



## How to Search & Enroll in Classes

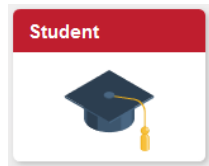
**For new students who are enrolling at Lone Star College for the first time as of January 27, 2020.**  
**If you enrolled at LSC at any time prior to January 27, 2020, please go to page 3 to begin.**

### \*\*\*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.



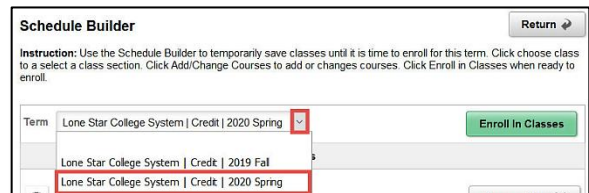
**3**

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.



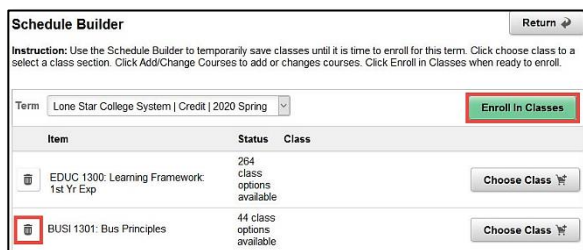
**4**

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



**5**

Select **Enroll in Classes**.

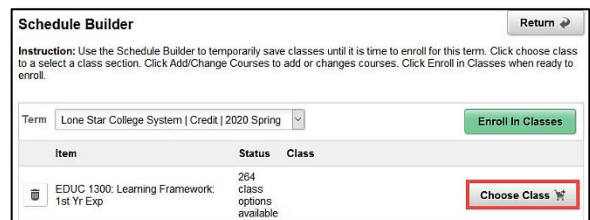


If the **Enroll in Classes** button is not displayed, please contact your campus **Academic Advising Office** for assistance.

**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**

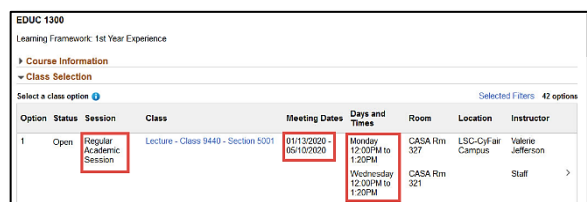
The **Class Search Results** page will open to display open classes, credit classes and your home campus.

**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.

### View Search Results

1 Course with keyword:

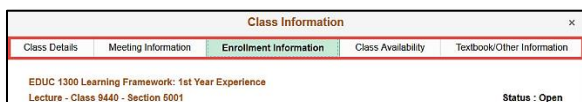
Open Classes Only  Credit  LSC-CyFair  Clear All

**EDUC 1300**  
Learning Framework: 1st Year Experience (LSC-CyFair)  
42 Class Options Available

Click **EDUC 1300** to view course sections.

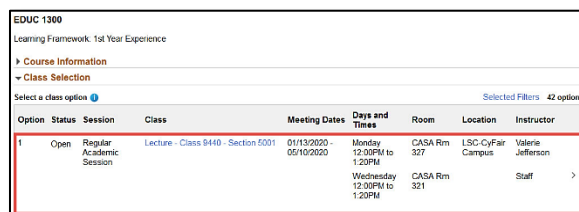
**9**

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



**10**

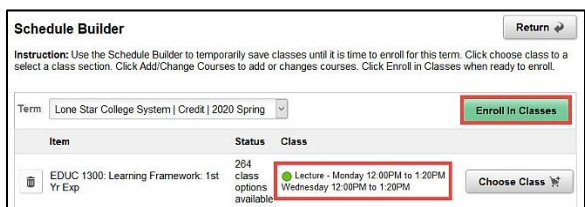
Click a **course section**.



**11**

**Schedule Builder** displays the selected course.

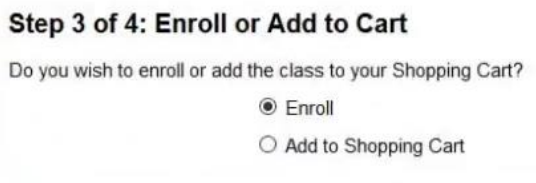
Click **Enroll in Classes** when you're ready to complete your enrollment for a term.



Click **Yes** to continue enrollment.

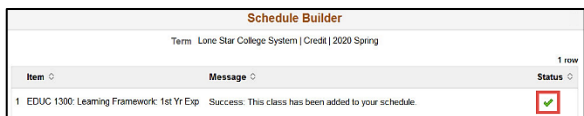
**12**

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



**13**

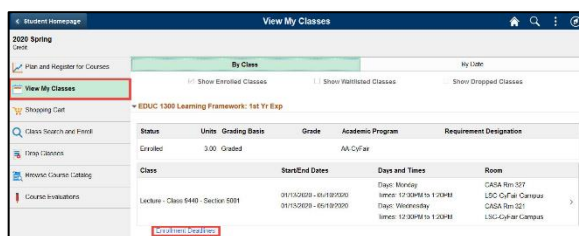
Course sections that you are enrolled in successfully are indicated by a green checkmark.



**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.

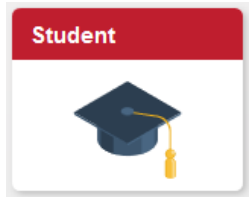


## How to Search & Enroll in Classes **\*For Returning Students\***

***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.



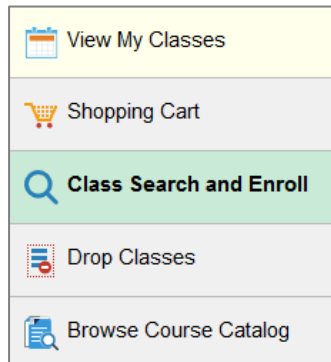
**2**

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



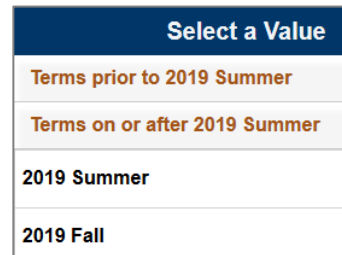
**3**

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



**4**

Select an **enrollment** term.



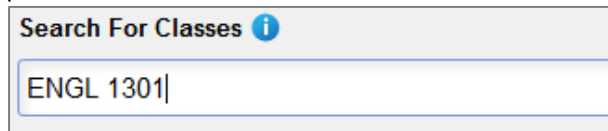
**NOTE:** If the enrollment term (Spring, Summer, Fall) is not listed, please contact your campus Admissions Office for assistance.

**\*\*\*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**

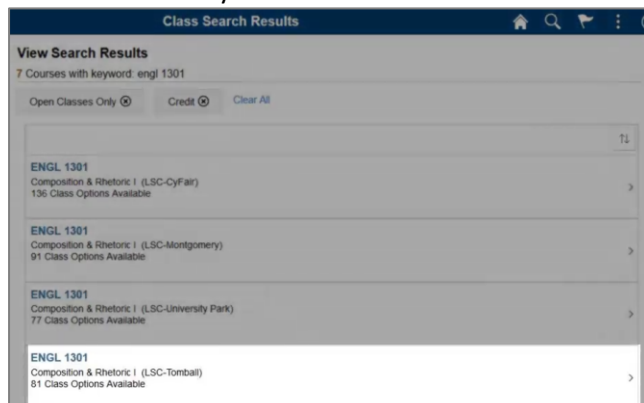
The **Class Search Results** will open to display open classes, credit classes and your home campus.



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.

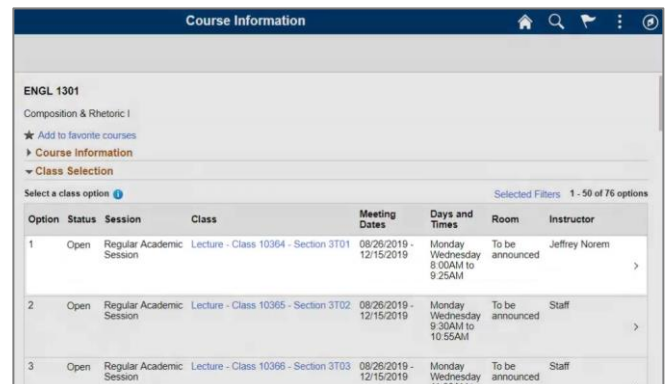
**7**

Select the **course** you want.



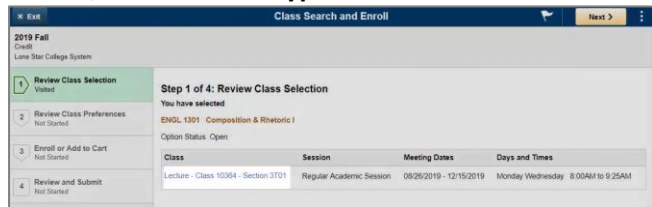
**8**

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.



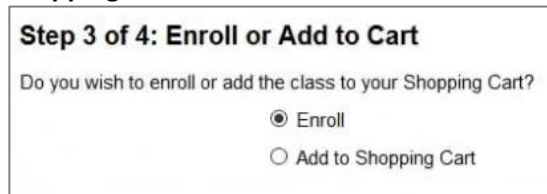
**11**

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



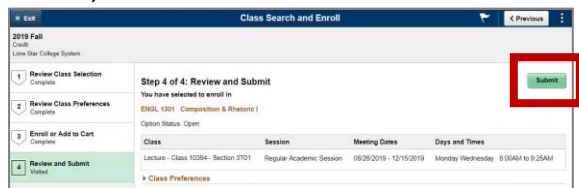
**12**

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.