus	Tomball
Subject Area	COSC
Catalog Number	1301
Class Section	3H01
Term	1251 (2025 Spring)

1 **SEARCH**

2

4. 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

<input checked="" type="checkbox"/> COSC-1301 3H01 1 Introduction to Computers
020929-03-1251-1-3H01

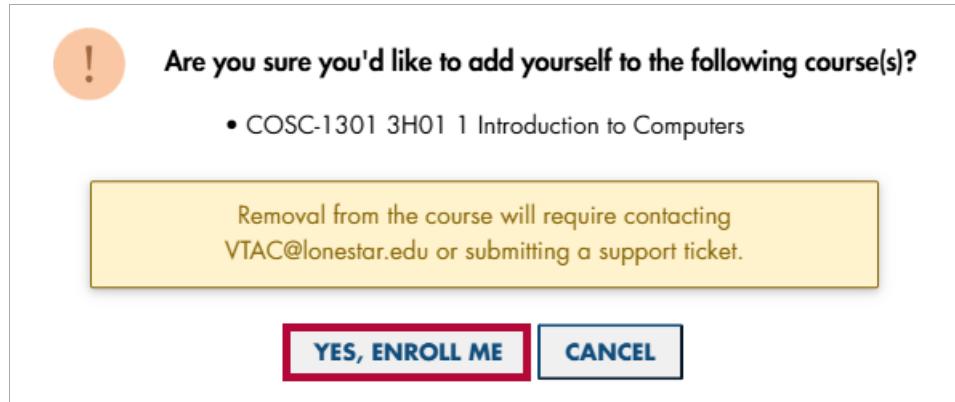
1

2 → **SUBMIT**

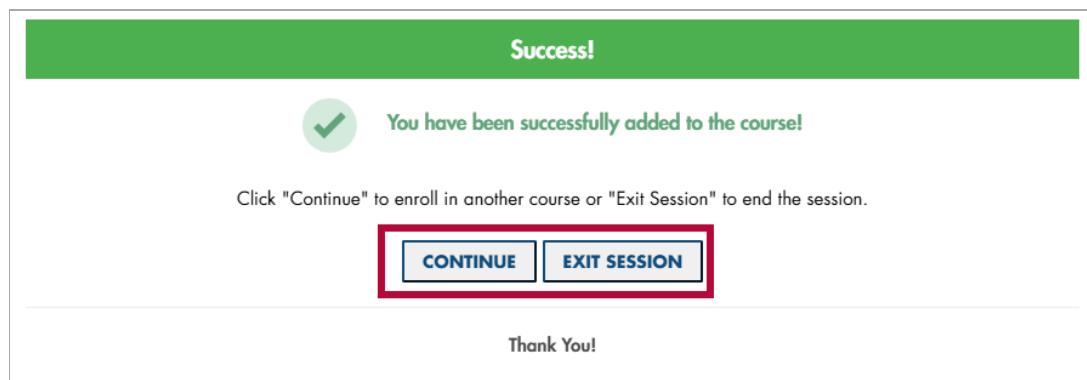
5. A confirmation popup will appear asking you to confirm the selected course(s). Please review

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

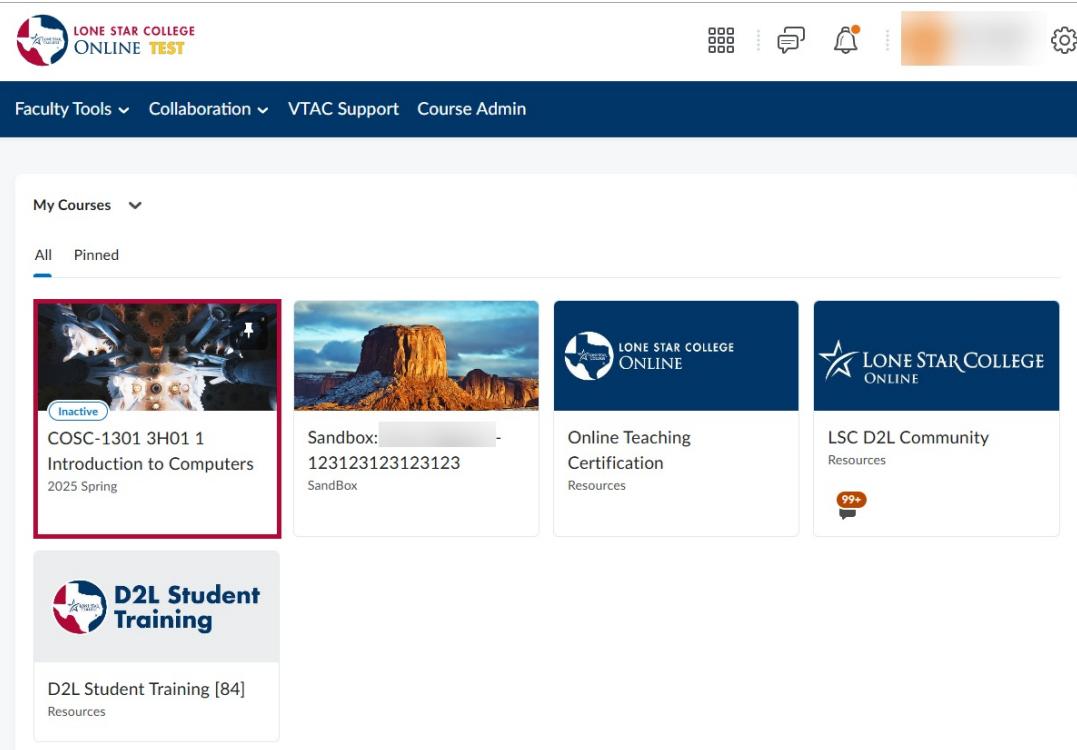
NOTE: If you are enrolled in the wrong course, contact [VTAC Support](#) (<https://vtac.lonestar.edu/help/vtac-support>) or email VTAC@lonestar.edu to request removal from the course.



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.



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



The screenshot shows the Lone Star College Online TEST interface. At the top, there is a navigation bar with links for Faculty Tools, Collaboration, VTAC Support, and Course Admin. The main area is titled "My Courses" and shows a list of courses and resources. The courses listed are COSC-1301 3H01 1 Introduction to Computers (2025 Spring), a Sandbox (123123123123123), Online Teaching Certification Resources, and LSC D2L Community Resources. A D2L Student Training resource is also visible. The interface includes a search bar, a message center, a notifications icon, and a settings gear icon.

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](#)