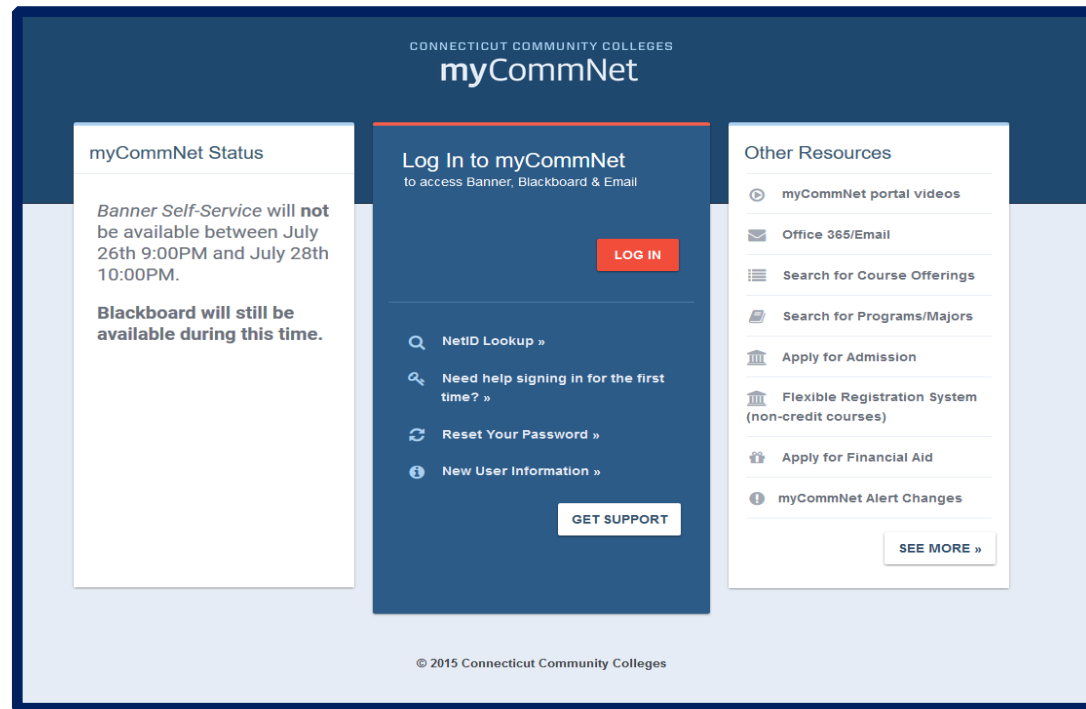# Online Registration 101

CENTER FOR ADVISING AND STUDENT ACHIEVEMENT

Room 111 | www.asnuntuck.edu/advising

Phone: 860.253.1207 - Email: AS-Advising@asnuntuck.edu - Web: www.asnuntuck.edu/advising

Logging in to myCommNet

Step 1: Have your 8-digit student ID ready.
Example: 01234567@student.commnet.edu

- *Newly admitted* students are assigned an 8-digit Student ID. If you do not have an ID number, you need to complete the admissions process with the Office of Admissions. Please contact them at AS-Admissions@Asnuntuck.edu.

- *Continuing or returning students -* if you do not know your ID number, you can look it up on my.commnet.edu using the NET ID Look Up option.
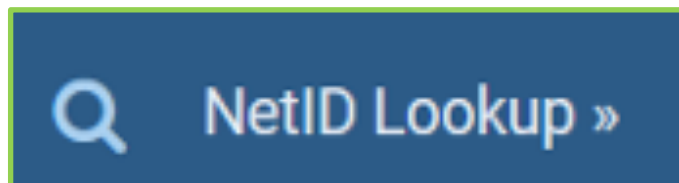

Step 2. Enter your credentials on my.commnet.edu.

Enter your 8-digit student ID followed by @student.commnet.edu
- Initial passwords for *newly admitted students* are:
- The 1st 3 letters of your birth month (1st letter is capitalized)
- The "&" symbol
- The last 4 digits of your Social Security Number
     Example: Jan&6789

You will be prompted to reset your password upon login. **Note: You cannot use any part of your first or last name in your password.**
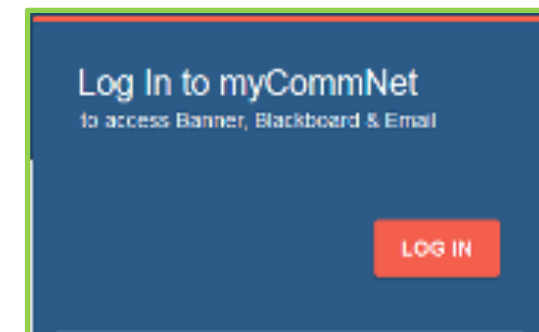
Logging in to myCommNet

Note: If you are a *returning student* and have forgotten your password, click on "Forgot Password" for further assistance.

*** *Be sure to setup your security verification so you can use the password reset function!* ***

For **password resets** and further assistance with logging in to myCommNet, please see the CSCU NetID FAQs.

Step 3: Choosing Courses and Registering

Newly admitted students should meet with an Academic Advisor to review your PLACEMENT or SAT/ACT SCORES and to discuss course requirements. Then, register online using my.commnet.edu.

Returning students can access **DEGREEWORKS** to get a personalized degree evaluation. If you need assistance, contact or meet with your assigned faculty advisor. Otherwise, register for courses online through my.commnet.edu.

Access Degree Works

DegreeWorks
ADVISE. PLAN. **GRADUATE**

Choose College ...

- **Asnuntuck Community College**
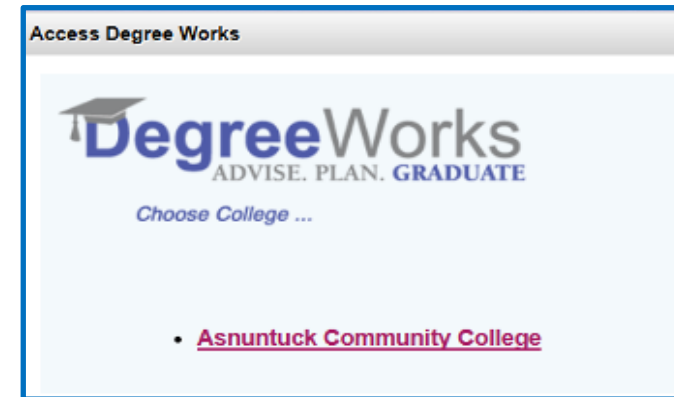
View the Current Course Schedule

Step 1: Under a new tab, go to my.commnet.edu.

Step 2: Click on "Search for Course Offerings" on the right side of the webpage under "Other Resources."

Other Resources

- ▶ myCommNet portal videos
- ✉ Office 365/Email
- ☰ Search for Course Offerings
- 📓 Search for Programs/Majors
- 🏛 Apply for Admission

Step 3: Fill in the appropriate options.
- Select the term that you are seeking to take classes in.
- Select the College where you are planning to take courses at (Asnuntuck).
- Select the Open and Credit options to show courses that are for credit and still have seats available.
- Click on "Get Courses."

OPTIONS: Start and end times can help view courses at specific times. You can also search for courses by days, by instruction type, etc.

Course Search
Home

Term
Fall Term 2019

College
Asnuntuck CC

(O)pen (C)losed: ● Open ○ Closed ○ Both

Course Level: ● Credit ○ Non_Credit ○ Both

No Cost/Low Cost Course Materials (NoLo) only: ○ Yes ● No

Instruction Type
- All
- CLIN - Clinical
- COOP - Cooperative Learning
- HYBR - Online and Classroom
- INDE - Independent Study
- INTN - Internship
- LRON - Live/Remote & Online Component
- OLCR - Online with Campus Requirement
- ONLN - Fully Online

	Hour	Minute	am/pm
by Start Time:	00	00	am
by End Time:	00	00	am

by Days: Mon Tues Wed Thur Fri Sat Sun
☐ ☐ ☐ ☐ ☐ ☐ ☐

Get Courses   Reset

Register for Courses

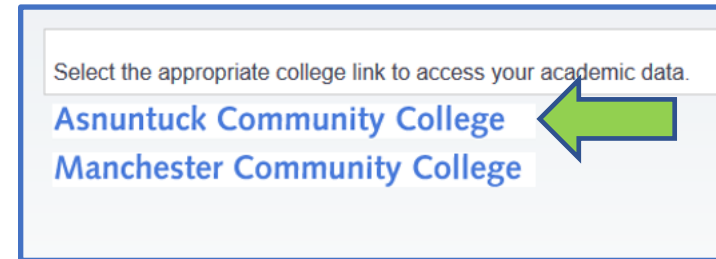**Step 1: Log into my.commnet.edu.**

Step 2: On the right side of the page, choose "Banner Student and Faculty Self Service."

Access Banner Self-Service

Banner Student & Faculty Self-Service:

- Course registration, add/drop classes
- Degree requirements
- Transcripts
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- FACULTY: Enter grades, check course rosters, etc.

Banner Student & Faculty Self-Service FAQs

Step 3: Select your college.

Select the appropriate college link to access your academic data.

Asnuntuck Community College
Manchester Community College

Step 4: Choose Registration/Schedule.

REGISTRATION/SCHEDULE

- Register (add/drop) Classes
- Check Registration Status
- Access Student Schedules
- Perform a Degree Evaluation
- Evaluate your Course(s)
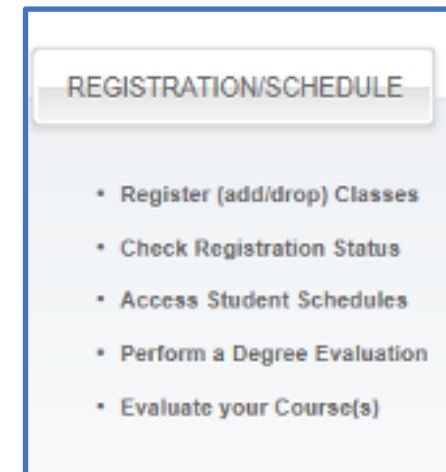
Register for Courses

Step 5: Click on "Class Registration."

Class Registration

- Register for Classes

- Add/Drop Classes

- View Tuition Payment Options

Step 6: Choose the appropriate term and click "Submit."

Note: When you register, you are responsible for the financial obligations of your courses to the institution.

Step 7: You can register using the "Class Search" option OR by entering the CRN's of the course(s) you want to register for into the box(es). Then, click on "Submit Changes."

Add Classes Worksheet

CRNs

Submit Changes   Class Search   Reset

Using the "Class Search" Option:
You can also use the Class Search option to view courses in specific subject areas.

- Under Registration/Schedule, click on Class Registration. Choose your term. Then, click on "Class Search." Choose your subject, then click on "Course Search." Then, you can click on "View Sections" for the course you are looking for.

Questions?

*** If you have any issues with Registration, please contact the Registrar's Office at AS-Registrar@Asnuntuck.edu. ***

If you have issues with your password or accessing myCommNet, please contact the CSCU Online Help Desk – Available 24 hours a day / 7 days a week / 365 days a year.