1. Log into CommNet (http://my.commnet.edu) using your NetID (8-digit number with the @student.commnet.edu extension) and password
   a. Example: 01234567@student.commnet.edu
2. First time login password is the first 3 letters of your birth month, the first letter capitalized, the ampersand symbol (“&” is shift 7) and the last 4 digits of your social security number
   a. (Example: Jan&1234)
3. Click the Banner Student & Faculty Self-Service link on the right of the screen, or the graduation cap on the top right of the page.
4. If applied, students should check their Financial Aid status by clicking the Financial Aid tab. Then click the box titled Award Package and proceed to click Award Overview
5. Click the Registration/Schedule tab
6. Click the box titled Class Registration
7. Select the Term you would like to register for
   a. (Example: Fall 2017)
8. Scroll to the bottom and type in your Class Registration Numbers (CRN: 4 digit code specific to each class section/day/time/professor) each into a separate box
   a. If you need to search for your CRNs, do so by clicking the Class Search button and searching by subject and section.
   b. Then check the box on the left of the class you would like
   c. Click the Add To Worksheet button
9. Click Submit Changes to complete registration.

*** Please make sure to visit the Payments office (N216) within 48 hours of completing registration, or your classes may be dropped for non-payment***

Office of Counseling & Student Success

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