REGISTER ONLINE AND SAVE $10!

Online Admission & Registration Instructions For Community Education Students

NEW STUDENT? START HERE!

Follow these steps to **Apply for Admission Online**:

- Go to http://www.chemeketa.edu.
- Click on the "Forms" tag on the bar underneath the Chemeketa logo.
- "Admissions Forms" is the first category; click on "Admission application".
- Begin filling out the application – all fields marked with a red asterisk must be completed.
    - If you wish to get admission status, My Chemeketa username/password information, and your student ID number (K#) within 24 hours, you must provide your email address on page one of the application. (If no email address is given, all admission information will be sent to you via regular mail.)
    - Choose "Take non-credit class only" from the drop down box under "Primary Reason" and choose "Personal enrichment" from the drop down box under "What is the MAIN reason you are attending Chemeketa this term?" on page two of the application.
    - Review and/or edit your application information on page three of the application. When satisfied, click on the "Submit Admission Application" button. You should then see a statement indicating you are now admitted as a "Non-Credit/Community Education Student".

RETURNING OR RECENTLY ADMITTED STUDENT? START HERE!

Follow these steps to **Register for Classes**:

- Decide which class(es) you would like to register for and write down the corresponding CRN (five-digit number) assigned to the courses. You will need the CRN to register for your classes online.
- Go to http://my.chemeketa.edu.
- Enter your username and password. If you don't know or have forgotten your username and/or password, please call our office at 503-365-4773 and we can assist you.
- Once logged in, locate the "Student" tab, along the top of the page. Click on "Student Shortcuts". Click on "Add/Drop Classes".
- Select the term you wish to register for.
- Scroll down the page to "Add Classes Worksheet". Input CRN's for the classes you would like to register for. Avoid using the "Class Search" option at the bottom of the page. If you don't know the CRN for the class you want to take, please call our office at 503-365-4773 and we will provide you with the correct number.
- Type in the five-digit CRN(s) for any classes you want to register for and click on the "Submit Changes" button. You are now registered for your class(es). You may also drop any classes from this same screen.

Arrange for payment

All class fees are due within 10 days of registration. **If payment is not made within 10 days of registration, a $25 late fee will be charged to your account.**

Questions? Call 503.399.5120