

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
- Free test preparation workshops are available. Register by calling 503.399.5224
- 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 & Distance 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

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
- Check your Financial Aid status in My Chemeketa often. Click on the Financial Aid tab. Complete financial aid requirements as soon as possible.
- For more information go to: 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 on 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
- Walk-in testing at the Salem campus is in Bldg 3, Rm 268 Monday, Wednesday, & Thursday, 10 AM-5 PM (Must begin test before 3 PM)
Tuesday, 10 AM-8 PM (Must begin test before 6PM)
- Bring your K# and picture ID (no cell phones allowed)
- Your test scores in reading, writing and math will be available immediately after testing

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
- To find the next advising session dates, go online: www.chemeketa.edu/earncertdegree/advising/academicadvising/newstudent.html

6. Register for classes

- Log on at my.chemeketa.edu with your user name and password. Choose the Classes tab, Registration, then Registration Status to determine your class registration date
- Choose Classes, then Registration, and then Class Search to select your 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 bussvc@chemeketa.edu or call 503.399.5011