Register Online

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

1. Go to myCommNet (http://my.commnet.edu)
2. Login using your NetID & Password (ex: 12345678@student.commnet.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

Class Schedule

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

1. Go to myCommNet (http://my.commnet.edu)
2. Login using your NetID & Password (ex: 12345678@student.commnet.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 Student Schedule Box
9. View/Print your schedule
10. For Student Detail Schedule click link (lower left corner)

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.

1. Go to myCommNet (http://my.commnet.edu)
2. Login using your NetID & Password (ex: 12345678@student.commnet.edu)
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

Enrollment Verification

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

1. Go to myCommNet (http://my.commnet.edu)
2. Login using your NetID & Password (ex: 12345678@student.commnet.edu)
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

For more help on using myCommNet, go to http://my.commnet.edu

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