To View a Schedule of Classes - http://my.commnet.edu
1. Under Other Resources (right side of screen) click Search for Course Offerings
2. Search by term (select the semester), by college (select Asnuntuck), and by level (select credit). Leave other fields as they default.
3. Click “Get Courses”

New NetID Users
- Your NetID is your 8-digit student ID number followed by @student.commnet.edu
  Example: 12345678@student.commnet.edu
- Your initial password is made up of the following
  1. The 1st 3 letters of your birth month (the 1st letter is capitalized)
  2. The “&” symbol
  3. The last 4 digits of your Social Security Number
  Example: Jan&6789
- You will be prompted to change your password the first time you login. Please follow the guidelines given on how to create a Strong password.

Log in
1. Enter NetID and Password
2. In the Access Banner Self-Service Box – (right side of screen), click on Banner Student & Faculty Self Service
3. Select - Asnuntuck Community College

You are now at the Main Menu. This is the starting point for all of the instructions listed below.

To Register for Classes
1. Click – Registration/Schedule Tab
2. In the Class Registration Box Click – Register for Classes
   • Select a term, submit
   • Enter CRN’s in boxes provided - click submit changes
3. Make Payment
   • Click on the Credit Card logos “Click Here to Pay”
   • Fill in the Credit Card Information and payment amount

To Add/Drop a class(es)
1. Click – Registration/Schedule Tab
2. Click – Add/Drop classes
3. Find the class you want to drop
4. In the box under “Action” select Web Drop Course – Submit Changes
5. To add classes, enter CRN in boxes provided
6. Click – Submit Changes

NOTE: Payment is required at the time of registration

To Get Grades
1. Click – Student Records Tab
2. Click – Grades/Registration History Box
3. Grades will display – can be printed

To Get an Unofficial Transcript
1. Click – Student Records Tab
2. Click Transcripts Box
3. Click View Unofficial Transcripts
4. Select Transcript Level, Submit
5. Unofficial Transcript will display – can print
To Get an Official Transcript
1. Click – Student Records Tab
2. Select either Official eTranscripts or Request Official Paper Transcripts
3. Follow the prompts and provide exact college name, office, and address where you want the official transcript sent

Students unable to access myCommNet may be able to create a separate account to generate transcript requests at Asnuntuck.edu/etranscript through the Parchment application.

To Get an Enrollment Certificate
1. Click – Student Records Tab
2. Click – Enrollment Verification Request Box from the National Student Clearinghouse
3. Click – Obtain an Enrollment Certificate for Current Term or for All Enrollment
4. Enrollment Certificate will display – can print.
5. Log Out. This will log you off the National Student Clearinghouse.

How to find your Advisor and Major
1. Click – Student Records Tab
2. Click – Advisor and Major Box
3. Select the current term - The name of your advisor and current major will be listed

Print a Class Schedule
1. Click – Registration/Schedule Tab
2. Click – Student Schedule
3. View/Print your complete and concise course schedule

Updating your Mailing Address and Phone, etc.
Use the “Banner Student & Faculty Self Service” link (select Asnuntuck if prompted with a choice of schools)
1. Click the “Personal Information” tab
2. From the choices that appear, click “Address and Phone Information” link
3. From the next page select “student mailing address” from the dropdown menu and click “submit”
4. On the next page update your mailing address and phone number as appropriate and click “submit

Accessing your student e-mail account
Use the “Banner Student & Faculty Self Service” link (select Asnuntuck if prompted with a choice of schools)
1. Click the “Personal Information” tab
2. From the choices that appear, click “Email Address Information” link
3. From the next page select “personal e-mail” from the dropdown menu and click “submit”
4. On the next page update your personal email address as appropriate and click “submit

***NOTE: The College-assigned email address will be the official method for communication with students, so be sure to check this email often. ***

Degree Evaluation
1. Sign in to myCommNet and stay on the main screen.
2. In the middle column, click on Asnuntuck Community College under the Degree Works logo.
3. Your audit will appear in a new tab.
4. If you have questions, Degree Works FAQs can help.

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