**How do I Sign In?**

- Go to [www.calhoun.edu](http://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.

**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**
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:

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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 ____________________