

## Register Online

Follow these simple steps each semester to register for your classes using myCommNet.

**myCommNet**

1. Go to myCommNet (<http://my.commmnet.edu>)
2. Login using your NetID & Password (ex: [12345678@student.commmnet.edu](mailto:12345678@student.commmnet.edu))
3. Click on Banner Student & Faculty Self-Service Link (top right hand box)
4. Select Capital Community Coll. if asked
5. Click on "Registration/Schedule"
6. Click on Term Selection Box
7. Select Term then submit
8. Click on Class Registration Box
9. Follow instructions on that page & register

### Need Help?

*For more help on using myCommNet, go to <http://my.commmnet.edu>*

950 Main Street  
Hartford, CT 06103  
(860) 906-5000  
[www.capitalcc.edu](http://www.capitalcc.edu)



## Class Schedule

Follow these simple steps each semester to view or print your class schedule using myCommNet.

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4. Select Capital Community Coll. if asked
5. Click on "Registration/Schedule"
6. Click on Term Selection Box
7. Select Term then submit
8. Click on Student Schedule Box
9. View/Print your schedule
10. For Student Detail Schedule click link (lower left hand corner)

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## Final Grades & Transcripts

Follow these simple steps each semester to view or print your final grades or unofficial transcript using myCommNet. Directions to ordering Electronic Transcript.

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3. Click on Banner Student & Faculty Self-Service Link (top right hand box)
4. Select Capital Community Coll. if asked
5. Click on "Student Records"
6. Follow 6A, 6B, OR 6C depending on what you are looking for
  - 6A. Click on Grades/Registration History Box
    - 7A. View/Print your Final Grades
    - 6B. Click on Transcripts Box
      - 7B. Click on View Unofficial Transcript, select level (CaCC Credit), then submit
      - 8B. View/Print your transcript
    - 6C. Click on Transcripts Box
      - 7C. For Electronic Transcripts Click on Request Official Transcript
      - 8C. Click on Access the Transcript Ordering Site Link

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## Enrollment Verification

Enrollment Verifications can be printed in the Library-5th Floor or in the Computer Labs-6th Floor

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3. Click on Banner Student & Faculty Self-Service Link (top right hand box)
4. Select Capital Community Coll. if asked
5. Click on "Student Records"
6. Click on Enrollment Verification Request Box
7. Click on "Obtain an Enrollment Certificate". Print out Certificate

### Need Help?

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