How to Register:

A NUMBER: __________________________________________

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
• Select Registration under Student Records options
• Select Prepare for Registration
• 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
• 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• Select Action (Drop or Web Withdrawn)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/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• Select Action (Drop or Web Withdrawn)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 order/view my transcript?
• Click OneACCS Self Service
• Click Student Tab
• Select Student Landing Page
• You will have the option to order your official transcripts -or-view your unofficial transcripts

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.

NOTE: online classes will always reflect the TBA for days/times

How do I register for classes online?

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
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NOTE: online classes will always reflect the TBA for days/times
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_____  

Bridge Program  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. Complete 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 ____________________________