Instructions on How to Access myCommNet and Microsoft Teams

LOG ON to myCommNet to create your <mark>PASSWORD</mark> and activate your <mark>STUDENT EMAIL</mark>!

▼▼▼▼

Steps to activate your myCommNet account:

1. Log into http://my.commnet.edu

2. Enter your username: studentID@student.commnet.edu

→ <mark>EX. 01234567@student.commnet.edu</mark>

3. Enter your temporary password

→ First 3 letters of birth month (first letter capitalized), ampersand (&), and last four digits

   of your social security number

→ <mark>EX. May&1234</mark>

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

ACCESSING MICROSOFT TEAMS

PURPOSE OF MICROSOFT TEAMS

❑ **COMMUNICATE WITH YOUR ACADEMIC ADVISOR**
❑ **REGISTER FOR COURSES WITH YOUR ADVISOR**
❑ **COMMUNICATE WITH FACULTY, STAFF AND STUDENTS**

FOLLOW THE STEPS BELOW TO ACCESS MICROSOFT TEAMS

❑ **LOGIN** to www.capitalcc.edu
❑ **CLICK** myCommNet enter your BANNER ID NUMBER (EX: 01234567@student.commnet.edu)

❑ **ACCESS** your college email

❑ **CLICK** dotted box on the top left ∙∙∙AND **CLICK** on Teams

❑ Make a new chat Type the Faculty, Student or Staff name.
❑ Scroll down to where it says Type a new message and click on the Call 📞icon on tool bar.

FOLLOW STEPS TO ACCESS VIDEO CALLS

❑ Press Start Meeting--------------- ==FIRST TIME USER== it will ask you to Sign in Zoom. Allowing Zoom authorize access to your outlook. Then you will be able to continue to make your chat.
❑ Topic of meeting
❑ Send meeting
❑ Meeting ID #
❑ Join meeting

WE ARE HERE TO SUPPORT YOU!

- Reach out to your professor(s) if you are having difficulty with your classes.

- Online Tutoring is AVAILABLE

- Practice self-care: eat healthy foods, take time to BREATHE, rest.

- Take a walk , do something you enjoy, create a gratitude list!

- Minimize time spent watching the news, connecting to social media etc--*(helps decrease anxiety, worry and stress)*

- Stay up-to-date with Capital's updates by always checking your College email and the Student Resource page on the College's website.

REMINDERS

- Please mute your mic during the session.

- Once you've joined the session, please state your name in the chat box.

- When asking a question, state your name so the advisor can address you appropriately.

- This session is **2 hours.**

- If you get disconnected or have to leave the session, please contact krichardson@ccc.commnet.edu with any questions.
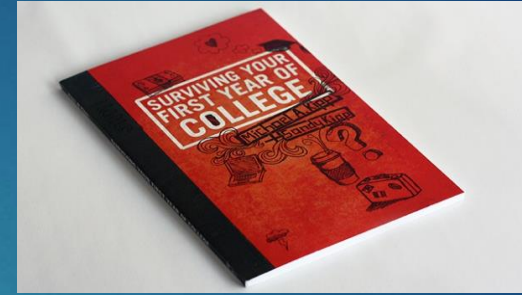
Steps To A Successful First Year!

MOVING YOU THROUGH YOUR FIRST YEAR AT CCC!

New Student Registration Session (NSR)

1st Semester

➡️

First Year Registration Session (FYR)

2nd Semester

➡️

Assigned Faculty Advisor/Counselor/ Academic Advisor

3rd Semester +

Course Pathway (Math & English)

Developmental Courses

English

ENG 095 → ENG 101

Math

MAT 085 → MAT 137 OR MAT 139

MAT 095 → MAT 137 OR MAT 139

Students must earn a C- or higher in MAT 085 or MAT 095.

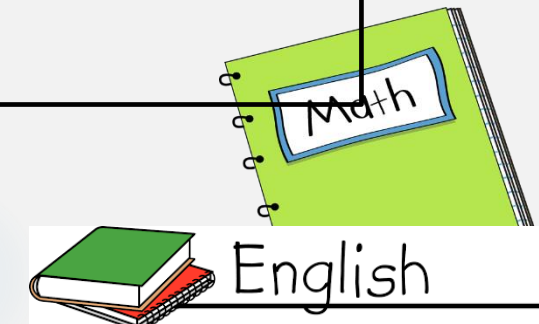## Credit-Level Courses

English

ENG 101 → ENG 102

ENG 101P → ENG 102

Math

MAT 104 → MAT 137 (C- or higher in MAT 104) OR MAT 167 (C+ or higher in MAT 104)

MAT 137 → MAT 167 OR MAT 172

COLLEGE SUCCESS (IDS 105)

'Your foundation to academic success!'

➢ **Getting and Staying On Course to your Success**

   (Understanding the Culture of Higher Education)

➢ **Accepting Personal Responsibility**

   (Creator mindset vs. Victim mindset)

➢ **Discovering Self-Motivation**

   (Goals, How to set goals, your life plan)

➢ **Adopting Lifelong Learning**

   (How to develop a growth mindset)

UNDERSTANDING THE CULTURE OF HIGHER EDUCATION

- Entering College is like entering another country…

- Read YOUR College Catalog

- Create a long-term educational plan

- Complete general education requirements

- Complete prerequisites

- Choose a Major

- Meet with your instructors during their office hours

- GPA

- If you stop attending class, officially withdraw. Talk to your instructor before withdrawing

CHOOSING A MAJOR
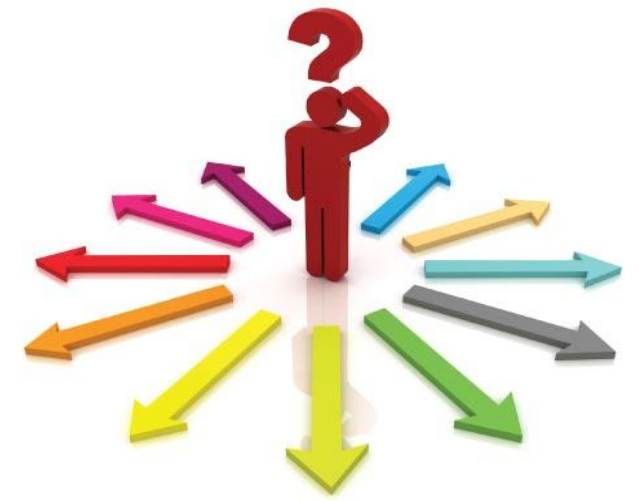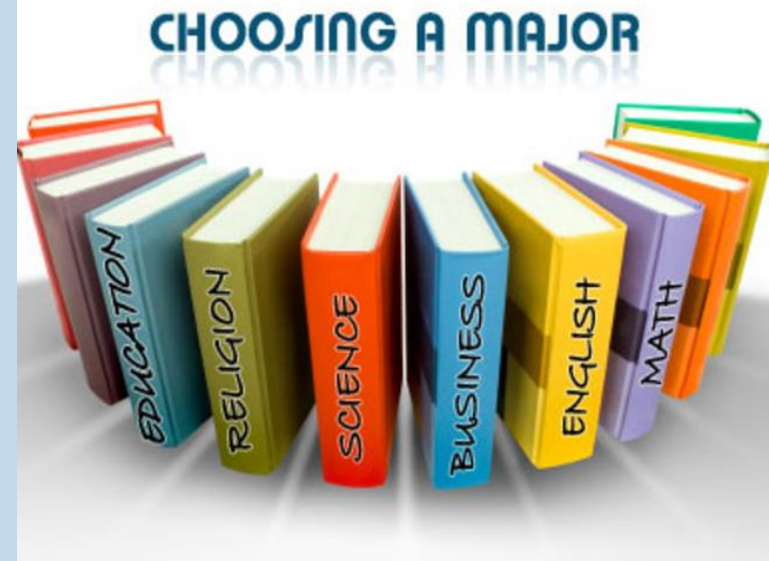
WHAT TO DO DURING YOUR FIRST WEEK IN COLLEGE
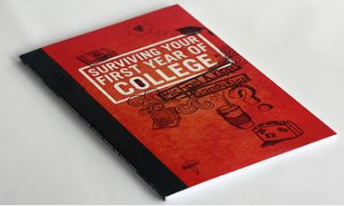
- ✓ Learn YOUR Campus
- ✓ Set Goals for each Course
- ✓ Locate YOUR Classrooms
- ✓ Attend ALL CLASSES and arrive ON TIME
- ✓ Learn YOUR instructors' names, office locations, and office hours
- ✓ Study
- ✓ Participate in EVERY Class
- ✓ Get All of YOUR Learning Supplies
- ✓ Complete and hand IN ALL Assignments ON TIME
- ✓ Create a Schedule
- ✓ Commit to YOUR SUCCESS
- ✓ Get Comfortable with Campus Technology
- ✓ Manage YOUR Money

Mastering SELF-MANAGEMENT

Time Management

- Weekly Calendar
- Monthly Calendar
- Weekly To-Do List
- Prioritarize tasks
  (most important -> least important)

Self- Discipline

- Set goals
- Stay focused
- Be Persistent
- Avoid Procrastination

Self-Confidence

- Celebrate your small successes
- Surround yourself with people who are motivated and empowering.
- Reward yourself
- Engage in positive self-talk daily.

8 KEY EXPECTATIONS

- Be RESPONSIBLE for YOUR Education

- BE MOTIVATED…BE SUCCESS!

- ATTEND Classes and COMPLETE ALL Assignments

- Collaborate with YOUR Peers

- If Something is not working CHANGE IT!

- Have Passion for LEARNING…Learning is Infinite!

- Manage YOUR emotions

- Develop/Maintain Self-Confidence

EXPECTATIONS

ADVISING & COUNSELING

Students are <u>required</u> to make appointments for the following services:

➢ FOCUS 2 (Major and Career Assessment)- **(Susan Perreira)**

➢ Disability Services and Academic Adjustments - **(Helena Carrasquillo)**

➢ Transfer (Transferring to a 4-year college, CSCU Transfer Pathway Programs)-**(Sabrina Adams-Roberts)**

➢ Selective Admissions Programs *(Nursing and Radiologic Technology)*- *(Michael Kriscenski)*

Advising : C*a-advising@groups.ct.edu*

Counseling : *Ca-Counseling@capitalcc.edu*

Selective Admissions Programs

Nursing

- Complete pre-admission courses
- TEAS (September – January)
- Apply in myCommNET

Application Period: Nov 1 – Feb 1

Radiologic Technology

- Complete pre-admission courses
- TEAS (April – May)
- Submit consideration letter to the Admissions Office by **June 1**

CSCU Transfer Pathway Programs

Art	Computer Science	Management	Political Science
Accounting	Early Childhood Teacher Credential	Marketing	Psychology
Business Administration		Mathematics	Social Work
Criminology	Finance	Physics	Sociology
	History		

HOW TO MAINTAIN ENROLLMENT STATUS

- **Make sure your Financial Aid is COMPLETE!!**

- **Review tuition and fee payment policies on the website. Make payments according to your arranged payment plan.**

- **View electronic bills via myCommNET**

- **Check your Student Email DAILY!**

FINANCIAL AID

- ✓ **Make sure you stay up-to-date with your Financial Aid each semester.**

- ✓ **Check with the Financial Aid Office and inquire if you're eligible for work-study.**

- ✓ **For questions about completing your FAFSA application or seeking available scholarships, please visit Capital's Financial Aid Office's website or contact them at Ca-finaidhelp@capitalcc.edu.**

What is FOCUS 2?

Why Use FOCUS 2?

FOCUS 2 is an online, interactive, self-guided career, major and education planning system.

FOCUS 2 can help students to:

- Explore majors matching their academic, personal, and professional goals at Capital
- Select the best major and make informed career decisions
- Map out their present and future career plans

For more information, contact Susan Perreira at sperreira1@capitalcc.edu

CAPITAL
Community
COLLEGE

HELLO
my name is
1st Year Student

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. Textbooks

- ☐ 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 (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 Faculty Advisor or Program Coordinator

- ☐ Send an email to your Faculty Advisor or Program Coordinator
- ❖ Contact information is located on the back
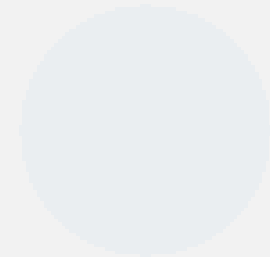
Activating Your myCommNet Account

Initial Username

***Your Banner Student* ID number** @student.commnet.edu

Ex. 01234567@student.commnet.edu

Initial Password

✓ *First three letters of your birth month (1st letter capitalized)*
✓ *Ampersand character—(&)*
✓ *Last 4 digits of your social security number*

Ex. Jun&1234