

## Accessing Class Rosters

Class rosters for faculty are available on myCommNet for faculty to view and print. **It is critical to regularly check your roster(s) through the first two weeks of class to verify that students attending your class are properly registered.** During this time, students are adding and dropping classes and those who have not paid tuition and fees are subject to deregistration. Students not on your class roster should not be allowed to remain in any class without first going to the Registrar's Office. **It is the faculty member's responsibility to make sure that students attending class are registered.**

You may access myCommNet to print rosters at: <http://my.commnet.edu>

1. Enter **NetID** (ex: 12345678@ccc.commnet.edu) and **Password**, Click **Login**
2. Click on the **Banner Student & Faculty Self-Service (Top Right Hand Box)**
3. If prompted, Select - **Capital Community College**
4. Select – **Faculty/Advisor Services**
5. Click on **Term Selection Box**
6. **Select Term then submit**
7. Click on **Class Lists and Roster Box**
8. Click on **View/Print Class Roster**
9. Select **CRN** and click **Submit**
10. **View and/or Print your roster**

If you are a new faculty member, your NetID is your Banner ID without the “@” followed by: @ccc.commnet.edu. Your Banner ID is printed on your contract or can be obtained from the Academic Dean's Office. Information on your initial password may be found at <http://supportcenter.ct.edu/NetID/netid-faq.asp#Q3>. You may also reset a forgotten password at <http://supportcenter.ct.edu/netid/pswdmenu.asp>.

If you have questions about these procedures, please contact our office:

Argelio Marrero at 906-5125 or [amarrero@capitalcc.edu](mailto:amarrero@capitalcc.edu)  
Waynette Arnum at 906-5124 or [warnum@capitalcc.edu](mailto:warnum@capitalcc.edu)  
Libby Daniels at 906-5123 or [edaniels@capitalcc.edu](mailto:edaniels@capitalcc.edu)

Thank you for taking advantage of myCommNet to access class rosters. Best wishes for a successful and rewarding semester!