



# Course Registration Information Spring 2019

## Registration Schedule

- **Spring 2019 – Currently Enrolled Capital Students:**
  - Web Registration Begins: Monday, October 29
  - In-Person Registration Begins: Monday, November 12
- **Spring 2019 – New Capital Students:**
  - In-Person & Web Registration Begins: Monday, November 12

## myCommNet Course Schedule Search

- Go to <http://my.commmnet.edu>
- Select: **Search for Courses Offerings** under **Other Resources**
- Select a Term: **Spring Term 2019**
- 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 January 4, 2019 must have college fees paid at the time of registration, at a minimum. Payment of full tuition is due by January 4, 2019.
- **Late Registration:** Course registration on or after January 4, 2019 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 2019

- Any student that drops their courses on January 23, 2019 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 24, 2019 (first day of classes) through February 6, 2019 will receive 50% tuition refund only. **The Student Activity Fee, College Services Fee, and Transportation Fee will not be refunded.**
- After February 6, 2019 there is no refund of tuition and fees.

## Financial Aid

- If your 2018-2019 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 January 4, 2019 you must pay the tuition.
- Check your financial aid status and/or verify a financial aid award online at <http://my.commnet.edu>.