

## Prepare your schedule

[www.online.commnet.edu](http://www.online.commnet.edu)

Use the class schedule listing on the WEB and work with your advisor to select your courses. You can only register for credit courses. High School Partnership students must contact Toni Moumouris.

**Before you login to the Web, make sure you have the following information:**

- Your schedule, completed registration worksheet with **Course Reference Number** (4 digit **CRN**) for each course and lab(s) with potential alternatives.
- Your student ID number (@xxxxxxx); you must enter @ along with the eight numbers of your ID
- If this is your first time logging in to the secure area of ONLINE, you need your birthdate in the format MMDDYY. (Example, March 10, 1971 is 031071)
- If you already logged in to the secure area of ONLINE, use the PIN number which you created.
- **Please enter or update your email address in the Personal Information section**
- Under REGISTRATION, select Check Your Registration Status. Your Advisor is listed here. If no advisor is listed, contact Jim Grimord in the Learning & Student Development Office, [Jgrimord@qvcc.commnet.edu](mailto:Jgrimord@qvcc.commnet.edu)

## Where to register

- You may register from any computer with Internet access at home using MS Internet Explorer version 4.0 or higher or Netscape version 4.0 or higher.
- If you don't have access to the

Internet, you may use any open computer lab with Internet access at QVCC, or the kiosks in the cafeteria or outside the LSD office. Please follow normal check-in procedures with the folks in those areas.

## When to register

WEB registration is available beginning **November 1**, until about 11PM each evening, when it shuts down for nightly maintenance. It restarts by 6AM.

Computer Lab hours:  
Willimantic Center: Call 860-423-4491  
Danielson: Call 860-774-1130 x450  
Learning Center: 860-774-1130 x309

## Login to ONLINE

- Login to [www.online.commnet.edu](http://www.online.commnet.edu)
- Click on the key that says "Login"
- Enter your BANNER Student ID number in the User ID field (Be sure to enter @ along with the eight numbers
- Press tab
- Enter your PIN in the second field or your date of birth (MMDDYY) if you have never logged in before.
- Click on **Login** button
- The second screen asks you to verify your PIN:
- Re-enter your PIN
- Click on **Login** button. You will now enter a Question and Answer in case you forget your PIN. If you forget your answer you will need to come in to the office to have your PIN reset to your birthdate.
- Select **Quinebaug Valley Community College**
- Click on **Student Services & Financial Aid**
- Click on **Registration and Payment**

- From the Registration Menu, Click on **Register (add/drop) Classes**
- From the Select Term screen, Click on the pull down arrow
- Select the term, **SPRING 2006**, and then Click on the **Submit Term** button.
- If you get a STOP message, you have hold(s) and cannot register until you clear them. Go back to the menu and look at Check Registration Status screen to see what holds you need to clear up.
- Otherwise, just follow the on screen instructions to enter the CRNs and register.
- If you see REGISTRATION ERRORS follow the on screen instructions.

*If you get a message that your PIN is invalid, retry your login. If it still doesn't work, click on "Forgot PIN?". If you still need assistance, please contact:*

In Danielson:

[information@qvcc.commnet.edu](mailto:information@qvcc.commnet.edu)

Kimberly Rich: [Krich@qvcc.commnet.edu](mailto:Krich@qvcc.commnet.edu)

Stephanie Booth: [Sbooth@qvcc.commnet.edu](mailto:Sbooth@qvcc.commnet.edu)

Kerstin Comtois: [Kcomtois@qvcc.commnet.edu](mailto:Kcomtois@qvcc.commnet.edu)

Christine Mailhot: [Cmailhot@qvcc.commnet.edu](mailto:Cmailhot@qvcc.commnet.edu)

Irina Komorova: [ikomorova@qvcc.commnet.edu](mailto:ikomorova@qvcc.commnet.edu)

In Willimantic:

Delia Berlin: [Db Berlin@qvcc.commnet.edu](mailto:Db Berlin@qvcc.commnet.edu)

Norma Marquez: [Nmarquez@qvcc.commnet.edu](mailto:Nmarquez@qvcc.commnet.edu)

Bob Fernandez: [Rfernandez@qvcc.commnet.edu](mailto:Rfernandez@qvcc.commnet.edu)

John Lepore: [Jlepore@qvcc.commnet.edu](mailto:Jlepore@qvcc.commnet.edu)

Eric Smith: [Emsmith@qvcc.commnet.edu](mailto:Emsmith@qvcc.commnet.edu)

David Burdette: [Dburdette@qvcc.commnet.edu](mailto:Dburdette@qvcc.commnet.edu)

They will need to verify who you are. You may need to come in to the office with a picture ID. All they can then do is reset your PIN back to your date of birth. This will not be done by email or telephone.

For **WEBCT VISTA** issues, contact

Pauline Clifford: [Pclifford@qvcc.commnet.edu](mailto:Pclifford@qvcc.commnet.edu)

If, after this first registration, you return another day to drop a course you no longer want, in the Action menu, select "WEB Drop Course" because course fees are non-refundable.

If you are dropping a course and adding another, then use "DROP/DELETE WEB" and then ADD a course. This needs to be done during this same WEB session.

All normal tuition and fee rules apply. The Registrar and Cashier along with other staff will monitor WEB registration and change your registration as appropriate to reflect College policies.

### PAYMENT

PAY ONLINE with VISA or MASTERCARD

If you have been awarded financial aid sufficient to cover tuition and fees, please do not submit a payment. All others should make payment using MASTERCARD or VISA online immediately after registering. You will receive on screen confirmation of the payment.

### Print and Keep!

- Return to the Registration Menu.
- Select Student Detail Schedule.**  
Print a copy of your schedule for your records. You are now officially registered for classes.
- To protect your security, logoff (Exit on top right of form) and then close your browser.

Enhancements are occasionally made to the WEB site. Understandably, these instructions may not be current with all changes. The on screen instructions should be followed.

For questions about WEB Registration:

ALV (rev 19 OCT 05)

Danielson: 860-774-1130  
Willimantic: 860-423-4491 or 423-1824

Email: [information@qvc.comnet.edu](mailto:information@qvc.comnet.edu)  
[Krich@qvc.comnet.edu](mailto:Krich@qvc.comnet.edu)  
[Dberlin@qvc.comnet.edu](mailto:Dberlin@qvc.comnet.edu)  
[Sbooth@qvc.comnet.edu](mailto:Sbooth@qvc.comnet.edu)  
[Nmarquez@qvc.comnet.edu](mailto:Nmarquez@qvc.comnet.edu)  
[Rfernandez@qvc.comnet.edu](mailto:Rfernandez@qvc.comnet.edu)  
[ESmith@qvc.comnet.edu](mailto:ESmith@qvc.comnet.edu)

For questions about payments and billing call 860-774-1160 or email  
[Llepine@qvc.comnet.edu](mailto:Llepine@qvc.comnet.edu)

### WEB Self-Service Enrollment Verification

Login to [www.online.comnet.edu](http://www.online.comnet.edu) and go to the Student Records menu, you will see an option "Request for Enrollment Verification". If you need to provide proof of enrollment for health or auto insurance, a credit card company, a discount on a car purchase, etc, you can print an enrollment verification certificate to send to any of these places. You can also check on student loans and deferment notifications. Explore the options available to you through this link to the National Student Clearinghouse site. For Spring 2006, the official enrollment file will be sent to the National Student Clearinghouse in February, 2006. You will be able to print the certificates a few days later, after the file is processed.

# SPRING 2006

# QVCC ONLINE

[www.online.comnet.edu](http://www.online.comnet.edu)

# REGISTRATION

(For current students and those registered since Spring 2004)

# NOVEMBER 1, 2005

# TO

# JANUARY 25, 2006

Danielson: (860) 774-1130  
Willimantic: (860) 423-1824 or 423-4491



**QUINEBAUG VALLEY**  
COMMUNITY COLLEGE