How to Register: QUICK TIPS

How do I Sign In to the MyCalhoun portal?
• Go to www.calhoun.edu
• Click on MyCalhoun at the top of our home page.
  • If New User:
    • Click First Time User and Follow Instructions
  • If Returning User:
    • 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 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 order/view my class schedule?
• Click OneACCS Self Service
• 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• Select Action (Drop or Web Withdrawn)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 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• Select Action (Drop or Web Withdrawn)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
The Plan for Your First Semester

NAME:______________________________________________________ A NUMBER:______________________________________________________

Choose from recommended classes below:

**Orientation**  ORI 110  *(Orientation is mandatory for ALL first time freshman and transfer student with fewer than 12 credit hours for most degrees)*

- ORI 105  *(3 credit hours)*  YES ❑  NO ❑
- ORI 110  *(1 credit hours)*  YES ❑  NO ❑

**English**  ENG_____  ENR_____  Bridge Program  YES ❑  NO ❑

**Math**  MTH_____  

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**Options Recommended by My Advisor:**

__________________  __________________

__________________  __________________

__________________  __________________

**Comments:**

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Important Dates website: https://calhoun.edu/class-schedules-and-registration-information/

Next Semester Starts:  __________________________  Payment Deadline:  __________________________

Next Mini Semester Starts:  __________________________

**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.