

# 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](http://go.chemeketa.edu/collegecreditnow)

## Get a Head Start with College Credit Now

*Earn Chemeketa Community College credits while taking classes in the comfort of your own high school.*


## 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 \$25 per year.

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

In 2017-2018, the CCN program registered 3,620 students who earned 26,656 Chemeketa college credits. This was a savings to the students and their families of \$2,575,100.

You can find more detailed information in our *Annual Report 2017-18*.


 **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* 

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**

\* First Name  Middle Name  \* Last Name

\* Birthdate (MM/DD/YYYY)  Gender  Female  Male

U.S. citizen  Yes  No

SSN

Providing your Social Security number is voluntary. If you provide it, the college will use your Social Security number for doing research and reporting, extending credit, and collecting debts. Your Social Security number will never be available to the general public. If you choose not to provide your Social Security number, you will not be denied any rights as a student. Providing your Social Security number means that you consent to its use in the manner described.

**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

**Contact Information**

Mailing Address

\* Street 1  Street 2  Street 3

\* City  \* State  \* Zip

\* Email

Primary Telephone Number

\* Area Code  \* Number

Alternate Telephone Number

Area Code  Number

4. Once you submit the application, red letters will appear stating that your application has been submitted. You will be sent an email.

nobody

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### **New Student Application**

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**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 application has been submitted.**

You will receive an email 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**

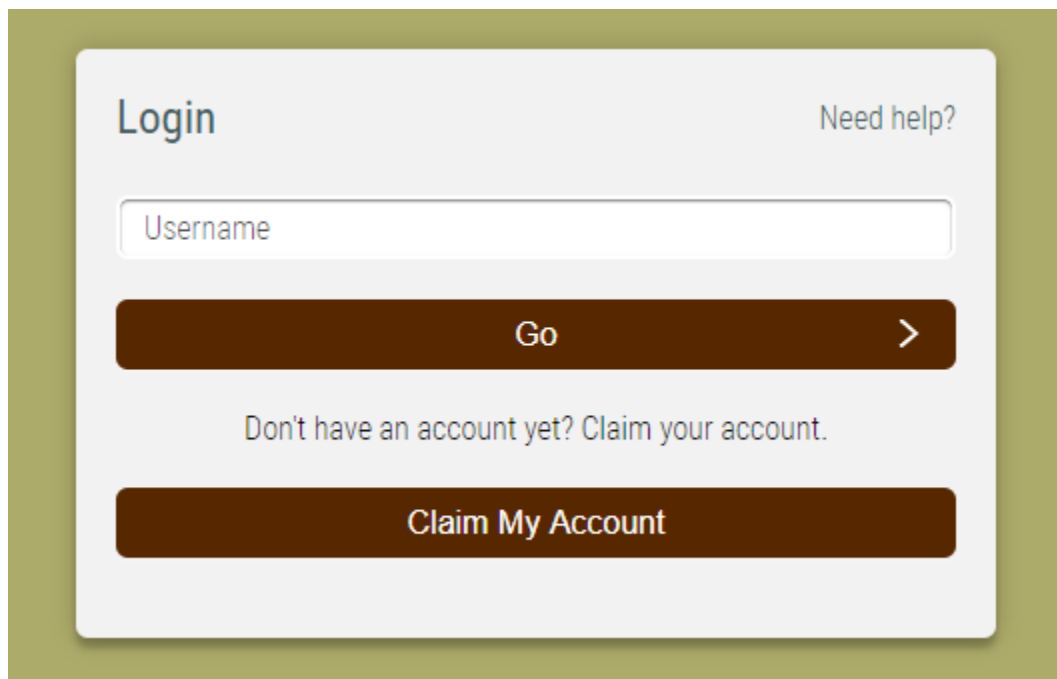
Log in to your My Chemeketa and register for your College Credit Now course(s). If you have not logged in to your My Chemeketa before please see the instructions on how to log in to the system for the first time.

# 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](http://login.chemeketa.edu) and enter your username and then click on the **Claim My Account** button.

**Returning user:** Visit [login.chemeketa.edu](http://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** header with a **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

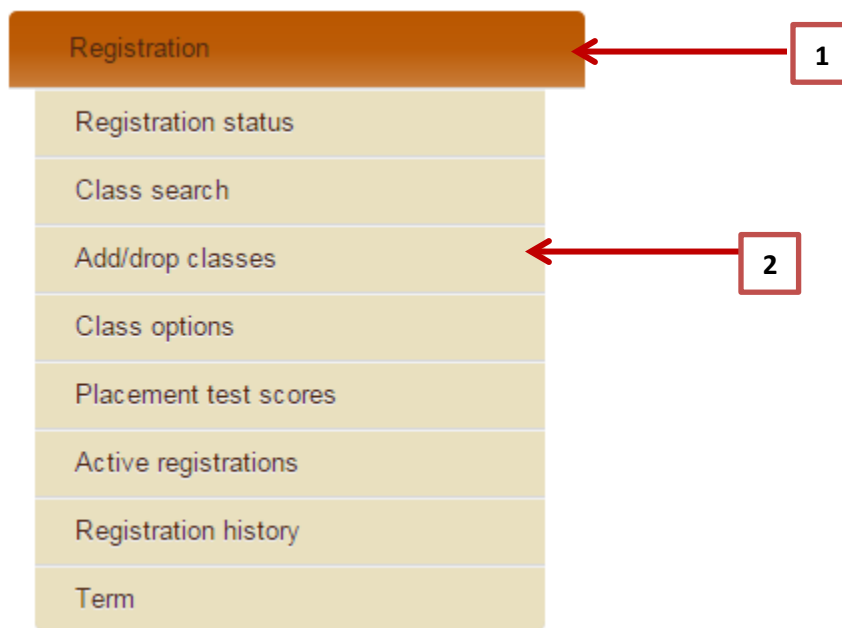


3. Once you click that icon you will see this home screen.

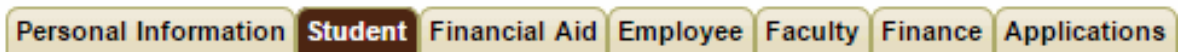


The column off to the right will be how you will navigate to complete the registration piece.

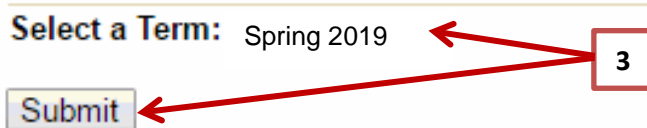
1. Click on registration
2. Click on Add/Drop Classes



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

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