How to Schedule an Appointment

We have an online appointment scheduling system. It allows you to make an appointment at a time that is convenient for you through your my.chemeketa.edu account.

NOTE—Some pages take longer to load. Please be patient and wait at least 60 seconds before moving to another page. If you need assistance in using ChemekNET please come in-person to the Advising & Counseling Center on the Salem campus where Peer Assistants can help you learn how to use the system.

Navigate by -

- Signing into your MyChemeketa account
- Click on the “Services” tab
- Then click on “Advising”

- Click on the “ChemekNET” button on the right.

Schedule an Appointment with YOUR Assigned Advisor

Check your “My Success Network” on your home page. Your academic advisor is listed there.

- Click “Schedule Appointment” and you will be taken to the advisor's schedule.
OPTIONS FOR STUDENTS WITHOUT AN ASSIGNED ADVISOR

- Click on “Services” at the top.

1. Schedule an Appointment with the Next Available Advisor or Counselor

   “Academic Advising – Choose Location”
   OR
   “Career and Personal Counseling - Choose Location”

   **NOTE - All of these appointments are one on one.**

   “Personal counseling” means that you are talking about personal issues rather than academic issues.

- Click on “Schedule Appointment”

Now use the calendar on the left top margin to find a **bolded** date and time that is available.

- Click on the “Sign Up” of your preferred time slot.

Finish the appointment as instructed on the page.

2. Schedule an Appointment with a Specific Counselor or Advisor

- Search for an Advisor or Counselor by name, click on the **members** tab and schedule appointment!

An e-mail will be sent to your MyChemeketa e-mail confirming the appointment. If there is no confirmation e-mail you will need to schedule your appointment again.