

A NUMBER: _____

How do I Sign In?

- Go to www.calhoun.edu
 - Click on **MyCalhoun** on the top right menu bar
 - Click on **Visit MyCalhoun**
 - Sign in with your **A Number & Password**
- Please note your OneACCS password is your 6-digit D.O.B. (MMDDYY)

What if I forget my password?

- Click **Forgot Password** under the login button
- Please contact our Admissions or Advising office to request to reset our password.

Am I eligible to register?

- Click **OneACCS Self Service**
- In MyCalhoun, Click **Student**
- Select **Registration**
- Select **Registration Status**
- Select **Term** and **Submit**

How do I register for classes?

- Click **Student**
- Click **Registration**
- Click **Add or Drop classes**
- Select **Term**
- Click **Class Search**
 - *Select **Subject**
- Click **Course Search**
- Click **View Sections**
- Select the box** directly to the left side of the class you need
- Click **Register** at the bottom

- In Class Description, under Days, "R" stands for Thursday, S for Saturday and U for Sunday
- A "W" Section number indicates course is ONLINE
- "H" Section number is a HYBRID course
- Under "CMP" in class description, "HSV" is Huntsville Campus, "DEC" is Decatur, "DL" is Distance Learning
- "ACA" is the Alabama Center for the Arts
- "TBA" means "To Be Announced". "TBA" for class days/times indicates an online class.

PASSWORD: _____

How do I view/print my class schedule?

- Click **OneACCS Self Service**
- Click **Student**
- Click **Registration**
- Click **Student Detail Schedule**
 - Online course information is listed here
- Select **Term**
- Select **File** and **Print**

How do I drop a class?

- Click **OneACCS Self Service**
- Click **Student**
- Select **Registration**
- Click **Add or Drop Class**
- **Add or Drop Class**
- **Select Term**
- **Select Action** (web drop)
- If you would like to withdraw from all courses, click **Please Click Here**. You will be contacted in 48 hours.

How do I view my transcript?

- Click **OneACCS Self Service**
- Click **Student**
- Click **Student Records**
- Select Transcript Type: **Unofficial Transcript**
- Click **Submit**

How do I view course descriptions?

- Click **OneACCS Self Service**
- Click **Student**
- Click **Registration**
- Click **Look up Classes** and select course
- Search by **Term**
- Select **Subject**
- Click **Course Search**
- Select **Course** and click **View Section**
- Click on the blue **CRN number** of a course
- Click **View Catalog Entry**



The Plan for Your First Semester

NAME: _____ A NUMBER: _____

INITIAL PIN NUMBER: _____

MMDDYY
(DATE OF BIRTH)

Choose from recommended classes below:

Orientation ORI 110 – Are you required to take Orientation? YES NO

(Orientation is mandatory for ALL first time freshman and transfer student with less than 12 credit hours)

ORI 105 YES NO (ORI 105 is 3 credit hours)

ORI 110 YES NO (ORI 110 is 1 credit hour)

English ENG _____ ENR _____

Math MTH _____

Fast Track/Bridge YES NO

Other Options Recommended by My Advisor:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments:

For Advisors:

- Remove all holds
- Verify the student's contact information and degree program are correct. Submit change of major if needed.
- Add the necessary prerequisites/co-requisites for courses recommended.
- Write student's A# and initial password on top of this sheet

Advisor Initials _____