

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”



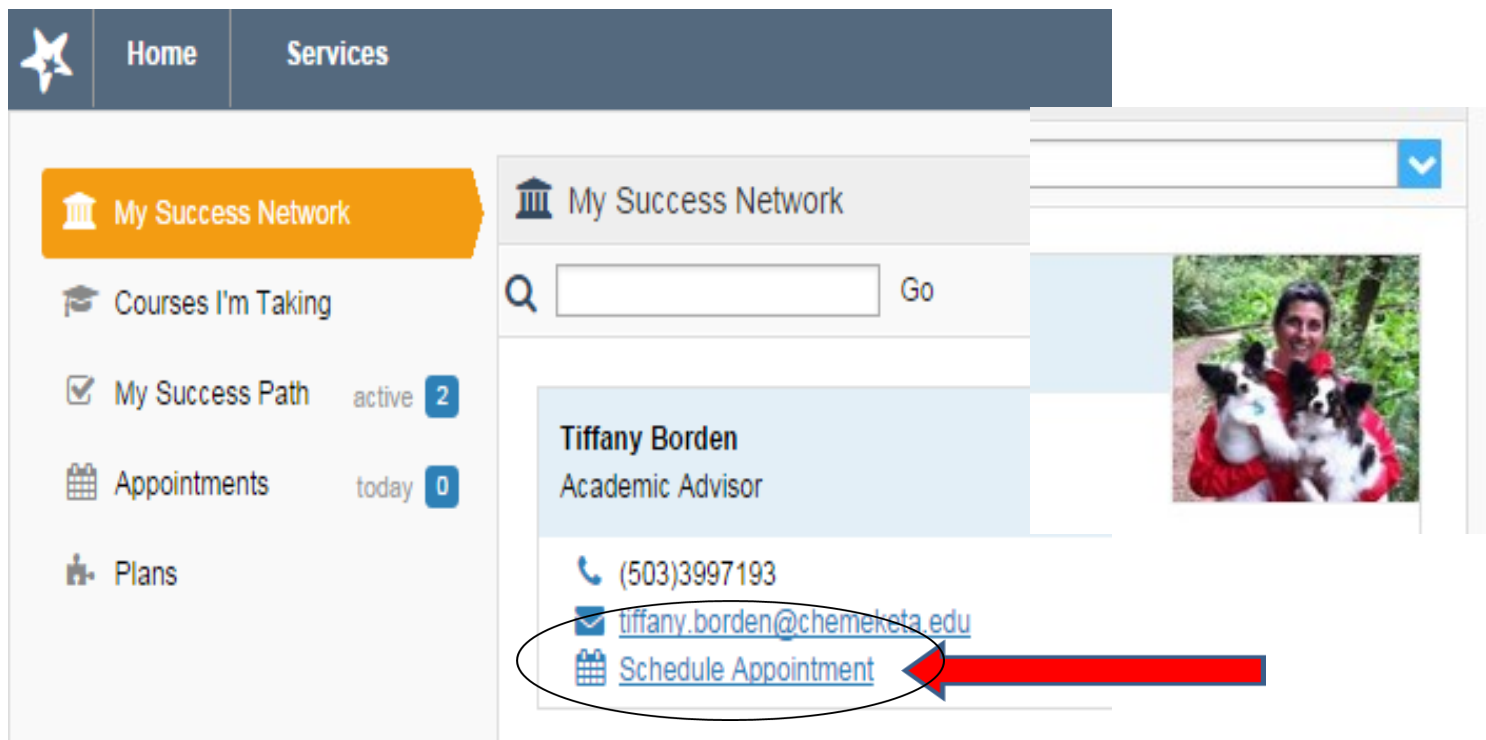
- Click on the “ChemekNET” button on the right.



Schedule an Appointment with YOUR Assigned Advisor

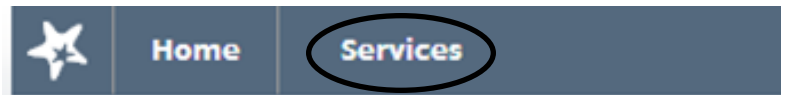
Check your “My Success Network” on your home page. Your academic advisor is listed there.

- 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”

Academic Advising - Salem

Advising & Counseling Center offers academic, personal and career 30 or more college level (classes numbered 100 or higher).

503.399.5120
advising@chemeketa.edu
Monday - Friday, 8 am - 5 pm
Chemeketa Salem, Building 2, Room 115
<http://www.chemeketa.edu/earncertdegree/advising/>
Schedule Appointment
Waiting Room
There are no students in the waiting room.

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.

January 2014

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

SIGN-UP

Academic Advising - Salem

When you arrive, please sign-in on one of the computers just inside

Appointments	Sign Up
10:00 am	Sign Up (1 available spot)
10:30 am	Sign Up (5 available spots)
11:00 am	Sign Up (5 available spots)
11:30 am	Sign Up (1 available spot)

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!

Services > Search Results for 'Cleo'


My Success Network
Courses I'm Taking

My Success Network

Cleo Go

SERVICES (0) MEMBERS (1)

SERVICES (0) MEMBERS (1)

 **ALVAREZ, MARIA** (Counselor, General Advisor)
Member of: [Academic Advising - Salem](#), [Career & Personal Counseling - Salem](#)

Contact Info **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.**