

# 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. **Winter 2023**
- 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 **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.

# Step 2: Complete the Placement Assessment Questionnaire

You will need to know your K number and My Chemeketa email in order to complete this form.

- **Go to:**  
<https://docs.google.com/forms/d/e/1FAIpQLSevU4K6-Cj0Jl1c4amFCA3Ym08KjuWJpkJslAzEU1gStbL2Jg/viewform>
- Fill out the form.
- **Important Note**-The Assessment Center will email test scores to your **MyChemeketa gmail account only**.
- When you get to the following question, please select **I plan to enroll as a student at Chemeketa** (see image below)

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Intent \*

Tell us why you are submitting the placement assessment form today:

- I plan to enroll as a student at Chemeketa
- I am applying for an Apprenticeship program

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Once you receive your placement scores via your MyChemeketa email then you will be able to move on to **Step 3: Registration Chemeketa's Single Sign-on Portal**

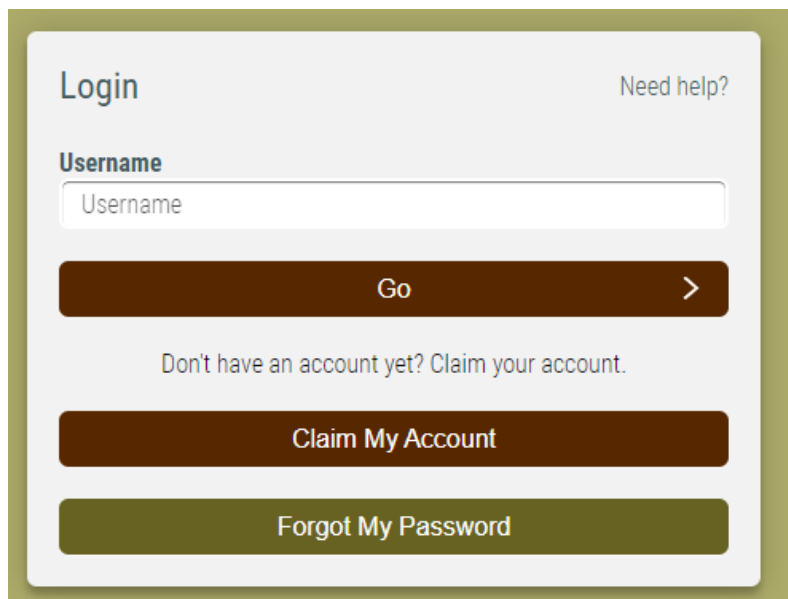
# Step 3: Registration

## 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.

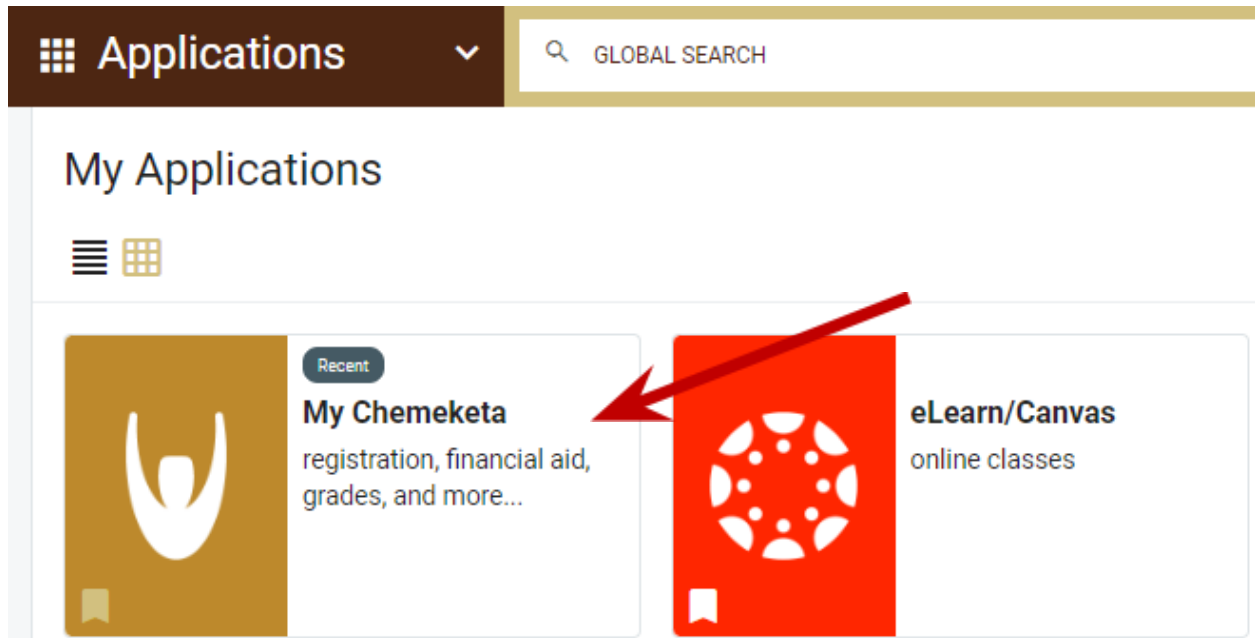
**If you are having issues claiming your account, please be sure to have your K number ready and call our IT helpdesk at 503.399.7899. They will be able to assist you!**

**Returning user:** Visit [login.chemeketa.edu](http://login.chemeketa.edu) and enter your username and then click on the **Go** button.



The image shows a login form titled "Login" with a "Need help?" link in the top right corner. Below the title is a "Username" label and a text input field containing the placeholder text "Username". Underneath the input field is a dark blue button with the text "Go" and a right-pointing chevron. Below the button is the text "Don't have an account yet? Claim your account." followed by two more buttons: a dark blue button labeled "Claim My Account" and a dark green button labeled "Forgot My Password".

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

A vertical menu with the following items: Registration, Registration status, Class search, Add/drop classes, Class options, Placement test scores, Active registrations, Registration history, and Term. A red arrow labeled '1.' points to the 'Registration' header. Another red arrow labeled '2.' points to the 'Add/drop classes' item.

3. Select the correct term and submit

A horizontal navigation bar with buttons for: Personal Information, Student, Financial Aid, Employee, Faculty, Finance, and Applications. The 'Student' button is highlighted with a dark background.

### Select Term

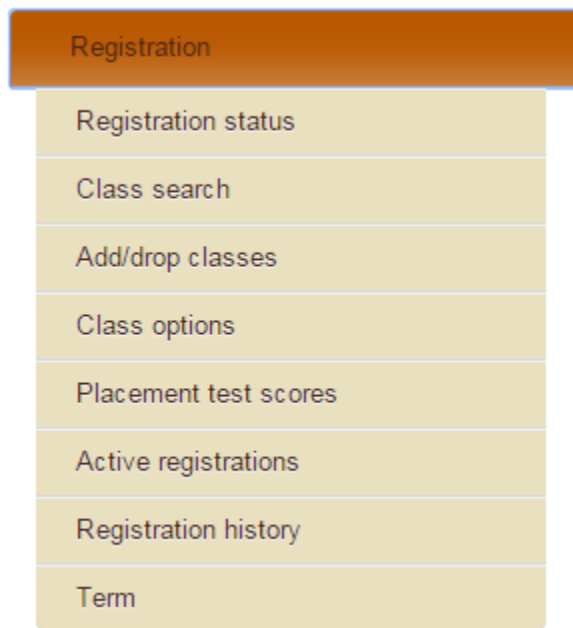
A dropdown menu titled 'Select a Term' showing the options 'Fall 2022 or Winter/Spring2023'. A red arrow labeled '3.' points to the dropdown menu. Below the dropdown is a 'Submit' button, with another red arrow pointing to it.

4. Enter the 5 digit CRN number from the course list handout (found at the end of these instructions) 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.

### Add Classes Worksheet

A form titled 'Add Classes Worksheet' with a header 'CRNs'. Below the header are three input fields. The first field contains the text '12345'. Below the input fields are three buttons: 'Submit Changes', 'Class Search', and 'Reset'. A red arrow labeled '4.' points to the first input field.

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.



**FREE Chemeketa Courses**  
**Course Offerings Winter 2023**  
**Classes will take place January 9-March 25**

CRN	Course	Credits	Course Description	AAOT	Class Schedule
64793	ART 101 <b>Understanding Art</b>  Instructor: Summer Hatfield	4 Credits	Introduces approaches to viewing, understanding, and discussing the visual arts. Covers formal, stylistic, content, and meaning-based analysis. Explores the relationship between the social and artistic construction of reality.  <b>Prerequisite:</b> Placement into WR115; or completion of WR090 (or higher) with a grade of C or better	Arts & Letters	Zoom meeting every <b>Wednesday</b> from <b>6:00pm-7:50pm</b> . The rest of the course work to be completed online via Canvas.
64771	ATH 103 <b>Intro to Cultural Anthropology</b>  Instructor: Keely Baca	4 Credits	Surveys the field of cultural anthropology and its focus on the human patterns of behaviors, thoughts, and feelings. Introduces a methodology for studying human sociocultural adaptations. Includes the topics of major cross-cultural studies with a focus on language, adaptation, economics, marriage, kinship, gender, political organization, stratification, and religion. Examines the process of culture change and the application of cultural anthropology to practical society problems.  <b>Prerequisite:</b> Placement into WR115 (or higher); or completion of WR090 (or higher) with a grade of C or better	Social Sciences	Zoom meeting every <b>Tuesday</b> from <b>6:00pm-7:50pm</b> . The rest of the course work to be completed online via Canvas.
64801	BA 101 <b>Intro to Business</b>	4 Credits	Introduces the inter-relationships of business, government, and society. Examines the defined and/or established roles of the business community. Looks at various aspects of business including emphasis on ethics and social responsibility. Recommended: Placement into RD090 and WR121.	Elective	All work will be completed online via Canvas

64776	<p>COMM 111 <b>Fundamentals of Public Speaking</b></p> <p>Instructor: Esther Rumsey</p>	4 Credits	<p>Introduces the preparing and delivering of public speeches with an emphasis on informative speaking. Develops understanding and practical application of communication skills and includes techniques in controlling speech anxiety, structuring and organizing information to present to a variety of audiences, and improving physical and vocal delivery skills.</p> <p><b>Prerequisite:</b> Placement into WR115 or completion of WR090 with a grade of C or better</p>	Oral Communications or Arts & Letters	Zoom meeting every <b>Monday &amp; Wednesday</b> from <b>6:00pm-7:50pm</b>
64777	<p>ENG 106 <b>Introduction to Poetry</b></p> <p>Instructor: Jeremy Trabue</p>	4 Credits	<p>Teaches students to enjoy, understand, analyze, and interpret Poetry. Introduces the breadth of poetry across periods, forms, and styles, both originally written in English and in translation. Introduces literary criticism and the conventions of writing literary analysis.</p> <p><b>Prerequisite:</b> Placement into WR115 (or higher), or completion of WR090 or WR115 (or higher); and placement into RD090</p>	Arts & Letters	All work will be completed online via Canvas
64802	<p>PSY 104 <b>Workplace Psychology</b></p> <p>Instructor: Chris Cooper</p>	4 Credits	<p>Focuses on a number of important factors for effective performance in the workplace. Includes interpersonal skill development and communication, understanding individual differences, developing conflict resolution skills, group behavior, problem solving and decision making, becoming an effective leader, motivation, goal planning, diversity, stress management, improving career management skills, enhancing ethical behavior, and managing various work conditions. Covers important workplace laws and regulations in the United States.</p>	Elective  Requirement for most CTE certifications	Zoom meeting every <b>Tuesday &amp; Thursday</b> from <b>6:00pm-7:50pm</b>