



Course Registration Information Spring 2018

Registration Schedule

- **Spring 2018 – Currently Enrolled Capital Students:**
 - Web Registration Begins: Monday, October 30
 - In-Person Registration Begins: Monday, November 13
- **Spring 2018 – New Capital Students:**
 - In-Person & Web Registration Begins: Monday, November 13

myCommNet Course Schedule Search

- Go to <http://my.commmnet.edu>
- Select: **Search for Courses Offerings** under **Other Resources**
- Select a Term: **Spring Term 2018**
- Select a College: **Capital CC**
- Select: **Open** or **Closed** courses or **Both**
- Select Course Level: **Credit**
- Select a Subject: **All** or **specific course subject**
- Click: **Get Courses**

myCommNet Online Registration

- Go to <http://my.commmnet.edu>
- Registration Instructions are posted on the [Registrar's Website](#)

Payment of Tuition & Fees

- **Standard Registration:** Course registrations before December 26, 2017 must have college fees paid at the time of registration, at a minimum. Payment of full tuition is due by December 26, 2017.
- **Late Registration:** Course registration on or after December 26, 2017 must have full tuition and fee payments made at the time of registration.
- The Business Office offers a tuition payment plan for students who register for 6 or more credits. Sign up for the plan in person at the Business Office.
- **Students who do NOT make payment of their tuition and fees in accordance with the payment policy may be subject to removal from their classes.**

Refund Policy for Spring 2018

- Any student that drops their courses on January 16, 2018 or before either in person, through MyCommNet, or is dropped for non-payment a full refund of tuition and fees will be given.
- Any student that drops their courses on January 17, 2018 (first day of classes) through January 30, 2018 will receive 50% tuition refund only. **The Student Activity Fee, College Services Fee, and Transportation Fee will not be refunded.**
- After January 30, 2018 there is no refund of tuition and fees.

Financial Aid

- If your 2017-2018 financial aid is NOT awarded when you register, you must pay all college fees at the time of registration.
- If your financial aid is not awarded by the fall tuition due date on December 26, 2017 you must pay the tuition.
- Check your financial aid status and/or verify a financial aid award online at <http://my.commnet.edu>.