

Step1: 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.

- First you will need to complete Step 1-CCN Admission Application. Click on the link below;
<http://go.chemeketa.edu/ccnapplication>
- You will be directed to the CCN Application and will see the screen shown below.
You will need to answer the first question: **Have you applied for admission to Chemeketa Community College in the past two years?**
 - a. Select **No**, if you have not taken CCN classes before. You will then move on to complete the application.

CHEMEKETA COMMUNITY COLLEGE ADMISSIONS APPLICATION

Have you applied for admission to Chemeketa Community College in the past two years?

Note this includes if you've applied to any high school programs such as College Credit Now (CCN) or enrolled to take non-credit courses (driver's education, community education courses, etc.)

- Yes
 No
 Unsure

Fill out a new application with Chemeketa!

- b. Select **Yes**, if you have taken CCN classes within the last two years.
You will then select **No** to the follow up question: **Do you want to update an existing application you submitted?**
- c. This will generate a list asking: **Why are you attempting to submit a new application?** Select the first option: **I am/was a College Credit Now or underage student that needs to apply for college-level courses.**

Have you applied for admission to Chemeketa Community College in the past two years?

Note this includes if you've applied to any high school programs such as College Credit Now (CCN) or enrolled to take non-credit courses (driver's education, community education courses, etc.)

- Yes
 No
 Unsure

Do you want to update an existing application you submitted?

- Yes
 No

You've indicated that you've applied to Chemeketa in the last two years and do not want to update an application you have already submitted. See the question below for some common reasons why people try to submit an application.

Why are you attempting to submit a new application?

- I am/was a College Credit Now or underage student that needs to apply for college-level courses
 I took non-credit classes and/or was in a non-credit program and need to apply for credit-level courses
 I need to update my start term
 I need to update my contact or other personal information
 I need to change my program/focus/major
 Other

Fill out a new application with Chemeketa!

- You will be prompted to the CCN Application. Enter your full legal name, former last name and preferred name (if applicable).

Name

Please enter your full legal first and last name as it appears on official government issued documentation. Do not use initials or nicknames.

Legal First Name*

Middle Name

Legal Last Name*

If you have ever held a different last name (such as Maiden Name) note it in this field in order to help us match any previous records. If you have had more than one previous last name, provide the most recent.

Former Last Name

You can enter a preferred or chosen first name if you answer yes to the below question. More information about preferred name and how it is used at Chemeketa can be found on our [public website](http://go.chemeketa.edu/enrollment). (go.chemeketa.edu/enrollment)

Do you have a preferred first name that is different than your legal first name?

- Yes
 No

- You will be requested to provide a social security number or K#. **Neither are required to complete the application process.** However, it is encouraged to provide as much information for record keeping purposes and preventing duplicate applications.


ID Number/SSN


Chemeketa Community College does not require a Social Security Number (SSN) for admission. The college will use student social security numbers (SSN) for keeping records, complying with federal and state requirements, doing research, reporting, extending credit and collecting debts.

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, grant programs and tax reporting requirements.

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.

Social Security Number 

ID Number/ K-Number **WITHOUT** the K (Ex: 00123456) 

Please provide your Chemeketa student ID if you have one

- Under Contact Information you will input your mailing address as well as personal email address and phone number. For your personal email, it will be important to not add your high school or Chemeketa email address.

Contact Information

Please enter your mailing address. Be sure to include the entire address (include NE, SE, NW, SW) or apartment number, suite number, etc.

Mailing Address*

Country

United States

Street

City

State

Select State

Postal Code

Please provide your personal email address (not a high school email account) so that we may contact you with your Chemeketa student login and registration information.

Personal Email Address*

Confirm Email Address*

Please provide your mobile/cell phone number on your application. If you do not have a mobile phone, please select a different phone type from the drop-down menu below.

Phone Type*

Mobile Phone

Phone Number*

• Complete Biographical Information section.

Biographical Information

Have you entered or will you be entering the United States on a visa?*

If you are currently living in the United States without an active visa, answer "No"

If you are an international student, answer "Yes"

If you are unsure, call our office during business hours before submitting your application (503.399.5001)

Yes

No

Birthdate*

Please select your gender. If you do not identify with the genders listed or choose to opt-out of the question, you may select "Prefer not to say" from the list.

Gender*

Specific questions and answers have been designed by the federal government and Chemeketa is required to collect ethnicity and race information in the manner prescribed.

Please select whether or not you are from a Hispanic background.

Please select any descriptions which apply to your race.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific

White

- For High School information, make sure to select “Still in High School.” Add your expected High School graduation date and select your high school or add “I do not see my high school as an option.”
- Make sure to select the term that you are planning to take the class.
- Select “I am in College Credit Now through my High School” in Educational Goal.

High School Information

Please select from the dropdown list the level of high school completion which will most closely reflect your situation by the time you begin taking classes at Chemeketa.

High School Completion*:

Still in high school

Expected High School Graduation Date*

June 17 2023

Please select the location of the last high school you attended from the drop down below. If you were home schooled, please select "Home School" from the drop down. If your high school location is not within the United States please choose "Out of Country."

High School Location*

Oregon

Type in the name of your high school and select the correct high school as options start to populate. If you do not see your high school listed, please select the "I don't see my high school listed" option.

High School Name*

South Salem Senior High School

Educational Plans

Please select the first term you plan to start taking classes at Chemeketa. The month that the term begins is shown in parenthesis on the dropdown list. Please refer to our [Dates and Deadlines](#) on Chemeketa's public website for specific start dates and registration times

Which term do you plan to start taking classes?*

Fall (September) 2022

Educational Goal:*

I am in College Credit Now through my High School

Please be aware that if you applied to Chemeketa in the past and any of your biographical information has changed since the time of first attendance, Enrollment Services cannot update that information based on this application. This includes a new first name, last name, and/or new SSN. Changes to this information must be recorded separately in our [Change of Information Form](#)

Submit

You will be sent a confirmation email confirming the submission of your CCN Application.

The Welcome CCN email will be sent to the email address provided within 5 to 10 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.

Congratulations! 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.

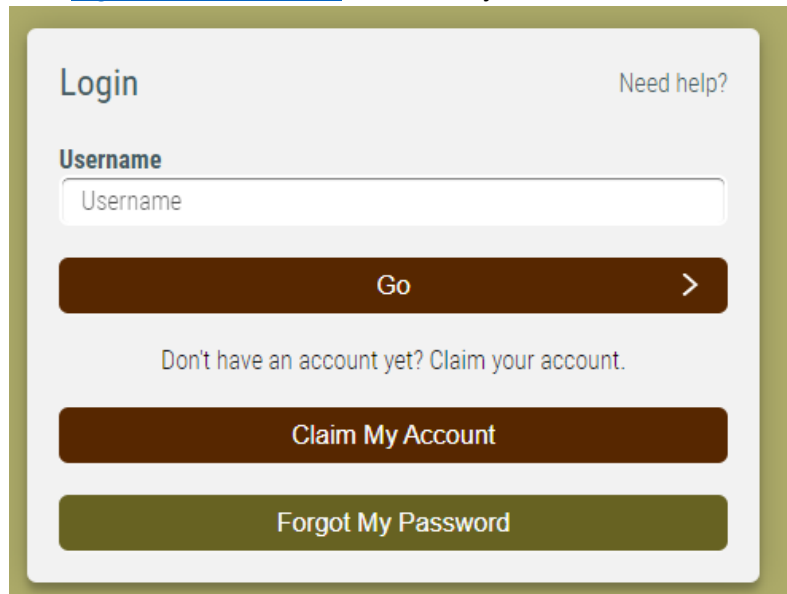
Step 2: Registration

Chemeketa's Single Sign-on Portal

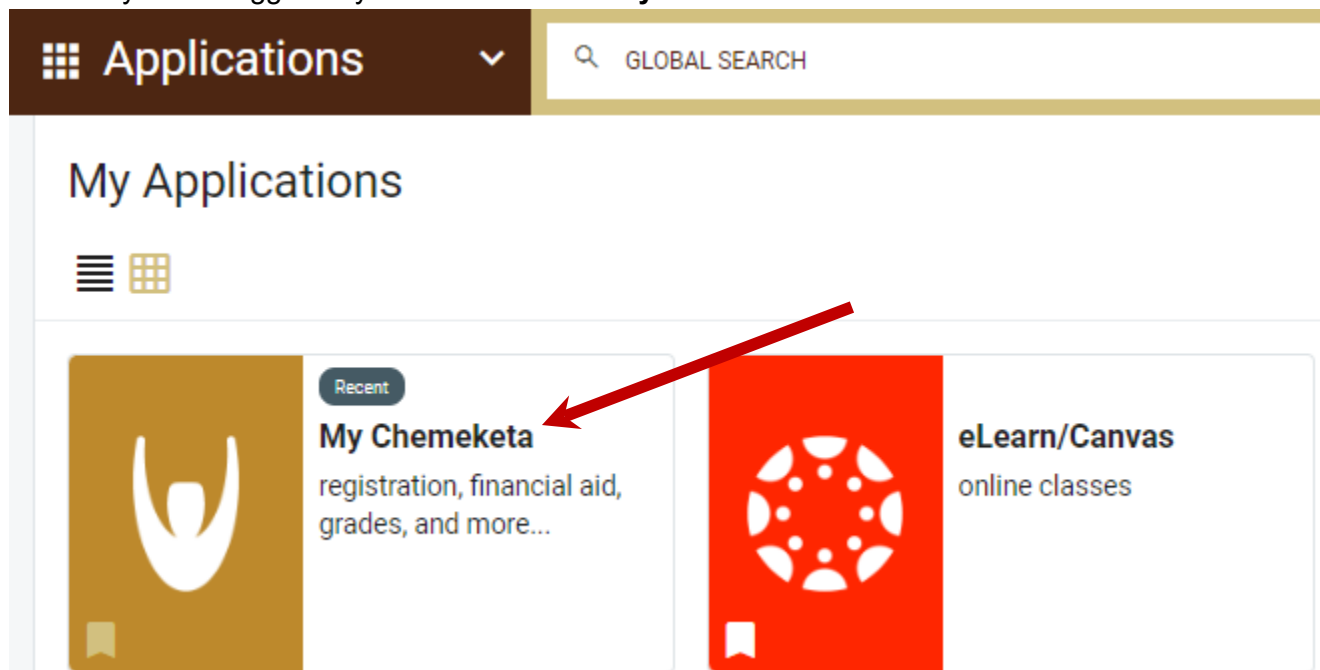
1. **First time user:** In order to complete Step 2: Registration you will need to visit login.chemeketa.edu and enter your username and then click on the **Claim My Account** button.

If you are having issues claiming your account, please be sure to have your K number ready and call our IT helpdesk at 503.399.7899. They will be able to assist you!

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



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

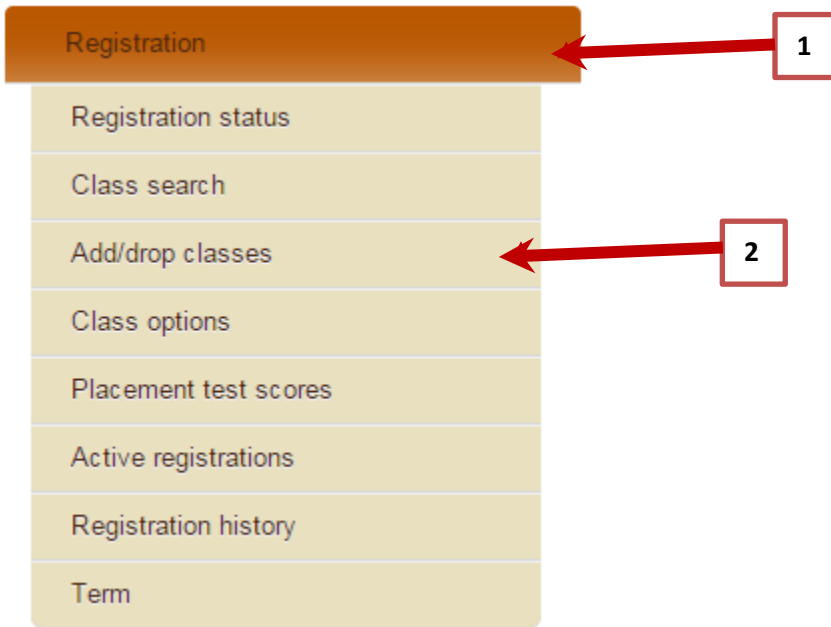


3. Once you click that icon you will see this home screen.

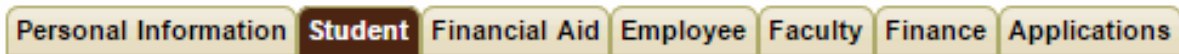


The column off to the right will be how you will navigate to complete the registration piece.

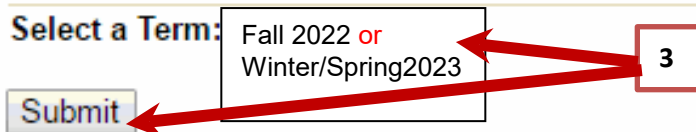
1. Click on Registration
2. Click on Add/Drop Classes



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

4

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