How do I Sign In to the MyCalhoun portal?
• Go to www.calhoun.edu
• Click on MyCalhoun at the top of our home page.
• Sign into MyCalhoun with your A-Number & Password

How do I Sign In to OneACCS?
• Using the MyCalhoun portal, select Banner Self Service.
• Sign in with your Calhoun email address & MyCalhoun password

What if I forget my password?
• Click Forgot Password under the login button
• Please contact our IT Help Desk for assistance: (256) 306-2700 or helpdesk@calhoun.edu

Am I eligible to register?
• Click OneACCS Self Service
• Select Student Landing Page, Click Student Tab
• Select Registration under Student Records options
• Select Prepare to Register
• Select Term and Continue

How do I register for classes?
-Click Student Tab, Select Student Landing Page
-Click Registration
-Click Register for Classes
-Select Term and Continue
-Click Subject box for Course Drop-Down List
  *Select Subject
-Click Search
-Click View Sections
-Select Add (in the far-right column)
-Click Submit (in the bottom right corner) to complete registration

How do I view/print my class schedule?
• Click OneACCS Self Service
• Click Student Tab, Select Student Landing Page
• Click Registration
• Click Register for Classes
• Select Term and Continue
• Select Schedule and Options Tab
• To Print your schedule, select the Print icon (in the right corner of the schedule view)

How do I drop/withdraw from a class?
• Click OneACCS Self Service
• Click Student Tab, Select Student Landing Page
• Select Registration
• Click Register for Classes
• Select Term and Continue
• In the Summary view window: locate the Action column
• Select Action (Drop or Web Withdrawn)
  Please note: Once add/drop period has ended, “drop” options will be removed from view)
• Select Submit (in the bottom right corner) to complete your request.

How do I view my transcript?
• Click OneACCS Self Service
• Click Student Tab
• Select Student Landing Page
• Select Transcript Type: Transcript - Unofficial
• Click Transcript - Order Official Request

How do I pay for classes online?
• Click OneACCS Self Service
• Click Student Tab
• Select Student Landing Page
• Under Student Account:
  Click Make a Payment
• Here you may also setup the payment plan or direct deposit for refunds.

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.
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 fewer than 12 credit hours for most degrees)

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 ____________________