

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.

The screenshot shows the 'Leadership Self-Enrollment Form' interface. At the top, a dark blue header contains the title 'Leadership Self-Enrollment Form'. Below it, a red banner states 'Complete this form to be automatically enrolled in a course with a 'Faculty' role.' The main content area is divided into two sections. The left section, titled 'Find a Course', contains five input fields: 'Campus' (with 'Tomball' selected), 'Subject Area' (a dropdown menu showing 'Select One'), 'Catalog Number' (with 'Ex: 1300' as a placeholder), 'Class Section' (with 'Ex: 1001' as a placeholder), and 'Term' (a dropdown menu showing 'Select One'). A blue 'SEARCH' button is located at the bottom of this section. The right section, titled 'Select a Course for Enrollment', features a large text input field and a grey 'SUBMIT' button. The footer of the form includes the Lone Star College logo on the left and links for 'VTAC Support', 'Online Appointment', and 'Help' on the right.

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

- 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

COSC

Catalog Number

1301

Class Section

3H01

Term

1251 (2025 Spring)

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.



Are you sure you'd like to add yourself to the following course(s)?


- COSC-1301 3H01 1 Introduction to Computers

Removal from the course will require contacting VTAC@lonestar.edu or submitting a support ticket.

YES, ENROLL ME CANCEL

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.

Success!




You have been successfully added to the course!






Click "Continue" to enroll in another course or "Exit Session" to end the session.

CONTINUE **EXIT SESSION**

Thank You!

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







Faculty Tools ▾ Collaboration ▾ VTAC Support Course Admin

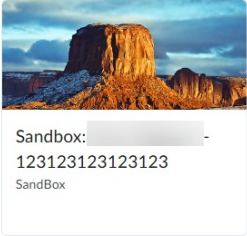
My Courses ▾

All Pinned







COSC-1301 3H01 1
Introduction to Computers
2025 Spring





Sandbox: 123123123123123
SandBox




Online Teaching
Certification
Resources



LSC D2L Community
Resources






D2L Student
Training

D2L Student Training [84]
Resources

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

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