

Banner Student Self-Service Quick Reference Guide

<https://my.commnnet.edu>

Banner Student Self-Service is the Student Records application in the MyCommNet portal.

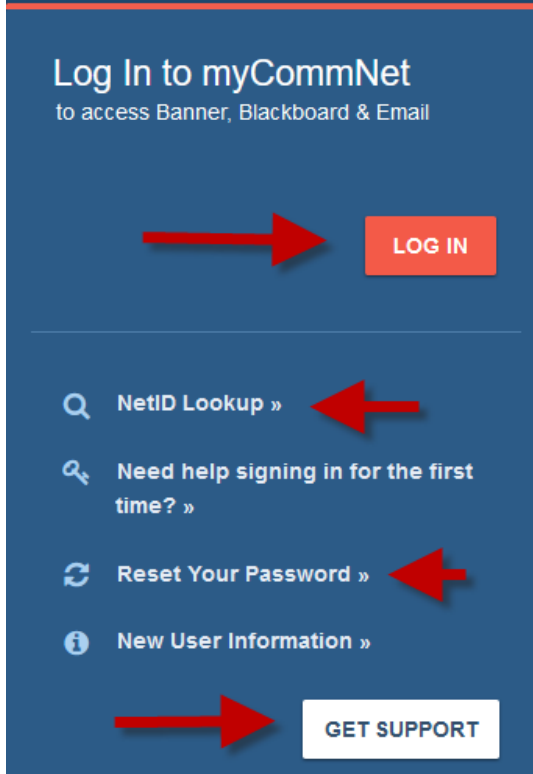
NOTE: It is best to use the internet browsers Mozilla FireFox or Chrome. Do NOT use Edge or Explorer.

First, Log into MyCommNet at <https://my.commnnet.edu>

1. Click the "Log In" button
2. Enter your NetID and Password

Forgot your NetID and/or Password?

- Use the Lookup and Reset functions on the log in page:



What is Banner for?

- Registration: Adding & Dropping Classes
- Viewing Schedules
- Viewing Financial Aid
- Viewing/ Paying Fee Bills
- Final Grade Records
- Obtaining Enrollment Verifications
- Requesting Transcripts
- Updating Personal Information

Other applications in the myCommNet portal show online course content (BlackBoard) and all required courses for your program (DegreeWorks). You may also access your college email through myCommNet.

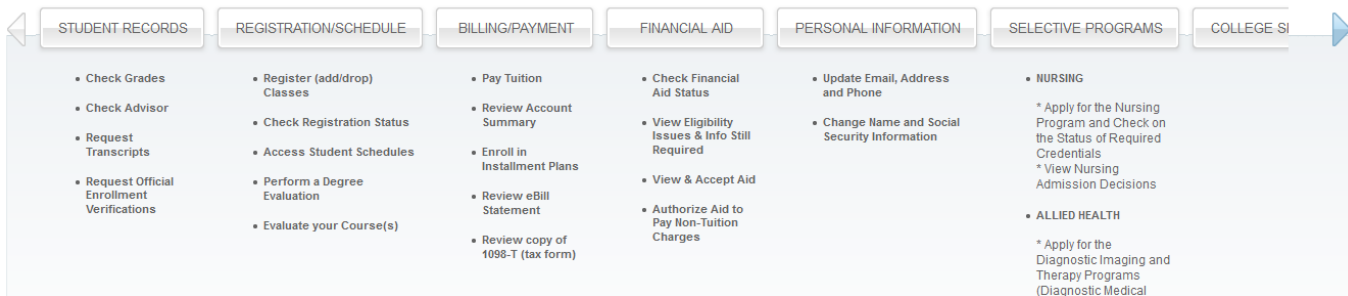
Next, click the link to access **Banner Student & Faculty Self-Service**



If you still have records or registration-related questions after reviewing this guide, please contact the ACC Registrar's Office at AS-Registrar@Asnuntuck.edu or view additional info on our website at <https://asnuntuck.edu/student-resources/registrar/>

- If asked to review contact or other information, please do so and click "Submit."
- Choose **Asnuntuck Community College** if you are a student at multiple schools.

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



To Register for Classes/ Add classes

1. Click the **Registration/Schedule** button
2. Select the **Class Registration (Register for Classes)** box
3. Select the **Term** and click “Submit”
4. **Enter CRN’s** in boxes provided. Click **“Submit Changes”**

-OR-

Select the **“Class Search”** button to select courses by subject

- “Advanced Search” allows you to view and select courses by time and instructional method
 - Select “View Sections”
 - Use the checkbox to choose specific classes
 - Click **“Register”**
5. Review Current Schedule
 6. Make payment arrangements:
 - Click on the **“Make a Payment”** box
 - Fill in Information and payment amount

To View and Print Your Class Schedule

1. Click the **Registration/Schedule** button
2. Select the **Student Schedule** box
3. Select the **Term** and click “Submit”

To Determine the Reason for a Hold on Your Record

1. Click the **Registration/Schedule** button
2. Select the **Items that May Prevent Registration**
3. Choose either “Check Items that May Prevent Registration” or “Check Placement Test Recommendations”
4. Select the **Term** and click “Submit”
5. Select the blue “View Detail of Holds on your Account” link for more information

To Drop A Class

1. Click the **Registration/Schedule** button
2. Select the **Class Registration (Add/Drop Classes)** box
3. Select the **Term** and click “Submit”
4. Find the class you want to drop
5. In the box under “Action” select **Web Drop Course**
6. Click “Submit Changes”
7. To add classes, enter CRN in boxes provided
8. Click – Submit Changes

Note: There are strict deadlines for adding, dropping, and withdrawing from classes. Refer to the [online academic calendar](#) or contact the Registrar’s Office for details.

Note: Payment for tuition and fees are due at the time of registration. Students who do not make payment arrangements by the Business Office’s deadlines may be dropped from classes.

To view your fee bill, click Billing/ Payment > My Account/ Payment Information > Student Account and Payment Center

To view financial aid information, click Financial Aid > Financial Aid Status. Select the Aid Year (Academic Year) and Submit. Click the blue links for additional information.

Note: After the Add-Drop period, students must submit a [Withdrawal Form](#) to the Registrar’s Office to withdraw from classes. Depending on the timing, instructor permission may be required. Deadlines apply.

To Get Proof of Enrollment (For loan deferments, insurance, benefit applications, etc.)

1. Click the **Student Records** button
2. Select the **Enrollment Verification Request** box
This will send you to the **National Student Clearinghouse** application
3. On the top **Obtain an Enrollment Certificate** bullet, select Current Enrollment or All Enrollment
4. The Enrollment Certificate will display. Print/ save as needed
5. **Log Out.** This will log you off the National Student Clearinghouse.

[Note: The Clearinghouse is not where Asnuntuck students request transcripts. See [Request an Official Transcript](#) below.]

To Verify Your Advisor and Major

1. Click the **Student Records** button
2. Select the **Advisor and Major** box
3. Select the current **Term** and click “Submit”

Note: Students wishing to change their Primary program or to add a Secondary program must submit a [Declaration or Change of Major Form](#) to the Registrar’s Office

To View Your Final Grades

1. Click the **Student Records** button
2. Select the **Grades/Registration History** box
3. Grades will display – Scroll to see as needed. can be printed

Note: Any questions about final grades should first be directed to your instructor.

To Request an Official Transcript (There is no charge for electronic or paper transcripts at this time)

1. Click the **Student Records** button
2. Select **Transcripts > Official Transcripts**
3. Select the blue link to “**Access the Transcript Ordering Site**”
 - a. This will bring you to the **Parchment** system to order your transcript
4. Provide exact name/organization, person, and address to where your transcript should be sent
5. Choose either **Electronic** (fastest) or **Paper** (mailed hardcopy)
6. Follow the prompts to finish the process at which time you will be given an order number.

To Update Personal Information (Address, Phone, Personal Email)

1. Click the **Personal Information** button
2. **Select the box** pertaining to the information that needs to be changed
 - For **Address and Phone** number changes, select the blue “Current” link
 - For **Email Addresses**, click the blue Personal or Work email links (scroll down if needed)
 - NOTE: The College email address is the official method for communication with students. Be sure to check your college email often. Per System policy, it is no longer possible to auto-forward college email to other accounts.
3. **Update** information – Scroll down as needed
4. Click “**Submit**”

[Note: Corrections to Social Security Number information and Name Changes may not be completed in Banner Self-Service. Contact the Registrar’s Office for details.]

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Updated March 2021