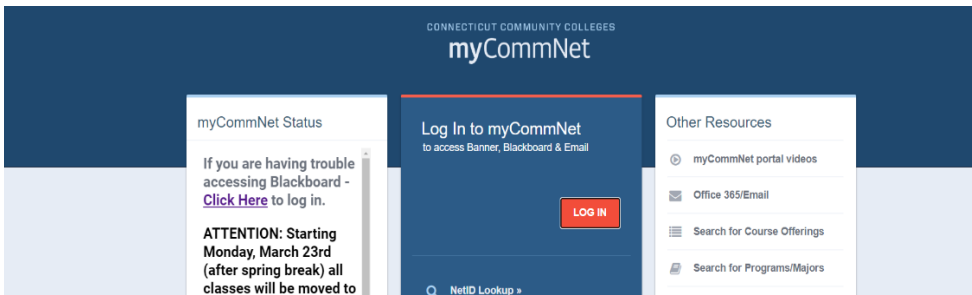


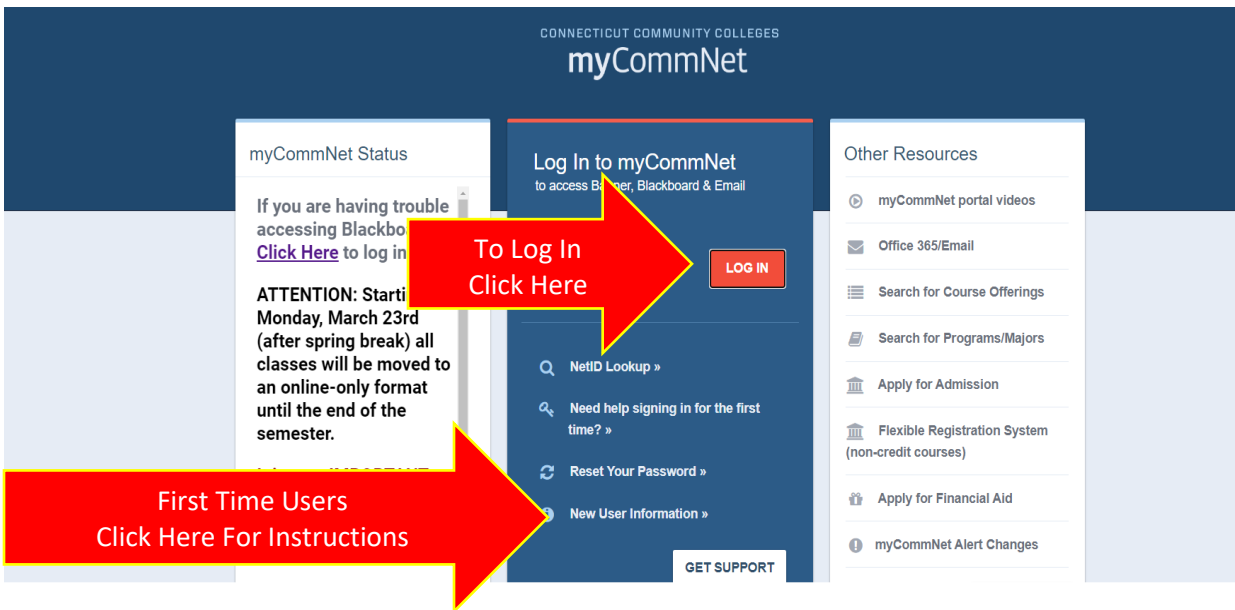
# ONLINE COURSE REGISTRATION

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

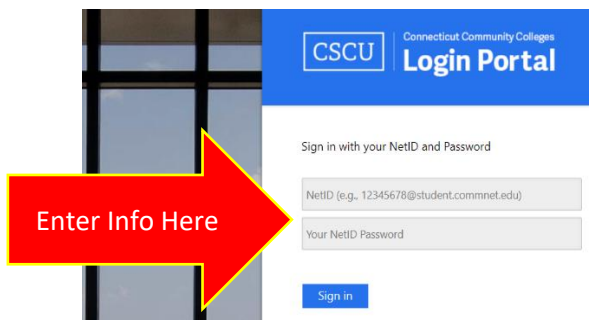
1: Go to [www.my.commnet.edu](http://www.my.commnet.edu)



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 three main sections on a web page:

- Personal Announcements:** A section with a dropdown menu set to 'All' and a list of announcements. One announcement is titled "IT'S TIME TO EVALUATE FALL COURSES AND INSTRUCTORS!".
- Access Your BlackBoard Courses:** A section with a "Blackboard" heading and a list of instructions: "Course syllabi, lectures, homework, etc.", "Bb opens in a new tab or window", "Close myCommNet window to avoid time-out messages", and "Click Support & Training tab for Bb resources." Below this is a link for "Blackboard FAQs". A red arrow labeled "Click Here" points to a "Bb" icon.
- Access Banner Self-Service:** A section with a heading "Banner Student & Faculty Self-Service:" and a list of services: "Course registration, add/drop classes", "Accounts/Billing/Payment Plans", "Degree requirements", "Transcripts", "Financial aid", "Course evaluation, and more!", and "FACULTY: Enter grades, check course rosters, etc." Below this is a link for "Banner Student & Faculty Self-Service FAQs". A graduation cap icon is to the right.

#### 5: Select “Tunxis Community College”.

The screenshot shows a dropdown menu with the instruction "Select the appropriate college link to access your academic data." The menu lists several 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 a navigation bar with four tabs:

- REGISTRATION/SCHEDULE:** Includes the sub-link "Register (add/drop) Classes".
- BILLING/PAYMENT:** Includes the sub-link "Pay Tuition".
- PERSONAL INFORMATION:** Includes the sub-link "Update Email, Address and Phone".
- SELECTIVE PROGRAMS:** Includes the sub-link "Apply for the Nursing Program".

A red arrow labeled "Click Here" points to the "REGISTRATION/SCHEDULE" tab.

#### 7: Select “Class Registration”

The screenshot shows the "REGISTRATION/SCHEDULE" section with two main options:

- Class Registration:** Includes sub-links: "Register for Classes", "Add/Drop Classes", and "View Tuition Payment Options".
- Student Schedule:** Includes the sub-link "View/print your complete concise course schedule".

A red arrow labeled "Click Here" points to the "Class Registration" link.

#### 8: Select “Term”, then “Submit”

The screenshot shows a "Select a Term:" dropdown menu with the following options:

- Fall 2020 (selected)
- Fall 2020
- Summer 2020
- Spring 2020
- Concurrent Enrollment 2019-20

A red arrow labeled "Select Term" points to the dropdown menu, and another red arrow labeled "Submit" points to the "Submit" button below the 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) (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

**Click Here**

**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**

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

Fall 2020

**English**

J093	Intro to College Rdg & Wrtg	<input type="button" value="View Sections"/>
J096	Intro. to College English	<input type="button" value="View Sections"/>
J101	Composition	<input type="button" value="View Sections"/>
J101E	Composition W	<input type="button" value="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.

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

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

**13: Scroll Down. Then Click "Register".**

**Scroll**

<input type="checkbox"/>	7	ENG*	J101E	11		<a href="#">textbook info</a>	3.000	Composition Workshop	TRAD	T	06:30 pm-07:45 pm	10	0
								TRAD	R		06:30 pm-07:45 pm		
<input type="checkbox"/>		ENG*	J101E	12		<a href="#">textbook info</a>	3.000	Composition Workshop	TRAD	T	06:30 pm-07:45 pm	10	0
								TRAD	T		07:46 pm-09:00 pm		

**Then Click "Register"**

Register
Add to WorkSheet
New Search

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

**Next step: Payment.**



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

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

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