Current and Recent Former students should submit their transcript requests through myCommNet.

1. Go to myCommNet (http://my.commnet.edu)

2. Login using your NetID (ex: 12345678@student.commnet.edu) & password
   ► You can look up your NetID and reset your password below the login box.

3. Click on “Banner Self-Service” (upper right hand corner)

4. If prompted, select “Capital Community College”

5. Click on “Student Records”

6. Click on “Request Official Transcript”

7. Follow the steps to submit your transcript request
   ► Be sure to provide a complete and accurate mailing address.
   ► If you wish to pick up your transcript at the Registrar’s Office, type “PICK UP” in the mailing address field.

8. Logout from the website

Processing Information:
Most requests are processed within 5 business days. During busy periods at the beginning and end of each semester, please allow up to 8-10 business days.

For questions about transcript requests, please e-mail CA-Registrar@ccc.commnet.edu or call (860) 906-5140. Transcripts will not be issued if a student has outstanding financial obligations to the college. Transcripts are not faxed or e-mailed. There is no fee for transcripts.

If you are unable to log into myCommNet, complete and return the Transcript Request Form to the Registrar’s Office.
TRANSCRIPT REQUEST FORM

FOR FASTER SERVICE: Official transcripts may be requested and unofficial transcripts may be printed by current & recent former students by logging into myCommNet at: [http://my.commnet.edu](http://my.commnet.edu).

Complete and return this form to:
Capital Community College - Registrar’s Office
950 Main Street
Hartford, CT 06103
Or Fax to: (860) 906-5119

<table>
<thead>
<tr>
<th>Student Name: ____________________________</th>
<th>(Last)</th>
<th>(First)</th>
<th>(Maiden)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID#: _____________________________</td>
<td>OR</td>
<td>SS #:</td>
<td>Date of Birth: _____________</td>
</tr>
<tr>
<td>Student Address: __________________________</td>
<td>(Street)</td>
<td>(City)</td>
<td>(State)</td>
</tr>
<tr>
<td>Student Telephone: _______________________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Print **EXACT** name, office, and mailing address to which transcript is to be sent:
- __________________________
- __________________________
- __________________________

Handling Instructions:
- **Type & Quantity:**
  - O Official – Quantity: __, Limit 3
  - O Official – Self: __, Limit 1
  - O Unofficial – Limit 1

**Processing Instructions** (check one):
- O Send transcript(s) now
- O Hold for current semester’s grades
- O Hold until degree is posted

Processing Information:
Most requests are processed within 5 business days. During busy periods at the beginning and end of each semester, please allow up to 8-10 business days. For faster service, official transcripts may be requested and unofficial transcripts may be printed by current & recent former students by logging into myCommNet at: [http://my.commnet.edu](http://my.commnet.edu).

For questions about transcript requests, please e-mail CA-Registrar@ccc.commnet.edu or call (860) 906-5140. Transcripts will not be issued if a student has outstanding financial obligations to the college. Transcripts are not faxed or e-mailed. There is no fee for transcripts.

Authorization:
I authorize Capital Community College to release my transcript to the recipient named above.

<table>
<thead>
<tr>
<th>Student Signature: ____________________________</th>
<th>Date: ___________</th>
</tr>
</thead>
</table>

02/2014

For Office Use Only

Date Sent: ___________  By: ___________