**Financial Aid**
- Click “Student & Financial Aid”
- Click “Financial Aid”

**View Requirements**
- Click “Eligibility”
- Click “Student Requirements”

**View Award**
- Click “CCC SUNY Award Letter”
- Select Aid Year
- View CCC SUNY Award Letter

**Accept Award**
- Click “Award”
- Click “Accept Award Offer” (select aid year if prompted).
- Review information on all tabs.
- Click the tab for “Terms and Conditions” You must read and accept to continue.
- Click the tab for “Accept Award Offer” You may decline, accept all, or accept a partial amount (reduce your debt by accepting only what you need).
- Click “Submit”

**Student Accounts**
- Click “Student & Financial Aid”
- Click “Student Account”
- **Online Payment & Billing** - View billing statements and pay online.
- **Account Detail for Term** - Look at balances (bills updated monthly).
- **Tax Notification** - See and print a copy of your 1098-T tax form.

**Look up Your Advisor**
- Click “Student & Financial Aid”
- Click “Student Records”
- Click “View Student Information”

**Update Address**
- Click “Personal Information”
- Click “Update Addresses”
- Choose “Permanent” for type of address

**Transcript Request**
- Click “Student & Financial Aid”
- Click “Student Records”
- Click “Request Printed Transcript” and fill in necessary information. Continue through the screens to “Submit Request.” Be sure to request “official” transcript.
- You can also click “View Status of Transcript Request” to see if request was sent, and click ‘View holds” to view any holds that would prevent you from getting a transcript.

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**Your Student Records and Services in My Banner**

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- Go to: [http://myccc.corning-cc.edu](http://myccc.corning-cc.edu)
- Click “MyCCC Login”
- Log in using your user name and password

After logging in, click on the “My Banner” link at the upper right of your screen.

**First-time users:**
Use the “Retrieve MyCCC Username” link to find your username (your CID number will be required). All students receive CIDs during the admissions process. There is also a link to reset your password if needed.

If you need assistance, please call Student Administrative Services at 607-962-9875.
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View Requirements
- Click “Eligibility”
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View Award
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View Schedule

• Click “Student & Financial Aid”
• Click “Registration”
• Click “Week at a Glance” and select a date, or
• Click “Student Detail Schedule”

Register for Courses

• Click “Student & Financial Aid”
• Click “Registration”
• Click “Add or Drop Classes”
• Select the proper term, click “Submit”
• Enter the CRN number in the boxes
• Click “Submit Changes”

If you do not know the CRN number, view the Master Schedule.

Add or Drop a Course

• Click “Student & Financial Aid”
• Click “Registration” (there will be several linked choices - read the comments to be sure you are using the correct one).

Before a Course Has Started

• Click “Add or Drop Courses for [term]”
• Select term and click “Submit”
• Current courses will be listed.
• To drop, click the dropdown arrow under “Action” and select “Web drop”
• To add, type in the CRN of the course (do a class search to find the CRN if necessary).
• Click “Submit Changes”

After a Course Has Started

Add a course
• Click “Add Course Request [term]”
• Enter CRN and click “Submit”

Your request will go through an approval process, and you will be emailed upon approval or denial.

Drop a course
• Click “Drop Request - [term]” All courses will be listed. Click the radio button for the course you are requesting to drop.
• Add your reason for dropping.
• Click “Submit Request”

View Final Grades

At the end of the term:
Click “Student & Financial Aid”
Click “Student Records”
Click “Academic Transcripts”

Degree Evaluation

• Click “Student & Financial Aid”
• Click “Student Records”
• Click “Degree Evaluation”
• Select “Generate New Evaluation” to view an evaluation based on your current academic program.
• Select “What-if Analysis” to view what classes are needed to complete a specific program.

Enrollment Verification

• Click “Student & Financial Aid”
• Click “Student Records”
• Click “Request Enrollment Verification”
• Click “Obtain Enrollment Certificate”

You will be directed to a third party website to finish request.
View Schedule

- Click “Student & Financial Aid”
- Click “Registration”
- Click “Week at a Glance” and select a date, or
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- Click “Submit Request”

View Master Schedule

- Click “Class Search” (select term)
- Click “Submit” (enter search criteria - subject is required)
- Click “Class Search” (select the check box for the course you wish to register for and click “Register”)

Note: if the class is already started, use the “Add Class” link to submit an add request.

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