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 **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**
   *Enter **Course Number**
- Click **Search**
- Select **Add** (in the far-right column)
- Click **Submit** (in the bottom right corner) to complete registration

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- **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

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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.

For additional registration help: https://youtu.be/Rq4LDgSciwg

CALHOUN COMMUNITY COLLEGE