



TRANSCRIPT REQUEST INSTRUCTIONS

myCommNet

Current and Recent Former students should submit their transcript requests through myCommNet.

1. Go to **myCommNet** (<http://my.commnet.edu>)
2. Login using your **NetID** (ex: **12345678@student.commnet.edu**) & **password**
 - ▶ *You can look up your NetID and reset your password below the login box.*
3. Click on “**Banner Self-Service**” (upper right hand corner)
4. If prompted, select “**Capital Community College**”
5. Click on “**Student Records**”
6. Click on “**Request Official Transcript**”
7. Follow the steps to submit your **transcript request**
 - ▶ *Be sure to provide a complete and accurate mailing address.*
 - ▶ *If you wish to pick up your transcript at the Registrar’s Office, type “PICK UP” in the mailing address field.*
8. **Logout** from the website

Processing Information:

Most requests are processed within 5 business days. During busy periods at the beginning and end of each semester, please allow up to 8-10 business days.

For questions about transcript requests, please e-mail CA-Registrar@ccc.commnet.edu or call (860) 906-5140. Transcripts will not be issued if a student has outstanding financial obligations to the college. Transcripts are not faxed or e-mailed. There is no fee for transcripts.

If you are unable to log into myCommNet, complete and return the Transcript Request Form to the Registrar’s Office.



TRANSCRIPT REQUEST FORM

FOR FASTER SERVICE: Official transcripts may be requested and unofficial transcripts may be printed by current & recent former students by logging into myCommNet at: <http://my.commnet.edu>.

Complete and return this form to:

Capital Community College - Registrar's Office
950 Main Street
Hartford, CT 06103
Or Fax to: (860) 906-5119

Student Name: _____
(Last) (First) (Maiden)

Student ID#: _____ OR SS #: _____ Date of Birth: _____

Student Address: _____
(Street) (City) (State) (Zip)

Student Telephone: _____ Last Year In Attendance: _____

<p>Print <u>EXACT</u> name, office, and mailing address to which transcript is to be sent:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>Write "PICK-UP" If you plan to pick up your transcript(s) at the Registrar's Office. Photo ID required.</i></p>	<p>Handling Instructions:</p> <p>Type & Quantity <i>(check one):</i></p> <p><input type="radio"/> Official – Quantity: ____, <i>Limit 3</i></p> <p><input type="radio"/> Unofficial – <i>Limit 1</i></p> <p>Processing Instructions <i>(check one):</i></p> <p><input type="radio"/> Send transcript(s) now</p> <p><input type="radio"/> Hold for current semester's grades</p> <p><input type="radio"/> Hold until degree is posted</p>
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Authorization:

I authorize Capital Community College to release my transcript to the recipient named above.

Student Signature: _____ Date: _____

For Office Use Only	Date Sent:	By:
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