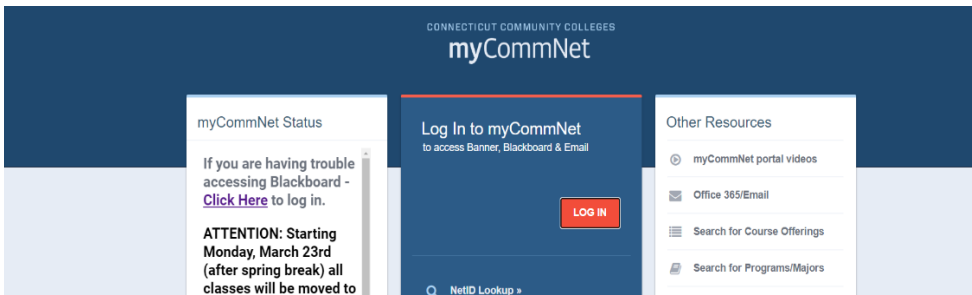


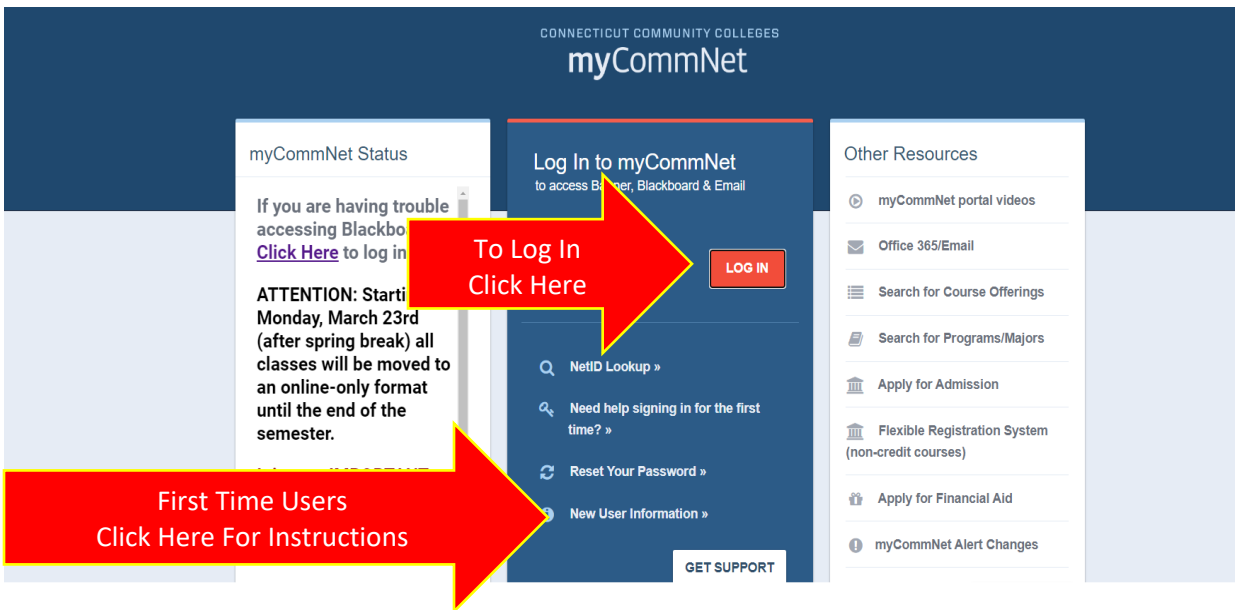
ONLINE COURSE REGISTRATION

After reviewing your Graduation Guide (Degree Works Audit) [LINK](#) and speaking with an academic advisor to select your classes, below are the instructions to register for your classes.

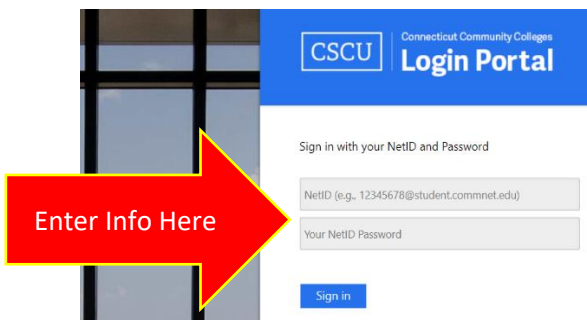
1: Go to www.my.commnet.edu



2: Log in to your myCommnet account - Click “Log In” or “New User Information”



3: Enter your username and password.



4: On Home Page, select “Banner Student & Faculty Self-Service”

The screenshot shows the myCommNet home page. A red arrow labeled "Home" points to the "Home" link in the top navigation bar. Below the navigation bar, there are several sections: "myCommNet Announcements", "Voter Registration", and "Access Banner Self-Service". A red arrow labeled "Click Here" points to the "Access Banner Self-Service" link. The "Access Banner Self-Service" section lists the following options:

- Course registration, add/drop classes
- Degree requirements
- Transcripts

5: Select “Tunxis Community College”.

The screenshot shows a dropdown menu for selecting a college. The text above the dropdown reads: "Select the appropriate college link to access your academic data." The dropdown menu lists the following colleges:

- Asnuntuck Community College
- Capital Community College
- Manchester Community College
- Naugatuck Valley Community College
- Tunxis Community College

A red arrow labeled "Click Here" points to the "Tunxis Community College" option.

6: Select “Registration/Schedule” Tab

The screenshot shows the main navigation tabs. A red arrow labeled "Click Here" points to the "REGISTRATION/SCHEDULE" tab. Below the tabs, there are four main categories:

- Register (add/drop) Classes
- Pay Tuition
- Update Email, Address and Phone
- Apply for the Nursing Program

7: Select “Class Registration”

The screenshot shows the "REGISTRATION/SCHEDULE" tab selected. Below the tab, there are two main sections: "Class Registration" and "Student Schedule". A red arrow labeled "Click Here" points to the "Class Registration" section. The "Class Registration" section lists the following options:

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

The "Student Schedule" section lists the following option:

- View/print your complete concise course schedule

8: Select “Term”, then “Submit”

The screenshot shows a dropdown menu for selecting a term. A red arrow labeled "Select Term" points to the "Select a Term:" dropdown menu. The dropdown menu lists the following terms:

- Fall 2020
- Fall 2020
- Summer 2020
- Spring 2020
- Concurrent Enrollment 2019-20

A red arrow labeled "Submit" points to the "Submit" button below the dropdown menu.

9: Scroll down the page. Then click “Class Search”.

Register (Add/Drop Classes)

Home > Return to Add/Drop

REGISTERING

All correspondence - including Registration and Payment information - will go to your Student Email account. Check your Student Email account often, or follow instructions provided to forward messages to a...

CLASSES

1) ... (N(s) in the Add Classes Worksheet section below (click the "Class Search" button if you need to look up courses). 2) Check "Select" to choose your course. 3) Click Register. 4) Review results—successful registr...

Add Classes Worksheet

CRNs

Class Search Reset

10: Select one Subject. Click on “Subject”, then “Course Search”

Subject: Dental Assisting
Dental Hygiene
Early Childhood Education
Earth Science
Economics
Energy Technology
Engineering Science (General)
English
English as a Second Language
Environmental Science

Click on Subject. Example: “English”

Then Click Here

Course Search Advanced Search

11: Scroll to Find # and Course Title. Click “View Sections”.

Fall 2020

English

J093	Intro to College Rdg & Wrtg	View Sections
J096	Intro. to College English	View Sections
J101	Composition	View Sections
J101E	Composition W	View Sections

Find Course Title.
Example: 101 Composition

Then Click View Sections

12: Find the Course Section (Look at CRN, Days & Times, Other Course Info.). Check the box that matches your schedule.

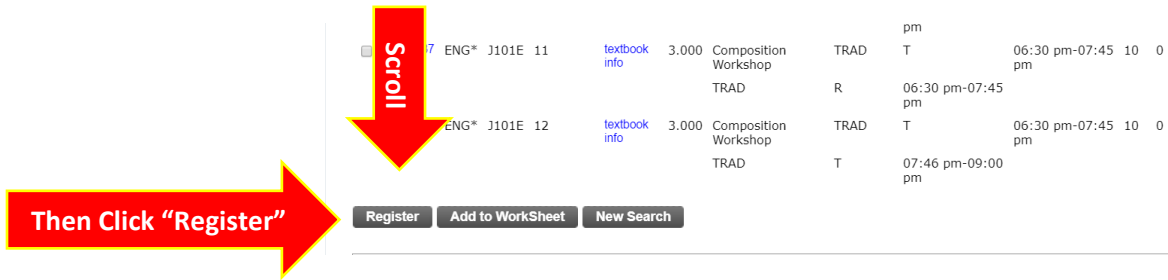
Sections Found

English

Select	CRN	Subj	Crae	Sec	NoLo	Textbook	Cred	Title	Inst Methd	Days	Time	Cap	Act
<input type="checkbox"/>	3287	ENG*	J101	01		textbook info	3.000	Composition	TRAD	MW	08:30 am-09:45 am	10	0
<input type="checkbox"/>	3288	ENG*	J101	02		textbook info	3.000	Composition	TRAD	M	10:00 am-11:15 am	10	2
<input checked="" type="checkbox"/>	3289	ENG*	J101	03		textbook info	3.000	Composition	TRAD	M	10:00 am-11:15 am	10	0
								Composition	TRAD	W	10:00 am-11:15 am		

Find Section.
Example: 3269; M/W 10-11:15 am
Then Click Here.

13: Scroll Down. Then Click "Register".



The screenshot shows a list of courses with columns for course ID, subject, section, level, credits, title, mode, days, times, and seats. A red arrow labeled 'Scroll' points to the course list. Another red arrow labeled 'Then Click "Register"' points to the 'Register' button at the bottom of the list.

CRN	Subj	Crse	Sec	Level	Cred	Title	Mode	Days	Times	Seats
7	ENG*	J101E	11		3.000	Composition Workshop	TRAD	T	06:30 pm-07:45 pm	10
						TRAD	R		06:30 pm-07:45 pm	0
	ENG*	J101E	12		3.000	Composition Workshop	TRAD	T	06:30 pm-07:45 pm	10
						TRAD	T		07:46 pm-09:00 pm	0

Buttons: Register, Add to WorkSheet, New Search

Congratulations, you've registered! Repeat for additional courses.

Next step: Payment.

[LINK](#)



NOTE: Registration Add Errors – Pre-requisite and Test Score Error

If you receive this error message, please email TX-Records@tunxis.edu or TX-Counseling@tunxis.edu. If you took the pre-requisite course at another school, please attach a copy of your unofficial transcript.

Registration Add Errors

[Click here for error explanations.](#)

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	3289	ENG*	J101	03	TxCC Credit	3.000	Normal	Composition