### How to Register: Quick Tips

#### Accessing MyCalhoun Experience
- Visit [calhoun.edu](http://calhoun.edu)
- Click on [MyCalhoun](http://mycalhoun) at the top of our home page
- **New User:**
  - Click First Time User and follow the instructions.
- **If Returning User:**
  - Sign in with A-number & Password

#### Signing in to MyCalhoun Experience
- Using the MyCalhoun Experience log-in, select [MyCalhoun Experience](http://mycalhoun) hyperlink/image
- Sign in with your Calhoun email address and myCalhoun password

#### Forgot Password?
- Click Forgot Password under the login button
- Please contact our [IT Help Desk](mailto:helpdesk@calhoun.edu) for assistance:
  - 256-306-2700 or helpdesk@calhoun.edu

#### Eligibility to Register
- Locate [Registration Self-Service](http://registrationselfservice) cards
- Select [Open Registration Board](http://openregistration)
- Select [Prepare for Registration](http://prepareforregistration)
- Select [Term and Continue](http://termandcontinue)

#### Steps for Registration
- Locate the [Registration Self-Service](http://registrationselfservice) card, click [Open Registration Dashboard](http://openregistrationdashboard)
- Click [Registration](http://registration) and select [Register for Classes](http://registerforclasses)
- Select [Term](http://term) and [Continue](http://continue)
- Click Subject box:
  - Enter **Subject** (ex. ENG, CHM, MTH)
  - Enter **Course Number** (ex. 101, 111, 112)
- Click [Search](http://search)
- Select Add (in the far-right column)
- Click [Submit](http://submit) (in the bottom right corner) to complete registration

#### Viewing/Printing Class Schedule
- Locate [Registration Self-Service](http://registrationselfservice) card
- Select [Open Registration Board](http://openregistrationboard)
- Click [View Registration information](http://viewregistrationinformation)
- Select [Current Term and Year](http://termandyear)
- Click Printer Icon to [Print](http://print) Schedule

#### How to Withdraw/Drop a Class
- Locate [Registration Self-Service](http://registrationselfservice) card
- Select [Open Registration Dashboard](http://openregistrationdashboard)
- Click [Register for Classes](http://registerforclasses)
- Select [Registration](http://registration) for classes
- Select [Term](http://term)
- In summary view: locate the **Action** column
- Select Action (Drop or Web Withdraw)
- Click [Submit](http://submit)

#### Viewing MyDegree Works
- Locate [My Degree](http://mydegree) card
- Select [DegreeWorks](http://degreeworks)

#### Paying for Classes Online
- Locate Student Quick-Links Card
- Select [Pay Tuition and Fees](http://paytuitionandfees)
- Under Student Account, Select Make Payment/Enroll in Payment Plan, Add Authorized User