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: Complete the Placement Assessment Questionnaire.

- 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

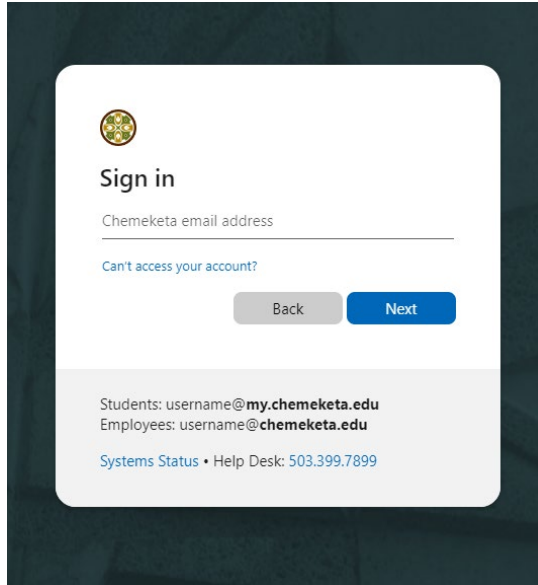Fill out a new application with Chemeketa!

- 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. **Summer 2024**
- Select "**I am in College Credit Now through my High School**" in Educational Goal.
  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 **Username** and **K Number** to setup your account.

Step 2: Registration Chemeketa's Single Sign-on Portal

1. **First time user:** In order to complete **Step 2: Registration** you will need to have:
   - Welcome Email containing your **K number** & **username**
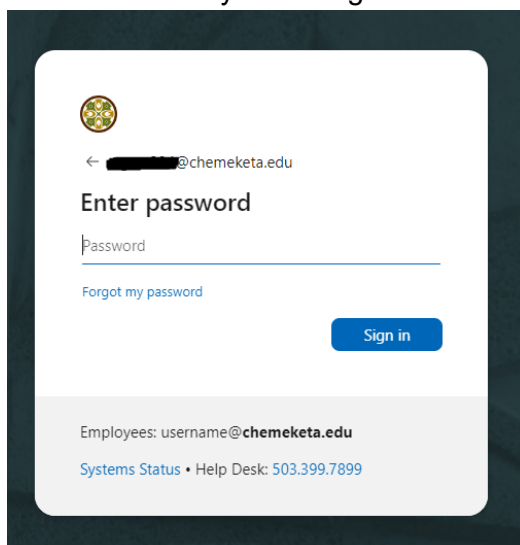   - Chemeketa Account Email containing your **temporary password**

   You will visit my.chemeketa.edu and enter your username followed by @my.chemeketa.edu and then click on the **NEXT** button.

In the following screen, you will enter your temporary password and be routed to immediately change your password to something that only you know. Your new password:
   - Must be at least 12 characters in length
   - Must contain a combination of uppercase & lowercase letter and numbers
   - Cannot match your current password
   - Cannot contain your first or last name, email address, username, or K number
   - Will be compared to an exclusion list to improve the security of your account
   - Can only be changed once in a 24-hour period

You'll also need to set up multi-factor authentication on your account (which is a security requirement at Chemeketa). You have 14 days to do that, but we recommend doing it right away so it doesn't slow you down later.

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 my.chemeketa.edu and enter your Chemeketa email address (username followed by @my.chemeketa.edu) and password in the appropriate fields.

2. After signing in, you'll be taken to "My Chemeketa", which is the college's student portal, where you will see the home screen below.

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

- Click on Registration
- Click on Class search (Add & Drop)
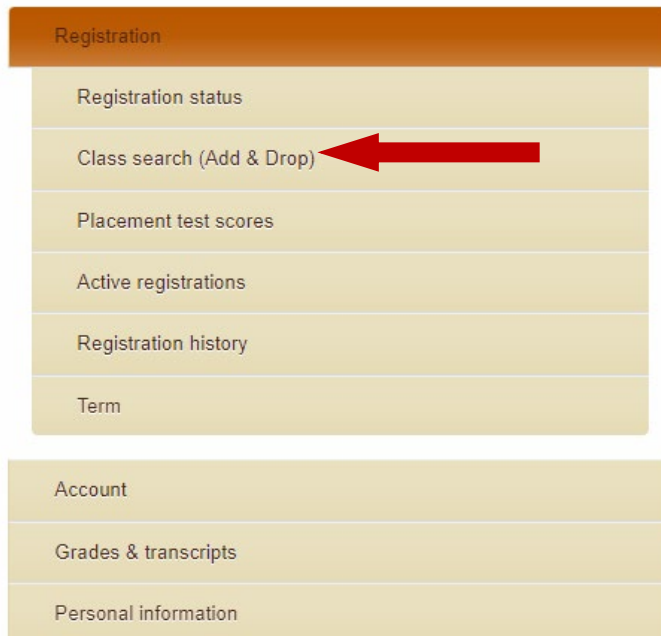
View Schedule of Classes
Looking for classes? In this section you can view the schedule of classes.

Class Search (Add & Drop)
Search and register for your classes. You can also view and manage your schedule.

- Select the correct term (Summer 2024) and submit

Terms Open for Registration

Fall 2023 ▼

Continue

- Enter the 5 digit CRN number from the course list found on the CCN website for the course that you wish to register for. Remember that your placement assessment scores will need to meet the prerequisite requirements for the class you wish to register for. The system will not let you register for a class unless you meet the prerequisites.

Student • Registration • Select a Term • Register for Classes

Search & Register for Classes

Find Classes   **Enter CRNs**   Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2023

CRN [   ]

+ Add Another CRN   **Add to Summary**

Search & Register for Classes ①

Find Classes | **Enter CRNs** | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2023

CRN 18428 | Intermediate Algebra MTH 095, 002

CRN

+ Add Another CRN | **Add to Summary**

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②

📅 Schedule | ≣ Schedule Details

Class Schedule for Summer 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							Intermediate Algebra
10am							
11am							
12pm							
1pm							
2pm							

Panels ▼

📋 Summary | Tuition and Fees

Status	Action	Details	Title	CRN	Hours	Schedule Type ⚙
Pending	**Web Registered ▼	MTH 095, 002	Intermediate Algebra	18428	4	Lecture

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 23

Submit

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③

📅 Schedule | ≣ Schedule Details

Class Schedule for Summer 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							✓ Intermediate Algebra
10am							
11am							
12pm							
1pm							
2pm							

Panels ▼

📋 Summary | Tuition and Fees

Status	Action	Details	Title	CRN	Hours	Schedule Type ⚙
Registered	None ▼	MTH 095, 002	Intermediate Algebra	18428	4	Lecture

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 23

Submit

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