

# New Student Registration (NSR) Checklist

All **NEW** students must follow the steps below before attending a New Student Registration Session:

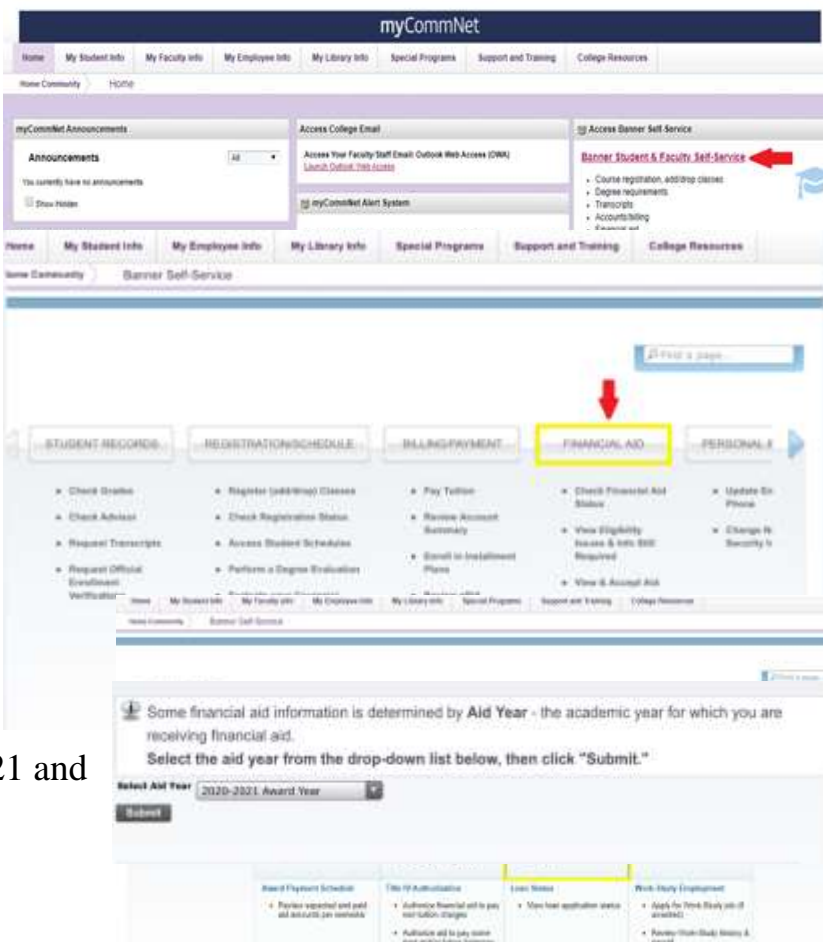
- Submit **ALL** required enrollment documentation to Admissions
  - High School Diploma/GED
  - Immunization Records
- LOG ON** to myCommNet to create your **PASSWORD** and activate your **STUDENT EMAIL**!
- Check to see if you have been **AWARDED** Financial Aid

Step 1: Click on Banner Student and Faculty Self-Service

Step 2: Click on the Financial Aid Tab

Step 3: Click on Award Package to view Financial Aid Awarded

Step 4: Select Academic year 2020-2021 and click Submit



- Students paying out of pocket can set up a payment plan with the Bursar's Office



### Steps to activate your myCommNet account:

1. Log into <http://my.commnnet.edu>
2. Enter your username: studentID@student.commnnet.edu  
→ EX. 01234567@student.commnnet.edu
3. Enter your temporary password
  - First 3 letters of birth month (first letter capitalized), ampersand (&), and last four digits of your social security number→ EX. May&1234
4. You will then be prompted to change your password
5. Once you have logged into myCommNet, click the Student Email link on the top middle section of the homepage

#### Access College Email

Access Your Faculty/Staff Email: Outlook Web  
Access (OWA)  
[Launch Outlook Web Access](#)

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### 1. Print Class Schedule

- Login to [my.comnet.edu](http://my.comnet.edu)
- Click Banner Student Self-Service
- Select Registration/Schedule
- Select the Term & Click Student Schedule

### 2. Student Photo ID

- Obtain your student ID on the 2<sup>nd</sup> Floor (near Admissions)
- ❖ Bring a copy of your Student Schedule

### 3. Textbook

- Obtain textbooks which are available for purchase in the Bookstore on the 7<sup>th</sup> floor (24 hours after registering for courses if using Financial Aid)
- ❖ Bring a copy of your Student Schedule

### 4. Transportation

- ❖ Bus Passes are available at the Business Office on the 2<sup>nd</sup> Floor
  - Students must present a student ID
  - Financial Aid, Payment plan, or payment in full is required to receive your U-Pass
- ❖ To receive a Parking card, Students will need to provide the Morgan Street Parking Garage with the following items (Laz Parking Pass Application, Student ID, Student Schedule, Driver's License & vehicle license plate number.)

### 5. New Student Orientation

- Register to Attend New Student Orientation  
(<http://www.capitalcc.edu>)

### 6. Contact Your Program Coordinator or Faculty Advisor

- Send an email to your Faculty Advisor or Program Coordinator
- ❖ Contact information is located on the back

## Academic Department Chairs and Program Coordinators



### Business and Technology

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| <p>□ <b>Interim Department Chair</b><br/><b>Seth Freeman</b><br/>Business and Tech. Professor,<br/>Computer Info<br/>Room 1011<br/><a href="mailto:sfreeman@capitalcc.edu">sfreeman@capitalcc.edu</a><br/>(860) 906-5249</p> | <p>□ <b>Accounting</b><br/><b>Gerald Murphy</b><br/>Program Coordinator<br/>Room 1029<br/><a href="mailto:gmurphy@capitalcc.edu">gmurphy@capitalcc.edu</a><br/>(860) 906-5170</p>                      | <p>□ <b>Management</b><br/><b>Nancy La Guardia</b><br/>Program Coordinator,<br/>Room 1030<br/><a href="mailto:nlaguardia@capitalcc.edu">nlaguardia@capitalcc.edu</a><br/>(860) 906-5174</p>                | <p>□ <b>Computer Info. Systems</b><br/><b>Michael Ligon</b><br/>Program Coordinator<br/>Room 610<br/><a href="mailto:mligon@capitalcc.edu">mligon@capitalcc.edu</a><br/>(860) 906-5178</p> |
| <p>□ <b>Architectural Engineering</b><br/><b>Ira Hessmer</b><br/>Program Coordinator<br/>Room 608<br/><a href="mailto:ihessmer@capitalcc.edu">ihessmer@capitalcc.edu</a><br/>(860) 906-5182</p>                              | <p>□ <b>Construction Management</b><br/><b>Basia Dellaripa</b><br/>Program Coordinator<br/>Room 1115<br/><a href="mailto:bdellaripa@capitalcc.edu">bdellaripa@capitalcc.edu</a><br/>(860) 906-5175</p> | <p>□ <b>Computer Networking/Cybersecurity</b><br/><b>Snaid Elhadad</b><br/>Program Coordinator<br/>Room 1116<br/><a href="mailto:selhadad@capitalcc.edu">selhadad@capitalcc.edu</a><br/>(860) 906-5135</p> |  |

### Health Careers

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| <p>□ <b>Department Chair</b><br/><b>Daniel Tauber</b><br/>Director Paramedic Program<br/>Room 1009<br/><a href="mailto:dtauber@capitalcc.edu">dtauber@capitalcc.edu</a><br/>(860) 906-5153</p> | <p>□ <b>Radiologic Technology</b><br/><b>Paul Creech, Esq.</b><br/>Program Coordinator<br/>Room 320<br/><a href="mailto:pcreech@capitalcc.edu">pcreech@capitalcc.edu</a><br/>(860) 906-5155</p> | <p>□ <b>Medical Assisting</b><br/><b>Devi Mathur</b><br/>Program Coordinator<br/>Room 824<br/><a href="mailto:dmathur@capitalcc.edu">dmathur@capitalcc.edu</a><br/>(860) 906-5167</p> |
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### Humanities & Art

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| <p>□ <b>Department Chair</b><br/><b>Dr. Jeffrey Partridge</b><br/>Room 1033<br/><a href="mailto:jpartridge@capitalcc.edu">jpartridge@capitalcc.edu</a><br/>(860) 906-5191</p> | <p>□ <b>Music Industry</b><br/><b>Joshua Hummel</b><br/>Program Coordinator<br/>Room 1119<br/><a href="mailto:jhummel@capitalcc.edu">jhummel@capitalcc.edu</a><br/>(860) 906-5039</p> | <p>□ <b>Theatre Arts</b><br/><b>Kevin Lamkins</b><br/>Program Coordinator,<br/>Room 1019<br/><a href="mailto:klamkins@capitalcc.edu">klamkins@capitalcc.edu</a><br/>(860) 906-5213</p> | <p>□ <b>Liberal Arts &amp; Sciences</b><br/><b>John Christie</b><br/>Program Coordinator<br/>Room 1117<br/><a href="mailto:jchristie@capitalcc.edu">jchristie@capitalcc.edu</a><br/>(860) 906-5190</p> |
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### Science & Mathematics

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| <p>□ <b>Department Chair</b><br/><b>Michael Proulx</b><br/>Room 1010<br/><a href="mailto:Mproulx@capitalcc.edu">Mproulx@capitalcc.edu</a><br/>(860) 906-5211</p> | <p>□ <b>Biotechnology</b><br/><b>Dr. Cleo Rolle</b><br/>Program Coordinator<br/>Room 905<br/><a href="mailto:crolle@capitalcc.edu">crolle@capitalcc.edu</a><br/>(860) 906-5128</p> |
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### Social & Behavioral Sciences

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