

Step 1: CCN Admission Application

All CCN students must be admitted through the online CCN Admission Application. If you have already completed the CCN Admission Application, go directly to Step 2: Registration.

1. First you will need to complete Step 1-Admission Application
go.chemeketa.edu/collegecreditnow

Why College Credit Now is a Good Idea

College Credit Now provides high school students with an opportunity to earn Chemeketa Community College credits while still in high school. Courses are taught at the high school by qualified instructors, and you can enroll in as many College Credit Now courses as you want for \$30 per year.

For more information about the courses available through your high school contact your high school counselor or CCN advisors.

In 2018-19, the CCN program registered 3,030 students who earned 21,387 Chemeketa college credits. This was a savings to the students and their families of \$2,062,950.

You can find more detailed information in our [Annual Report 2018-19](#).

 **APPLY**

Signing up for a CCN course is a two-step process. All College Credit Now students must complete these steps, even if a student has already completed a non-College Credit Now Chemeketa course.

Printable instructions are available [CCN Steps to Enroll](#)

Step 1 – Admission application

All CCN students must be admitted through the online CCN admission application. By doing so, you will be given a program code that will allow you to register for a CCN course. If you have already completed the CCN admission application, go directly to Step 2 – Registration.

[Apply online by clicking here](#) 

Step 2 - Registration

You will need to request the CRN number and term code from your teacher to use when registering for a College Credit Now course. Registration and drop deadlines are listed in the CCN 2019-20 [Student Calendar](#). If you are still not clear, please contact your teacher.

[Click here to login to My Chemeketa](#) to complete your registration.

2. You will be directed to the CCN Application and will see the screen shown below. **Verify that you select the correct term you are planning to register for.** Once you have entered the correct information, click continue.

Page 1

Chemeketa Community College: College Credit Now: Application for Admission

Fields marked with a red asterisk are required.

* Select the High School you are attending %

* Enter the year you will graduate (YYYY).

* When do you want to register for classes?

3. You will be prompted to the New Student Application, fill out the information and click on Submit My Application.

New Student Application

Please complete the application below. Fields with a red asterisk are required.
When you have completed and checked your entries, click Submit My Application.

Your Information

* Legal First Name Middle Name * Legal Last Name

* Date of Birth
Month Day Year

Gender

U.S. citizen Yes No

Social Security Number

The college will use student social security numbers (SSN) for keeping records, complying with federal and state requirements, doing research, reporting, etc. You may be required to provide your SSN to the college for compliance with specific federal and state regulations such as applying for financial aid, loans, etc. Providing your SSN means that you consent to the use of the number in the manner described. Your SSN will not be given to the general public. You will be issued a Chemeketa student identification (ID) number (K#) to be used as your primary ID. Please note that per OAR 589-004-0400, if you choose not to provide your SSN, you will not be denied any rights as a student.

Race and Ethnicity

What is your ethnicity?

Select one or more races to indicate what you consider yourself to be

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Address

Mailing Address

* Street 1 Street 2 Street 3

* City * State * Zip

* Email

* Confirm Email Address

Telephone

* Primary () - * Tel.Type

Alternate () - Tel.Type

Finish

4. Once you submit the application, you should receive an email in 2 to 3 business days. If you have not received an email after 3 days, please give the CCN office a call at 503.399.5239. It is very likely that your application was not processed.

The email will be sent to the address provided within 2 to 3 business days that will include your Chemeketa **User ID** and **K Number**. Once you receive that information you will be able to log on to our student portal at <http://my.chemeketa.edu> and register for your College Credit Now course.

You have completed Step 1: CCN Admission Application.

Next Step: 2 Registration

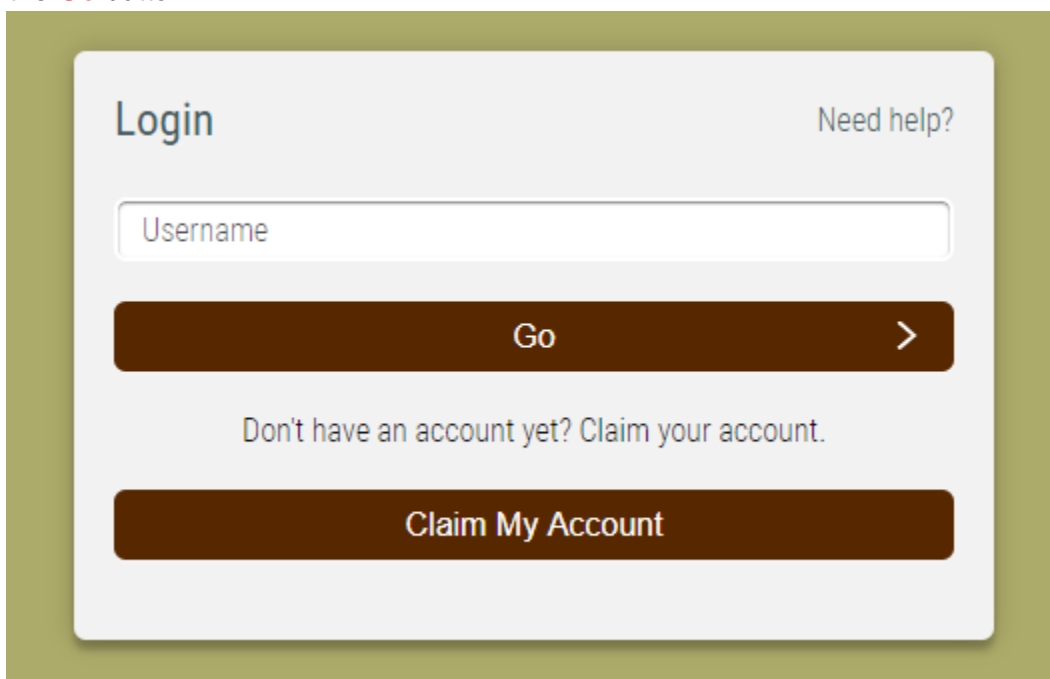
Log in to your My Chemeketa and register for your College Credit Now course(s). If you have not logged in to your My Chemeketa before please see the instructions on how to log in to the system for the first time.

Step 2: Registration

Chemeketa's Single Sign-on Portal

1. **First time user:** In order to complete Step 2: Registration you will need to visit login.chemeketa.edu and enter your username and then click on the **Claim My Account** button.

Returning user: Visit login.chemeketa.edu and enter your username and then click on the **Go** button.



The screenshot shows a login form with the following elements:

- Login** title and **Need help?** link.
- A text input field labeled **Username**.
- A dark blue button labeled **Go** with a right-pointing arrow.
- A link: **Don't have an account yet? Claim your account.**
- A dark blue button labeled **Claim My Account**.

2. Once you are logged in you will click on the **My Chemeketa** icon

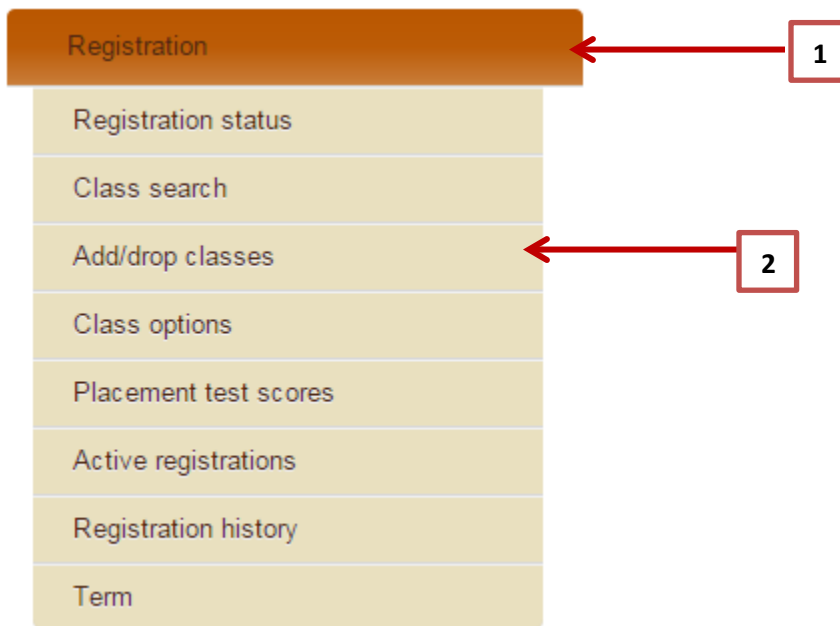


3. Once you click that icon you will see this home screen.

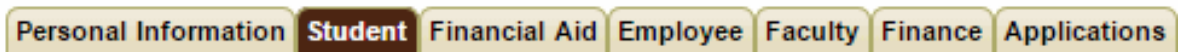


The column off to the right will be how you will navigate to complete the registration piece.

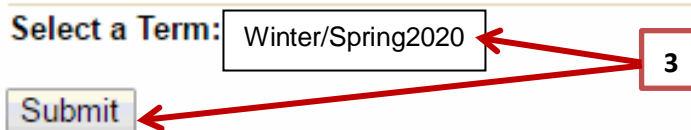
1. Click on registration
2. Click on Add/Drop Classes



3. Select the correct term and submit



Select Term



4. Enter the CRN number given to you by your teacher and submit.

Add Classes Worksheet

CRNs

12345

Submit Changes Class Search Reset

To verify that you have successfully registered for your CCN courses you can go back to the My Chemeketa home screen, select registration and click on active registrations.

Registration

- Registration status
- Class search
- Add/drop classes
- Class options
- Placement test scores
- Active registrations
- Registration history
- Term