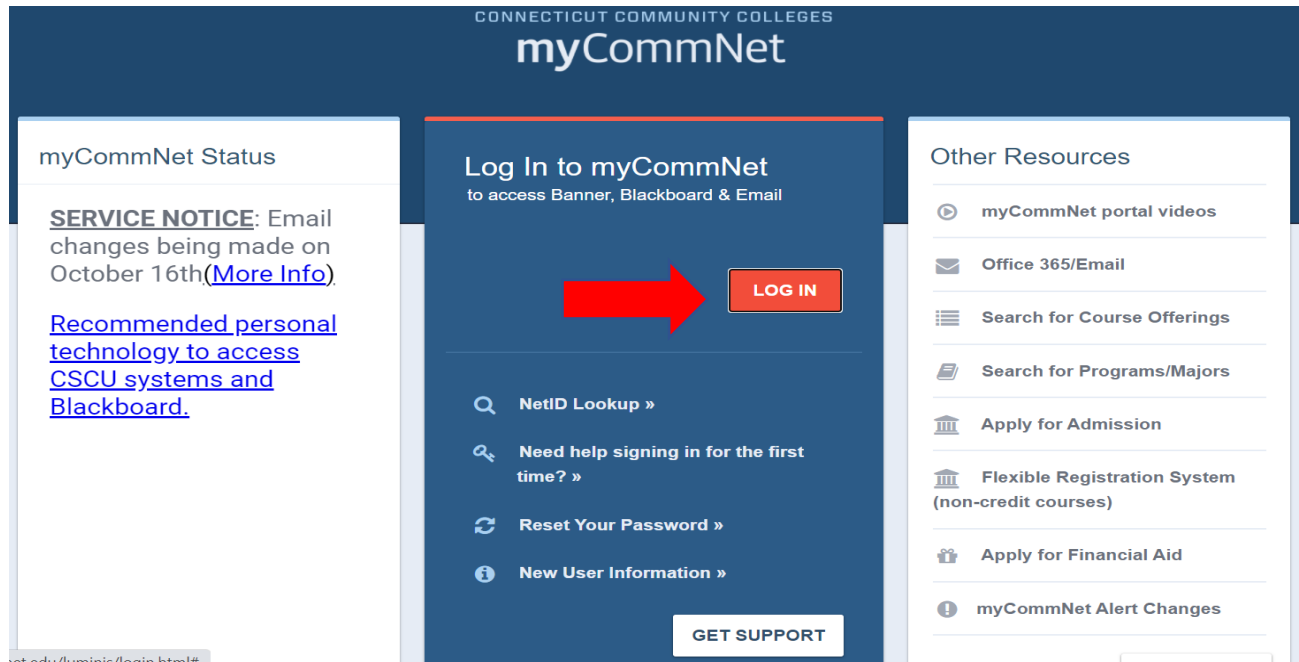


How to Print Course Schedule and Transcript

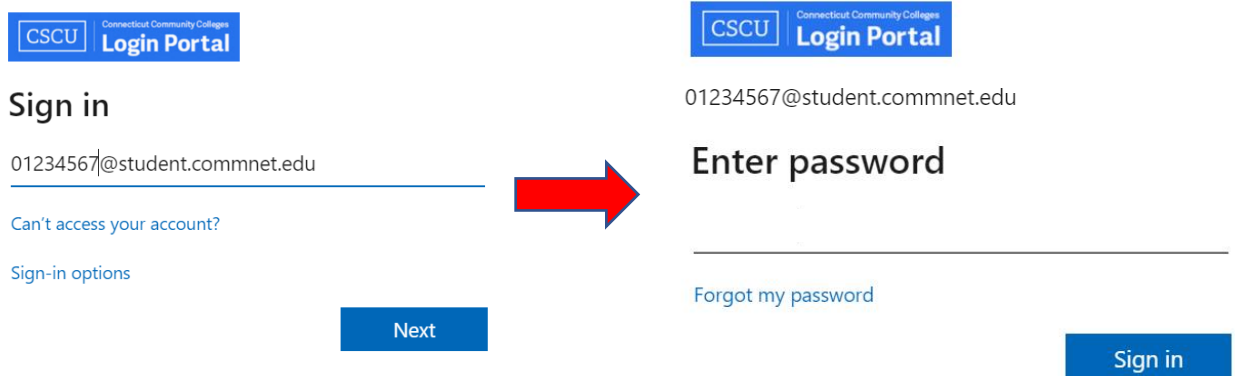
This is a quick reference guide to help you print your course schedule and transcript.

IMPORTANT: Never use the INTERNET EXPLORER browser with Bb (faculty or students).

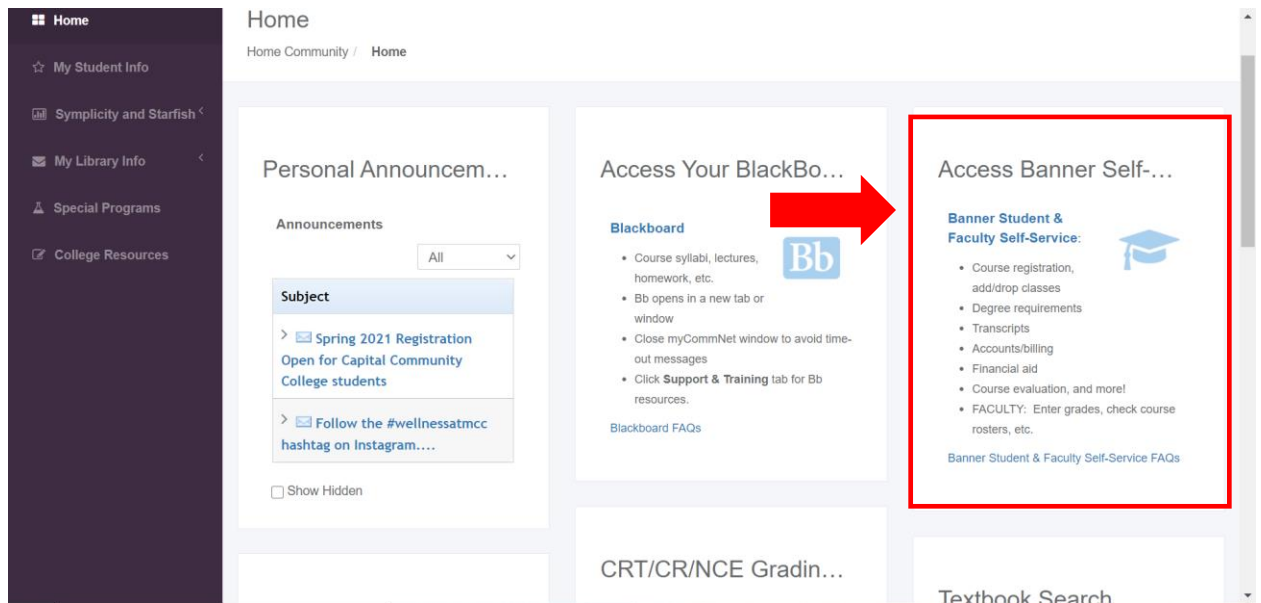
1. Microsoft is no longer doing IE updates, so it no longer supports Bb functionality. Students, faculty and staff all normally access the Blackboard by logging into the myCommNet website, click: <http://my.commnet.edu> and click LOG IN



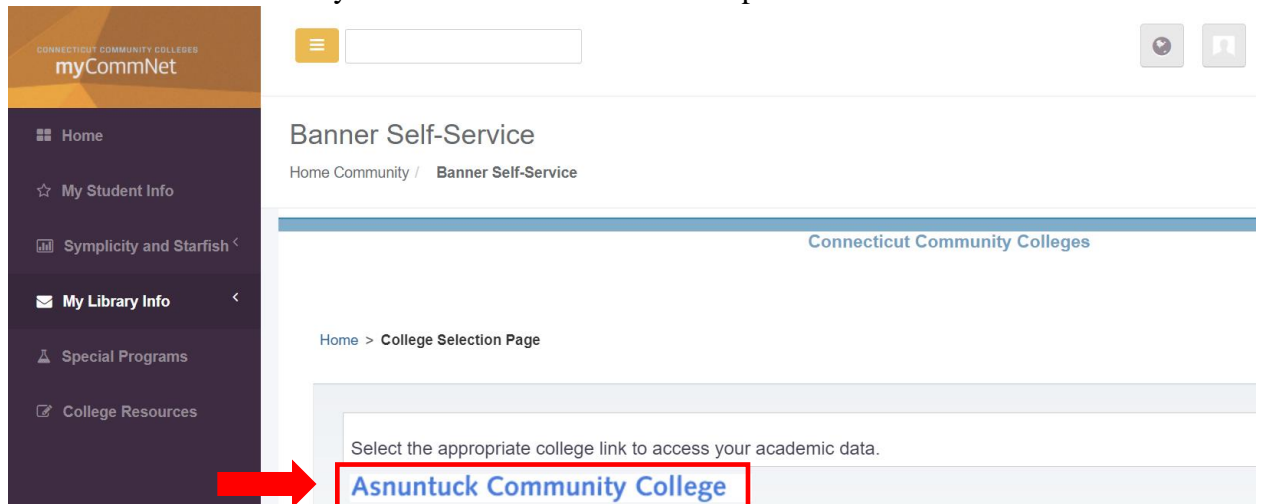
2. Sign in using your full NetID (i.e., #####@student.commnet.edu) and click “Next” to enter your password.



3. Click **Banner Student & Faculty Self-Service** on the right side of the top to enter Banner

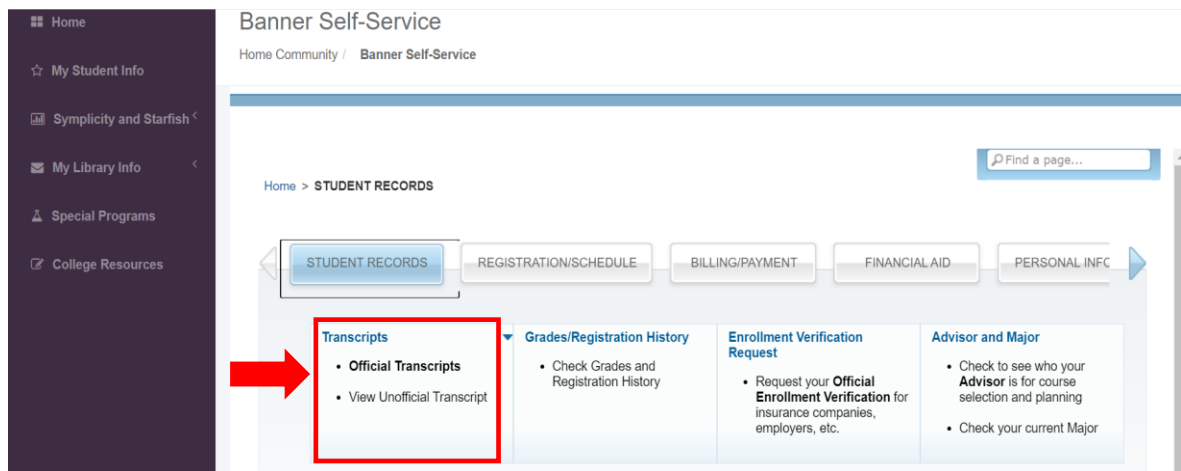
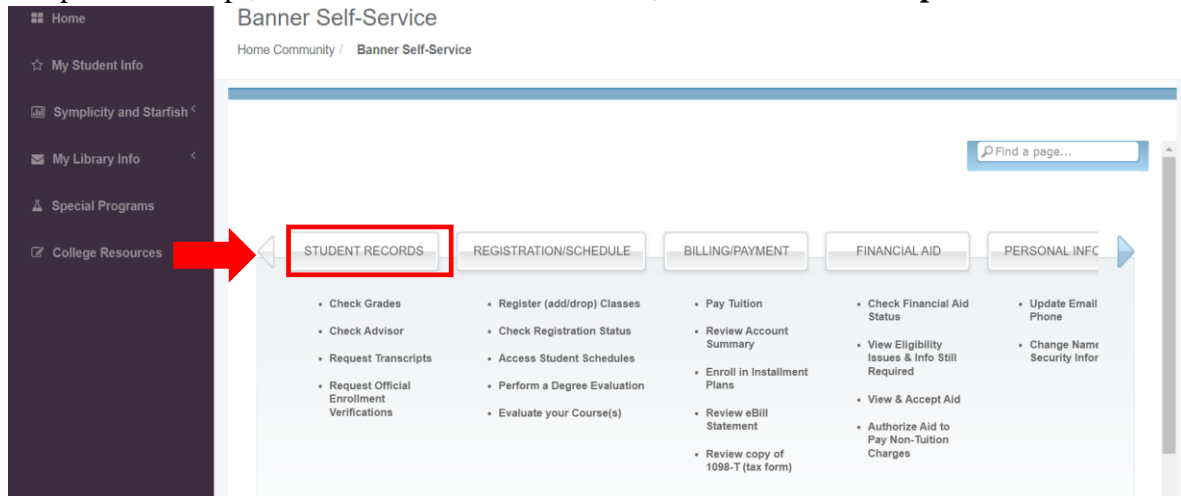


4. Select Asnuntuck to find your course schedule or transcript.

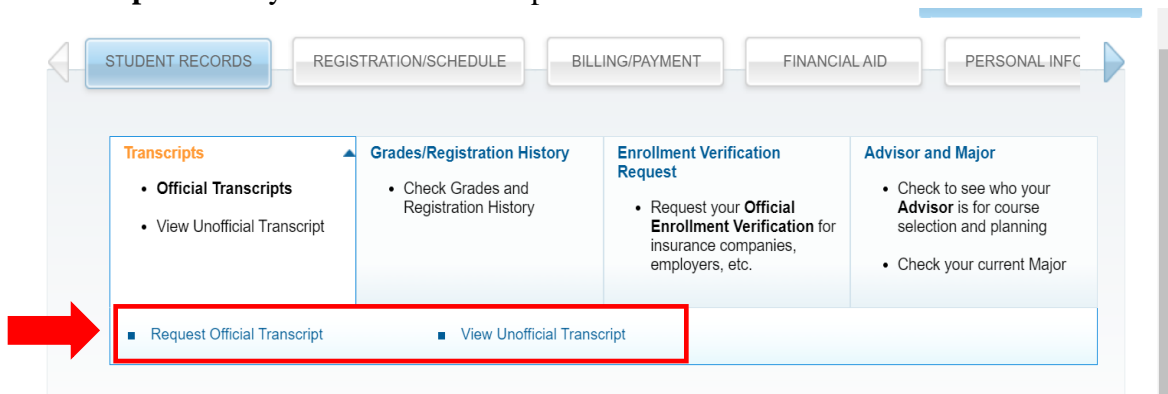


5. Print transcript, follow the step 6 to 8, printing course schedule, skip to the step 9.

6. For print transcript, click **STUDENT RECORDS**, then click **Transcripts**.



7. Click **View Unofficial Transcript** to print transcript or click **Request Official Transcript** to send your official transcript to another institutions.



8. For print unofficial transcript, after submitted the transcript level, click **CLICK HERE TO PRINT THE UNOFFICIAL TRANSCRIPT** to print.

Unofficial Transcript

Home > Academic Transcript

Select the transcript level and "click" Submit.

Transcript Level:

Submit

Asnuntuck Community

This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

CLICK HERE TO PRINT THE UNOFFICIAL TRANSCRIPT

If a new window does not display, enable pop-ups in your browser.

[Transfer Credit](#) [Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

Transcript Data

STUDENT INFORMATION

9. For print course schedule, click **REGISTRATION/SCHEDULE**, then click **Student Schedule**

myCommNet

Home

My Student Info

Symlicity and Starfish

My Library Info

Special Programs

College Resources

Banner Self-Service

Home Community / Banner Self-Service

Home > REGISTRATION/SCHEDULE

STUDENT RECORDS **REGISTRATION/SCHEDULE** BILLING/PAYMENT FINANCIAL AID PERSONAL INFO

Items That May Prevent Registration

- Check Holds, Academic Standing, Placement Score Recommendations, Major

Evaluate Your Course(s)

STUDENTS - Select this link to

Class Registration

- Register for Classes
- Add/Drop Classes
- View Tuition Payment Options

CRT/CR/NCE Grading Options

Student Schedule

- View/print your complete concise course schedule

Term Selection

- Select an additional term for Registration

10. Select a term, then click **CLICK HERE TO PRINT CLASS SCHEDULE** to print

Asnuntuck Community College

STUDENT RECORDS **REGISTRATION/SCHEDULE** BILLING/PAYMENT FINANCIAL AID PERSONAL INFO

Select Term

Home > REGISTRATION/SCHEDULE > Select Term

All EMAIL Communication from your College (including Banner Self-Service and Blackboard Learn) is sent to your OFFICE

Please check your EMAIL often for Important Information.

Select a Term:

Submit

Asnuntuck Community College

STUDENT RECORDS **REGISTRATION/SCHEDULE** BILLING/PAYMENT FINANCIAL AID PERSONAL INFORMATION

Concise Student Schedule

Home > REGISTRATION/SCHEDULE > Student Schedule

Days Legend: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday.

CLICK HERE TO PRINT CLASS SCHEDULE

If a new window does not display, enable pop-ups in your browser.

Name: Address:

Classification:

Level:

College:

Major: