

# STUDENTS NEW TO CHEMEKETA

## Steps to register for credit classes

### 1. Apply for admission

- Submit a free application at [applyonline.chemeketa.edu](http://applyonline.chemeketa.edu)
- After submitting your application, you will receive a welcome e-mail or letter that includes your My Chemeketa user name, password and your Student ID number (K#)

### 2. Apply for financial aid

- The Free Application for Federal Student Aid (FAFSA) is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Chemeketa's school code is 003218.
- Winter term FAFSA deadline is July 29, 2011. Spring term FAFSA deadline is November 4, 2011
- Check your Financial Aid status in My Chemeketa. Click on the Financial Aid tab.
- For more information go to: [www.chemeketa.edu/services/financialaid](http://www.chemeketa.edu/services/financialaid)

### 3. Take the placement test

- Degree or certificate seeking students are **required** to take placement tests before registering for classes
- Walk-in testing at the Salem campus in Bldg 6, Rm 216 Monday, Wednesday, & Thursday, 10 am–5 pm (Must begin test before 3 pm), Tuesday, 10 am–8 pm (Must begin test before 6 pm)
- Bring your K# and picture ID (no cell phones allowed)
- Your test scores in reading, writing and math will be available immediately after testing
- Preparing for the reading, writing and math placement tests may help you save money by taking fewer classes. For sample placement test questions, go to <http://www.act.org/compass/sample/index.html>.
- Online students: go online to <http://www.actstudent.org/regist/centers.html> or call 1.800.645.1992 to find a Compass testing site near you

### 4. View the new student orientation

- Degree or certificate seeking students are **required** to view the new student orientation before registering for classes
- Log on to [my.chemeketa.edu](http://my.chemeketa.edu) with your username and password and click on the Student tab. Click on the New Student Orientation box to begin.
- Assistance is available. Visit the Counseling Center in Building 2, Salem campus.

### 5. Attend an advising session

- Bring your placement test results, any previous college transcripts and your My Chemeketa user name and password
- **No appointment necessary** Seating is limited; Sessions start on time—no late entry
- **Spring term sessions—**  
Mondays, March 12 & 19, 2:30–4:30 pm  
Tuesdays, March 13 & 20, 4:30–6:30 pm  
Wednesdays, March 14 & 21, 9–11 am  
Saturday, March 17, 10 am–12 noon
- Sessions held in the Counseling Center, Bldg 2, Rm 115, Salem campus

### 6. Register for classes

- Log in at [my.chemeketa.edu](http://my.chemeketa.edu) with your user name and Password
- Set up your Chemeketa e-mail account. Click on the Gmail icon and follow the set up instructions.
- New student registration begins Tuesday, March 20
- Click on the Student tab, choose the drop down arrow under Student Shortcuts, choose Class Search, then register for classes.

### 7. Arrange for payment

- Pay online in My Chemeketa, in-person, or by mail
- Payment is due before the first day of the term or within 10 days of class registration (whichever is later) to avoid a \$25 late fee
- For questions, e-mail [businessservices@chemeketa.edu](mailto:businessservices@chemeketa.edu) or call 503.399.5011