

STUDENTS NEW TO CHEMEKETA

Steps to register for credit classes

1. Apply for admission

- Submit a free application at applyonline.chemeketa.edu
- After submitting your application, you will receive a welcome e-mail or letter that includes your My Chemeketa user name and your Student ID number (K#)
- Students with Disabilities should contact Disability Services, 503.399.5192, to request accommodations for any new student steps

2. Apply for financial aid

- The Free Application for Federal Student Aid (FAFSA) is available at www.fafsa.ed.gov. Chemeketa's school code is 003218.
- Apply for Financial Aid early. Your FAFSA application must have been processed by **Sept. 9** AND your required documentation should have been submitted by **Oct. 21** to avoid delays.
- Check your Financial Aid status in My Chemeketa. Click on the Services tab, then click on Financial Aid. Complete financial aid requirements as soon as possible.
- For more information see go.chemeketa.edu/financialaid

3. View the new student orientation

- Degree or certificate seeking students are required to view the new student orientation before registering for classes
- Log in to my.chemeketa.edu with your user name and password and click the Services tab. Click "Advising" button, then click on the "New Student Orientation" box to begin.
- Assistance is available. Visit the Advising & Counseling Center in Bldg 2, Rm 115 at Salem campus

4. Take the placement test

- Degree or certificate seeking students are required to take placement tests before registering for classes
- Preparing for the reading, writing and math placement tests may help you save money by taking fewer classes. Preparation tools are available. Visit go.chemeketa.edu/testing
- Walk-in testing: Salem campus, Bldg 3, Rm 267
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. Depending upon your scores in Reading and Writing you may be required to retest.
- Online & Distance students: visit go.chemeketa.edu/testing to find an Accuplacer testing site near you

5. Attend a new student advising session

- Degree or certificate seeking students are required to attend a new student advising session before registering for classes
- Appointment is required for an advising session
- Log in to my.chemeketa.edu, click the "Services" tab, click the "Advising" button, click "ChemekNET" button on right
- Click on "Services" in upper left
- Select "Academic Advising-Chemeketa New Student Advising Sessions **Nov. 14–Jan. 4**. Click "Schedule Appointment"
- Sessions start on time. Bring your placement test results, student ID number (K#) and any previous college transcripts.
- Location: Salem campus, Bldg. 2, Rm. 115. For other location information or assistance call 503.399.5120.
- View <http://connect.chemeketa.edu/newstudent/> for ChemekNET demo
- Distance students: go to online.chemeketa.edu and follow steps for new student advising

6. Register for classes

- New student class registration for winter term begins **Tuesday, Dec. 6 at 8 am**
- Log in to my.chemeketa.edu. Click on "Registration." Choose "Class Search" and 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 bussinessservices@chemeketa.edu or call 503.399.5011

Parking permits are required at Chemeketa

Visitors may obtain a day pass at the information booth on the Salem campus.

