How to Search & Enroll in Classes

For new students who are enrolling at Lone Star College for the first time as of January 27, 2020. If you enrolled at LSC at any time prior to January 27, 2020, please go to page 3 to begin.

***ATTENTION***
If you have a declared plan (major), it is recommended to enroll in courses that meet your plan requirements. Enrolling in courses outside your declared plan (major) may affect your Financial Aid.

1 Log into myLoneStar (https://my.lonestar.edu) using your Lone Star College username and password and select the Student Tile.

2 From the Student Homepage, click on the Manage Classes tile.

3 The Plan and Register for Courses page shows your degree plan in the upper left-hand corner. To update or change your degree plan, contact your campus Academic Advising Office for assistance. Click the Register button.

4 Choose the correct term in the Schedule Builder to begin selecting class sections.

5 Select Enroll in Classes.

If the Enroll in Classes button is not displayed, please contact your campus Academic Advising Office for assistance.

NOTE: You may remove a course from Schedule Builder by clicking the Trash Can button.

6 Click the Choose Class button for the course you want to enroll in.

7 The Class Search Results page will open to display open classes, credit classes and your home campus. Class Search Results options can be changed by turning off a filter (click X) or clicking Clear All. In this example, there are 42 EDUC 1300 class options available at LSC-CyFair.

8 The Course Information page displays the session type, meeting dates, days and times, room, location and instructor.

Click the blue hyperlink to view detailed information about this class.
Click **EDUC 1300** to view course sections.

9

**Class Information** displays Class Details, Meeting Information, Enrollment Information, Class Availability, Textbook and Class Notes. Close the **Class Information** window.

10

Click a course section.

11

**Schedule Builder** displays the selected course.

Click **Enroll in Classes** when you’re ready to complete your enrollment for a term.

12

Select the appropriate radio button to **Enroll** or **Add to Shopping Cart** and then click **Next**.

13

Course sections that you are enrolled in successfully are indicated by a green checkmark.

14

Click **View My Classes** from the left pane to view enrolled course section(s).

Click the **Enrollment Deadlines** link to view.

**CONGRATULATIONS!** You have successfully enrolled.

If you wish to continue to enroll in other courses, select the **Return to Keyword Search Page** link.
How to Search & Enroll in Classes *For Returning Students*

For returning students who enroll at LSC prior to January 27, 2020.

1. Log into myLoneStar (https://my.lonestar.edu) using your Lone Star College username and password and select the Student Tile.

2. From the Student Homepage, click on the Manage Classes tile.

3. Select Class Search and Enroll from the left pane.

4. Select an enrollment term.

   **NOTE:** If the enrollment term (Spring, Summer, Fall) is not listed, please contact your campus Admissions Office for assistance.

   ***ATTENTION***

   If you have a declared plan (major), it is recommended to enroll in courses that meet your plan requirements. Enrolling in courses outside your declared plan (major) may affect your Financial Aid.

5. Enter course information into the Search for Classes and press Enter or the Go button >>.

6. The Class Search Results will open to display open classes, credit classes and your home campus.

   Change the display options by turning off a filter (click “x”) at the top of the page or by changing options in the left pane.

7. Select the course you want.

8. Select a course section.
9 To view more information about the course you have chosen, click the blue hyperlink.

10 If you have a permission number, enter it. However, for most classes it is not required, and you do not need to enter one.

   Click the Next button in the upper-right corner of the screen.

11 Review the class preference displayed and click the Accept button.

12 Select the appropriate radio button to Enroll or Add to Shopping Cart and then click Next.

13 Review the course information displayed, and if all is correct, click the Submit button.

14 When prompted to select Yes or No to confirm you are ready to submit, click Yes to proceed with enrollment.

CONGRATULATIONS! You have successfully enrolled.

If you wish to continue to enroll in other courses, select the Return to Keyword Search Page link.