



CONTINUING EDUCATION COURSES

ADMISSION, REGISTRATION AND PAYMENT PROCESSES

ADMISSION

Follow these steps to **Apply for Admission Online**:

- Go to <http://www.chemeketa.edu>.
- Click on the "Forms" tag on the bar underneath the Chemeketa logo.
- "Admissions" is the first category; click on "Admission application".
- Begin filling out the application – all fields marked with a red asterisk must be completed.
 - If you wish to receive your admission status, My Chemeketa username/password information, and your student ID number (K#) within 24 hours, you must provide your email address on page one of the application. (If no email address is given, all admission information will be sent to you via regular mail.)
 - Choose "Take non-credit class only" from the drop down box under "Primary Reason" and choose "Personal enrichment" from the drop down box under "What is the MAIN reason you are attending Chemeketa this term?" on page two of the application.
 - Review and/or edit your application information on page three of the application. When satisfied, click on the "Submit Admission Application" button. You should then see a statement indicating you are now admitted as a "Non-Credit/Community Education Student".

REGISTRATION

Follow these steps to **Register for Classes**:

- Make sure you receive the Course Registration Number (CRN) five-digit number assigned to your course. You will need the CRN to register for your classes online.
- Go to <http://my.chemeketa.edu>.
- Enter your username and password.
- Once logged in, locate the "Student" tab, along the top of the page. Click on "Student Shortcuts" and select "Add/Drop Classes" from the drop-down menu.
- Select the term you wish to register for.
- Scroll down the page to "Add Classes Worksheet". Input CRN's for the classes you would like to register for. Avoid using the "Class Search" option at the bottom of the page.
- Type in the five-digit CRN(s) for any classes you want to register for and click on the "Submit Changes" button. You are now registered for your class(es). You may also drop any classes from this same screen.

TUITION PAYMENTS

<http://www.chemeketa.edu/earncertdegree/tuition/paying/>

Fees will be charged to your student account at the time you register. All fees are non-refundable once the course starts. If you want to receive a refund, you must drop a course prior to the first day of the term.

Payment Due Date: within ten days of registration to avoid a \$25 late fee. See information below.

Online: Credit card (Visa, MasterCard, Discover, and American Express) payments may be made at [My Chemeketa](#) through our partner Nelnet Business Solutions using their QuickPay system.

Mail: Check payments may be mailed to:

Business Services
Chemeketa Community College
P.O. Box 14007
Salem, OR 97309-7070

To ensure proper credit, include your student ID number (K#) with the check. Please do not send cash.

In person: Enrollment Center, Building 2, second floor, Salem Campus, or any Chemeketa campus.

Failure to pay

A past due account may result in denial of future college services including registration, withholding of transcripts, denial of future credit, impairment of credit history, and additional assessment of collection charges and attorney fees.

Questions?

Please call 503.399.5011 or [e-mail Business Services](#)