This form is for students who encounter a “Pre-requisite or test Score Error” when attempting to register for courses on myCommNet. The use of this form is not a substitution for academic advising and must be completed and returned. This form may either be faxed or e-mailed. An official college transcript in a sealed envelope must be mailed or delivered in person. An official, electronic transcript may also be submitted. This request will only be processed if students are admitted by the Capital Community College Admissions Office.

Name: ____________________________________________
Student/Banner ID#: _______________________________
Phone #: ______________________________
Email Address: ____________________________________
Semester: ________________________________________

Course Name(s) & Number(s) that you want to register for:
________________________________________________________________________

If students are not able to obtain an official college transcript he or she must come to Capital Community College and print an unofficial copy of the transcript. A Counselor will review the transcript(s), put a waiver into the system and students will be permitted to register for the course on myCommNet.

Submission of this form does not guarantee that the course will still be available, as a minimum of 72 hours is required for processing. Should you have any questions, please contact the Counseling Office at 860-906-5040.