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.commnet.edu
2. Enter your username: studentID@student.commnet.edu
   → EX. 01234567@student.commnet.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
1. Print Class Schedule
- Login to my.commnet.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 2nd Floor (near Admissions)
- Bring a copy of your Student Schedule

3. Textbook
- Obtain textbooks which are available for purchase in the Bookstore on the 7th 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 2nd 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 (Lax 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

- Interim Department Chair
  Seth Freeman
  Business and Tech. Professor, Computer Info
  Room 1011
  sfreeman@capitalcc.edu
  (860) 906-5249

- Architectural Engineering
  Ira Hessmer
  Program Coordinator
  Room 908
  ihessmer@capitalcc.edu
  (860) 906-5182

- Accounting
  Gerald Murphy
  Program Coordinator
  Room 1039
  gmurphy@capitalcc.edu
  (860) 906-5170

- Management
  Nancy La Guardia
  Program Coordinator
  Room 1039
  nlaguardia@capitalcc.edu
  (860) 906-5174

- Computer Info. Systems
  Michael Ligen
  Program Coordinator
  Room 908
  mligen@capitalcc.edu
  (860) 906-5178

Health Careers

- Department Chair
  Daniel Tauber
  Director Paramedic Program
  Room 1109
  dtauber@capitalcc.edu
  (860) 906-5153

- Radiologic Technology
  Paul Creach, Esq
  Program Coordinator
  Room 320
  pcraech@capitalcc.edu
  (860) 906-5155

- Medical Assisting
  Devi Madab
  Program Coordinator
  Room 824
  dmadab@capitalcc.edu
  (860) 906-5177

Humanities & Art

- Department Chair
  Dr. Jeffrey Partridge
  Room 1039
  jpartridge@capitalcc.edu
  (860) 906-5191

- Music Industry
  Joshua Hummel
  Program Coordinator
  Room 1108
  jhummel@capitalcc.edu
  (860) 906-5039

- Theatre Arts
  Kevin Lamkins
  Program Coordinator
  Room 1010
  klamkins@capitalcc.edu
  (860) 906-5213

- Liberal Arts & Sciences
  John Christie
  Program Coordinator
  Room 1117
  jchristie@capitalcc.edu
  (860) 906-5190

Science & Mathematics

- Department Chair
  Michael Proulx
  Room 1109
  mproulx@capitalcc.edu
  (860) 906-5211

- Biotechnology
  Dr. Clee Rolle
  Program Coordinator
  Room 906
  crolle@capitalcc.edu
  (860) 906-5187

Social & Behavioral Sciences

- Department Chair
  Dr. Lilliana Martinez
  Room 1001
  lmartinez@capitalcc.edu
  (860) 906-5235

- Social Services
  Josiah Ricardo
  Program Coordinator
  Room 1106
  jricardo@capitalcc.edu
  (860) 906-5233

- Communication Media
  Jennifer Thomasen
  Program Coordinator
  Room 1007
  jthomasen@capitalcc.edu
  (860) 906-5016

- Social Services
  Michelle White
  Room 1110
  mwhite@capitalcc.edu
  (860) 906-5164

- Criminal Justice
  Arthur Kurockl
  Program Coordinator
  Room 1109
  akurockl@capitalcc.edu
  (860) 906-5178

- Early Childhood Education
  Dr. Marsha Bryant
  Program Coordinator
  Room T14D
  mbryant@capitalcc.edu
  (860) 906-5220