

# STUDENTS NEW TO CHEMEKETA

## Steps to register for credit classes

### 1. Apply for admission

- Submit an 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
- Apply early the process can take up to 16 weeks or more
- For more information go to: [www.chemeketa.edu/services/financialaid](http://www.chemeketa.edu/services/financialaid)

### 3. Take the placement test

- Walk-in testing on the Salem campus in Building 6, Room 216  
Monday and Wednesday, 9 am–5 pm  
(Last test begins at 3 pm)  
Tuesday and Thursday, 9 am–8 pm  
(Last test begins at 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 tips on taking the placement test and sample questions, go to [www.chemeketa.edu/services/counseling/testing/compass.html](http://www.chemeketa.edu/services/counseling/testing/compass.html)

### 4. View the New Student Orientation

- Log on to [my.chemeketa.edu](http://my.chemeketa.edu) with your username and password and click on the My Orientation tab
- Learn about campus resources, My Chemeketa and other useful services to help you be a successful college student
- Assistance is available to view the online orientation. Visit the Counseling Center in Building 2, Salem campus

### 5. Attend an advising session

- Bring your placement test results and any previous college transcripts
- Advising sessions are facilitated by counselors & advising specialists in Counseling and Career Services in Building 2

**Sessions start on time—no late entry.**

**Winter term sessions—Dec. 7–16**

Mondays, Dec 7 and 14, 2–4 pm

Tuesdays, Dec 8 and 15, 5:30–7:30 pm

Wednesdays, Dec 9 and 16, 10 am–12 pm

Saturday, Dec 12, 10 am–12 pm

### 6. Register for classes

- Register from any computer at [my.chemeketa.edu](http://my.chemeketa.edu) with your user name and password
- On-campus peer assistance is available in the Counseling Center, Building 2, 8 am–5 pm, Monday–Friday

### 7. Arrange for payment

- Pay online at [my.chemeketa.edu](http://my.chemeketa.edu)
- Pay in-person at the Enrollment Center (Building 2, Room 200 on the Salem campus) or any Chemeketa campus
- Pay by mail: Business Services, PO Box 14007, Salem, OR 97309-7070
- Payment is due within 10 days of class registration
- For questions, e-mail [bussvc@chemeketa.edu](mailto:bussvc@chemeketa.edu) or call 503.399.5011