

# "This class changed me forever"



- Goal setting
- Wise choices
- Time management
- Self discipline

## Creating College Success

Enroll in FYE 105

[chemeketa.edu](http://chemeketa.edu)

Discover  
**Chemeketa**  
Community College



Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution. To request this publication in an alternative format, please call 503.399.5192. For a disability related accommodation, please contact Disability Services at least two weeks prior to this event at 503.399.5192 (TTY/voice) or [disability@chemeketa.edu](mailto:disability@chemeketa.edu).

# Important Dates for 2023-2024\*\*

	Summer 2023	Fall 2023	Winter 2024	Spring 2024
<b>First Day of the Term</b>	Monday, June 26	Monday, September 25	Monday, January 08	Monday, April 01
<b>Early Disability, Veterans &amp; Non Credit Level Registration**</b>	Monday, May 08	Monday, May 22	Monday, November 13	Monday, February 26
<b>Continuing Credit Student Registration, 60+ Chemeketa earned credits begins**</b>	Tuesday, May 09	Tuesday, May 23	Tuesday, November 14	Tuesday, February 27
<b>Continuing Credit Student Registration, 30-59 Chemeketa earned credits begins**</b>	Wednesday, May 10	Wednesday, May 24	Wednesday, November 15	Wednesday, February 28
<b>Continuing Credit Student Registration, 13-29 Chemeketa earned credits begins**</b>	Thursday, May 11	Thursday, May 25	Thursday, November 16	Thursday, February 29
<b>Continuing Credit Student Registration, 0-12 Chemeketa earned credits begins**</b>	Friday, May 12	Friday, May 26	Friday, November 17	Friday, March 01
<b>Holidays and College Closures</b>	Fridays, July 07-Sept 01 June 19 July 04	September 04 September 12 November 10 November 23-25 December 25-26 January 01-02	January 15 February 19	April 26 May 27
<b>Drop with Refund Deadline</b>	Monday, July 10	Friday, October 06	Friday, January 19	Friday, April 12
<b>Last Day to Withdraw from Classes without Responsibility for Grade</b>	Monday, August 07	Friday, November 03	Friday, February 16	Friday, May 10
<b>Final Exams</b>	Final exams given during last class period	December 04-09	March 18-23	June 10-15
<b>Winter/Spring Break</b>		December 11-January 05	March 25-29	

**\*\* All dates are subject to change – please verify using My Chemeketa and other college resources**

## SERVICES FOR STUDENT SUCCESS

### Advising

Advising staff is available to help students with educational and career questions and choices. We offer help with Steps for New Students and educational plans. Call 503.399.5120 for more information or e-mail [advising@chemeketa.edu](mailto:advising@chemeketa.edu). Our office is located on the first floor of Building 2 and online at [go.chemeketa.edu/advising](http://go.chemeketa.edu/advising)

### Bookstore

Bookstore offers all your needs for course materials, art and school supplies, electronic accessories, Chemeketa clothing, candy/snacks, bus passes, movie tickets, fax, and mail/UPS services, including drop off for pre-labeled UPS packages, and more. Go to [bookstore.chemeketa.edu](http://bookstore.chemeketa.edu) for current information and hours. Located on the first floor, Building 1, Salem campus.

### Counseling & Career Services

Counselors assist students with academic, personal and career counseling and work with students to improve life skills, reduce anxiety and manage stress, choose a career and locate community resources. For more information, or to make an appointment, visit [go.chemeketa.edu/counseling](http://go.chemeketa.edu/counseling). If you are looking for work to help pay for school or after you have completed your degree, visit the Career Center website at [go.chemeketa.edu/careercenter](http://go.chemeketa.edu/careercenter). We post hundreds of local jobs weekly! We also provide one-on-one assistance with job searching, resume and cover letter writing and interview preparation.

### College Access Programs (CAP)

CAP includes federally-funded TRIO and CAMP programs, and Chemeketa Completion Program (CCP) to help low-income, first-generation students, students with disabilities, parenting students, and students from migrant backgrounds succeed in college. CAP teaches students to be successful in school and in life to overcome challenges, develop a growth mindset and empower them to be self-sufficient. Individualized services include advising, textbook and calculator lending, tutoring, tuition-free classes, scholarships and computer lab with free printing. Contact CAP at 503.315.4293, visit Building 2, Room 230 or online at [go.chemeketa.edu/collegeaccess](http://go.chemeketa.edu/collegeaccess)

### Financial Aid

Various financial aid resources may be available to you as a student. Stop by the office in the Enrollment Center, Building 2, Room 200, to

learn more about eligibility requirements, available amounts and other special information about options such as grants, scholarships, loans or work study. Visit [go.chemeketa.edu/financialaid](http://go.chemeketa.edu/financialaid), call 503.399.5018 or e-mail [financialaid@chemeketa.edu](mailto:financialaid@chemeketa.edu). Applications and other forms are available at any Chemeketa campus.

### Student Accessibility Services

Provides information about academic accommodations for course work and testing, access to facilities, digital media formats, sign language interpreters, and campus resources. Students are encouraged to contact Student Accessibility Services early in the academic process to ensure materials and services are provided in a timely manner. For information call 503.399.5192, visit us in Building 2, Room 174, or email [studentaccess@chemeketa.edu](mailto:studentaccess@chemeketa.edu)

### Student Retention and College Life

College is about more than just earning a degree—it's about being involved and taking advantage of other learning experiences such as leadership classes, student government and cultural offerings. Chemeketa has clubs you can join as well as a Multicultural Center that offers many programs including intercultural Movie events. Student Retention and College Life also offers resources to Chemeketa Students such as the Chemeketa Food Pantry. Get up to date information on our events from The Bulletin at [chemeketabulletin.com](http://chemeketabulletin.com). Visit us online at [go.chemeketa.edu/collegelife](http://go.chemeketa.edu/collegelife)

### Testing

Testing Services provides proctored written and computerized testing for Chemeketa classes. GED, CLEP and Challenge exams are also available. Testing is available by appointment which you can schedule by calling 503.399.6556.

### Veterans Services

The Veterans Department is available to assist veterans and other eligible individuals in completing applications for the different educational benefit programs administered by the U.S. Department of Veterans Affairs. We are located in the Enrollment Center, Building 2, Room 200. You can reach us by phone at 503.399.5004, or fax to 503.399.3908, or e-mail us at [veterans@chemeketa.edu](mailto:veterans@chemeketa.edu) online at [go.chemeketa.edu/veterans](http://go.chemeketa.edu/veterans)



# SERVICES FOR STUDENT SUCCESS

## Virtual Learning Center

For support with your academic success visit [go.chemeketa.edu/vlc](http://go.chemeketa.edu/vlc)

### ABE/GED Transition Center

Do you need your GED or to increase basic skills in reading, writing, and math? The ABE/GED Transition Center offers support and tutoring while you are enrolled in our program. Receive tutoring in reading, writing, and math and study either independently or in groups. Students can also use the 25 desktop computers to complete assignments or practice keyboarding. In addition, students are able to come into the center to get information about our program and receive help regarding transitioning to college, training, or employment. Textbooks, calculators, and manipulatives are available resources for students to use while in the lab. For more information visit our Chemeketa GED Webpage at <https://www.chemeketa.edu/programs-classes/ged-hep/ged/> for student resources, links to faculty and staff, and websites from which to study.

### Computer Center

The Computer Center is available for all registered students through Zoom. Instructional assistants are available to help with software applications, assignments, eLearn/Blackboard, homework submission and more. Join us through our new Virtual Learning Center at [go.chemeketa.edu/vlc](http://go.chemeketa.edu/vlc) or email us at [computercenter@chemeketa.edu](mailto:computercenter@chemeketa.edu)

### Language Center

The Language Lab welcomes students and staff in the process of developing their language skill, meeting a conversation partner to practice language, or studying for class. The lab features two instructional classrooms with 50 networked PC workstations for language practice, assessment, and communication. It also has a variety of media for independent language study books to read, computer software and websites, CDs, text books and DVDs. The language center is located in Building 22, Rooms 108 and 109 on the Salem campus. Contact us at 503.399.5290, 503.399.5224, or at [www.chemeketaesol.org](http://www.chemeketaesol.org)

### Library

You can do your library research remotely and online: <https://library.chemeketa.edu/>. Log in with your MyChemeketa username and password to see all of your borrowing and access options. From the online catalog, you may request books from the general collection as well as textbooks from the Lending Library and we will mail them to you. Need help? Email us at [reference@chemeketa.edu](mailto:reference@chemeketa.edu), leave a message at 503.399.5043, or visit us in chat at <https://libraryguides.chemeketa.edu/ask>. Reference services also in Spanish.

### Online Writing Center

The Chemeketa Writing Center (CWC) and Chemeketa Online Writing Center (COWC) will help any Chemeketa student with any writing assignment or project. Both writing centers are free courses Chemeketa students can register for using MyChemeketa. We can help at any stage of the writing process with highly-qualified instructors. In some academic terms, customized mini-courses on writing basics are also available. Contact us at 503.399.7179. Instructions for using the COWC can be found online at <https://online.chemeketa.edu/student-services/online-writing-center/>

### Tutoring & Study Skills Center

Chemeketa students can access a variety of services remotely:

- Real-time online eTutoring in math, sciences, accounting, and other subjects
- Appointments for interactive tutoring in writing, languages, geology, and more
- Free group workshops in Study Skills and Writing for students who want to improve their approach to college coursework with subjects like time management, avoiding procrastination, test-taking strategies, and more. Pre-register one day ahead.
- Free one-on-one consultations to develop a personalized plan to improve study habits or writing skills with topics like sentence skills, MLA and APA documentation, revising/editing/proofreading, and more. Pre-register one day ahead.

For more information about services and locations, visit [go.chemeketa.edu/tutoring](http://go.chemeketa.edu/tutoring), the "Studying" tab in MyChemeketa, or call 503.399.5190.

# NEW STUDENT CHECKLIST



## Check Your Student Email Regularly!

### Set up your Chemeketa WiFi

The Information Technology department in Building 9, Room 128 is available to assist you in setting up your WiFi access.

### Claim your account

If you haven't already done so, you will need to claim your student account in order to gain access to all of your student programs and applications such as Canvas (your online learning platform) and Microsoft 365 as well as My Chemeketa.

### Download the EAB Navigate Student App

Navigate is your tool to make an appointment with an advisor, view your class schedule, see your success team, access resources, see any To Dos or holds on account, and much more!

### Check Your Financial Aid Status

To ensure your Financial Aid is dispersed on time it is essential to check your Financial Aid requirements **before** the beginning of the term. Log in to MyChemeketa, click on the *Services* tab, then *Financial Aid*, and select the appropriate academic year. If you have any Financial Aid questions, please visit them in Building 2, Room 200 on the Salem campus or call 503.399.5018.

### Order Your Parking Permit

You can order your parking permit online. Log in to MyChemeketa, click the *Services* tab, then *Safety* and follow the instructions listed. You will need to print your temporary permit used until your permanent permit comes in the mail. Alternatively, you can stop by Campus Public Safety located in Building 2, first floor. **Do not wait until the first day of the term to get your permit, the office gets extremely busy and has long wait times.**

### Get Your Student ID

You can obtain your free student ID card from College Life in Building 2, Room 176.

### Use Student Planner and Handbook

Read the Services for Student Success (pages 29 & 30) in your Student Planner and Handbook and be sure to refer to the planner often for important academic deadlines, campus events, and college closures

### Arrange for Payment

Payment is due before the first day of the term or within 10 days of class registration (whichever is later) to avoid a \$25 late fee. There are three ways to pay for your classes:

1. Pay online at [my.chemeketa.edu](http://my.chemeketa.edu)
2. Pay in person at the Enrollment Center (Building 2, Room 200 on the Salem Campus) or any Chemeketa campus
3. Pay by mail: Business Services, PO BOX 14007, Salem OR 97309-7070

For questions, e-mail [businessservices@chemeketa.edu](mailto:businessservices@chemeketa.edu) or call 503.399.5011

### Purchase Your Textbooks

You can purchase your books in the Bookstore, or online at [www.bookstore.chemeketa.edu](http://www.bookstore.chemeketa.edu). Talk to your advisor about financial assistance options, if needed.

### Log in to Canvas and check your courses before classes start

Canvas is the online learning platform where you will get access to materials from your instructors, see the course syllabus, course requirements, and access your grades.

### Check out a laptop to use during fall term

If you need a laptop to use during fall term, the Library has you covered. Bring your student ID to the Library to check out a laptop. To access this free service, you must be registered for fall term courses and availability is on a first come, first served basis.

### Student Accessibility Services

Student Accessibility Services is a supportive department that provides services to students with medical, physical, mental, or temporary disabilities. We are located in building 2, room 174, or find us online at [www.chemeketa.edu/students/student-services/student-accessibility-services/](http://www.chemeketa.edu/students/student-services/student-accessibility-services/)

### Attend the First Class Session of Each Class

Your instructor may drop you from the class if you do not attend the first class session. If you cannot make the first class session, be sure to communicate with your instructor in **advance**.

# Academic Standing

## Academic Good Standing

Academic Good Standing is when

- You earn a 2.00 cumulative GPA AND
- You earn a term GPA of 2.00 GPA

## Action Steps

- No action is required if academic standards are met each term

## Academic Warning

Academic Warning is when

- You earn a term GPA below a 2.00 OR
- You have attempted 36 credits or less and have below a 2.00 cumulative GPA

## Action Steps

You will receive an email notifying you of your academic warning status

- Schedule an appointment with an advisor or counselor
- View the Student Success Workshop video

## Academic Probation

Academic Probation is when

- You are on academic warning and have a subsequent term below 2.00 and have attempted 18 or more credits OR
- Have attempted 37 or more credits and have a cumulative GPA below 2.00

## Action Steps

You will receive an email notifying you of your academic probation status

- You will need to meet with an academic advisor or counselor to discuss success strategies, helpful resources and create a Student Success Contract

## Academic Suspension

Academic Suspension is when

- You are on academic probation and have 37 or more attempted credits AND
- Earn below a 2.00 term GPA AND
- Have below a 2.00 cumulative GPA

## Action Steps

You will be sent an email that you will be suspended from Chemeketa for one term

- If registered for the next term you will be automatically dropped from classes
- An academic suspension standing will prevent registration

If you wish to return to Chemeketa you must:

- Meet with a counselor for the reinstatement process at least 1 month prior to the start of the term you wish to return
- Complete the reinstatement form OR
- Appeal for exception due to extenuating circumstances

### For more information:

email [academicstanding@chemeketa.edu](mailto:academicstanding@chemeketa.edu)  
or call 503.399.5120

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Community College



EO/AA/ADA/Title IX Institution

# CHEMEKETA EDUCATIONAL PLAN

Student's Name:

Degree Title:

Catalog Year:

## Advsiior

Student's ID (K#):

Target Graduation Date:

Today's Date:

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### Advising Notes:

CHEMEKETA COMMUNITY COLLEGE  
REGISTRATION WORKSHEET

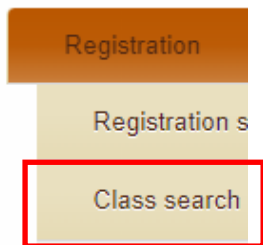
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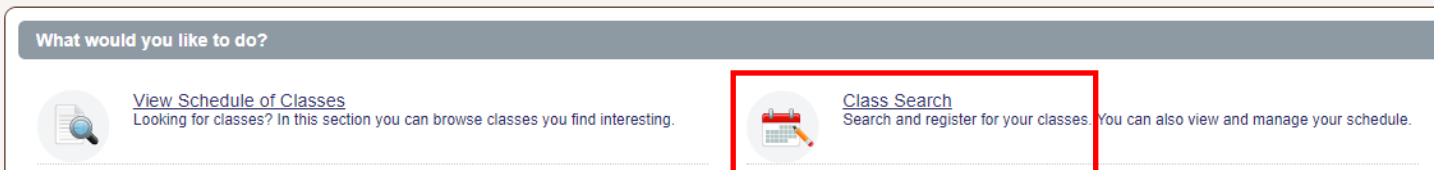
## Class Search and Registration Process

1. Login to your my.chemeketa.edu account using your Chemeketa username and password.
2. Select the "Registration" button then select the "Class search" option from the drop down list.



3. Select "class search"

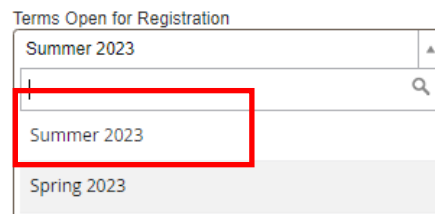
### Registration



4. Use the drop down menu to select the term you wish to register for and select "continue."

Note: Multiple terms may be open for registration at the same

### Select a Term



5. Type the course in the "Subject and Course Number" box and course options will drop down. You can select multiple courses to search at once. You can also filter for one or multiple delivery formats and campus locations. Once you have made your selections click on the "search" button.

### Register for Classes

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

**Enter Your Search Criteria** ⓘ

Term: Summer 2023

Subject and Course Number

Course Delivery Formats

Campus

MTH111 Mathematics

WR121 Writing

COMM111 Communication

In-Person

In-Person & Online

In-Person & Remote

In-Person Hybrid

Online

Remote & Online

Remote Hybrid

Remote Instruction

Brooks Area

Brooks Center

Center for Business & Industry

Chemeketa Online

Chemeketa Remote

Eola NW Wine Studies Center

Polk Area

Polk Center

Salem Area

Salem Campus

Woodburn Area

Woodburn Center

Yamhill Valley Area

Yamhill Valley Campus

☐ Open Sections Only

Search

Clear

Advanced Search

6. Now you will see the available courses. Take note of the course information including title, delivery format, day, location and if it is a linked course. Some classes are linked with a lab and a recitation and it is important to click on “view linked.”

Find Classes

Enter CRNs

Schedule and Options

Search Results

Term: Summer 2023

Subject and Course Number: BI101 Biology

Search Again

16...	BI	101	Gen Bio: Ecology... Lecture	In-Person & Onl...	Sa...	4	S M T W T F S 10:30 AM - 12:20 PM Type: Class Building: Salem Campus Building 8 Room: 226 Start Date: 06/26/2023 End Date: 08/19/2023	Coleman, Gre...	24 of 24 s... LINKED	View Linked	Add
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7. Once you select “view linked” you will see the linked information. Under the course title you’ll see the lecture or lab indication. With linked courses you’ll need click the “add all” button and you’ll need to attend all class meeting times for lecture and lab.

Find Classes

Enter CRNs

Schedule and Options

Back To Search Results

Linked Sections

Term: Summer 2023

Subject and Course Number: BI101 Biology

Title : Gen Bio: Ecology & Diversity

Schedule Type : Lecture

CRN: 16542

Add All

CRN	Subject	Course	Title	Course Delivery Formats	Campu	Hours	Meeting Times	Instructor	Availability	Course Attributes
16...	BI	101	Gen Bio: Ecology... Lab	In-Person	Sa...	0	S M T W T F S 01:00 PM - 04:50 PM Type: Class Building: Salem Campus Building Room: 226 Start Date: 06/26/2023 End Date: 08/19/2023	Coleman, Greg...	24 of 24 s... 24 of 24 w... LINKED	

Total Hours : 0

8. Now your classes are in the “summary” section and you will click “submit” to complete registration.

Summary

Tuition and Fees

Action	Status	Details	Title	CRN
**Web Registered	Pending	BI 101, 01	Gen Bio: Ecology & Div...	16542
**Web Registered	Pending	BI 101, 02	Gen Bio: Ecology & Div...	16543

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

Submit

9. You are registered only when you see the green “registered button.”

Summary

Tuition and Fees

Action	Status	Details	Title	CRN
None	Registered	BI 101, 01	Gen Bio: Ecology & Div...	16542
None	Registered	BI 101, 02	Gen Bio: Ecology & Div...	16543

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

Submit

10. You will see your schedule appear on the left.

ScheduleSchedule Details

Class Schedule for Summer 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am							✓ Gen Bio: Ecology & Diversity
11am							
12pm							
1pm							✓ Gen Bio: Ecology & Diversity
2pm							
3pm							
4pm							

Panels

11. For more information click on “schedule details.”

ScheduleSchedule Details

Class Schedule for Summer 2023

Gen Bio: Ecology & Diversity | Biology 101 Section 01 | Class Begin: 06/26/2023 | Class End: 08/19/2023

06/26/2023 – 08/19/2023 SMTWTFSS 10:30 AM - 12:20 PM Type: Class Location: Salem Campus Building: Salem Campus Building 8 Room: 226

Instructor: Coleman, Gregory (Primary)

CRN: 16542

Registered

Gen Bio: Ecology & Diversity | Biology 101 Section 02 | Class Begin: 06/26/2023 | Class End: 08/19/2023

06/26/2023 – 08/19/2023 SMTWTFSS 01:00 PM - 04:50 PM Type: Class Location: Salem Campus Building: Salem Campus Building 8 Room: 226

Instructor: Coleman, Gregory (Primary)

CRN: 16543

Registered

# Policy and procedure to drop a class

**Refund policy:** When you register for a class you agree to pay for it whether or not you attend. If the college cancels a class, you will get a full refund of any payment received.

**To receive a credit or refund:** You must drop your class(es) by the deadline to drop with a credit/refund listed in the Class Schedule book. A refund will be processed if you have no outstanding account balance. Less than full-term classes and accelerated courses have a different refund period and you should consult the on-line information regarding those courses and specific deadlines.

Refunds for courses dropped within the deadline for credit/refund are processed beginning the third week of term. Refunds for classes paid with a credit card are credited back to the credit card. Refunds are not issued for amounts under \$5. Call Business Services at 503.399.5011 for questions about refund policy.

1. To drop a class you've already registered for follow the above steps 1-4. Then you will see your registered classes in the "summary" section.

The screenshot shows the 'Summary' section of a web application. At the top, there is a tab labeled 'Summary' and a link for 'Tuition and Fees'. Below this is a table with columns: Action, Status, Details, Title, and CRN. The 'Action' column has two dropdown menus, both currently set to 'None'. The 'Status' column shows two green buttons labeled 'Registered'. The 'Details' column lists 'BI 101, 01' and 'BI 101, 02'. The 'Title' column shows 'Gen Bio: Ecology & Div...'. The 'CRN' column shows '16542' and '16543'. A red box highlights the 'Summary' tab, and another red box highlights the 'Registered' status buttons.

Action	Status	Details	Title	CRN
None	Registered	BI 101, 01	Gen Bio: Ecology & Div...	16542
None	Registered	BI 101, 02	Gen Bio: Ecology & Div...	16543

2. Use the "Action" drop-down menu to select "drop on web with refund" and click the submit button on the bottom. If you are dropping after the refund deadline but before the deadline to drop without responsibility for the grade that option will appear instead.

The screenshot shows the 'Summary' section with the 'Action' dropdown menu open. The dropdown menu has three options: 'None', 'Drop on Web With', and 'Refund'. The 'Drop on Web With' option is highlighted. At the bottom of the page, there is a 'Submit' button. A red box highlights the 'Action' dropdown menu, and another red box highlights the 'Submit' button.


Action	Status	Details	Title	CRN
Drop on Web With ...	Registered	BI 101, 01	Gen Bio: Ecology & Div...	16542
Drop on Web With ...	Registered	BI 101, 02	Gen Bio: Ecology & Di...	16543

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

Submit



3. You will then see the deleted courses.

Summary <span>Tuition and Fees</span>				
Action	Status	Details	Title	CRN 
<div>None ▾</div>	Deleted	BI 101, 01	<a href="#">Gen Bio: Ecology &amp; Div...</a>	16542
<div>None ▾</div>	Deleted	BI 101, 02	<a href="#">Gen Bio: Ecology &amp; Div...</a>	16543

4. To verify your term click on the “Schedule and Options” tab at the top.

Find Classes

Enter CRNs

Schedule and Options

Summary

Term: Summer 2023

No registered or pending classes.

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

**Important:** pay close attention to the deadlines to drop courses that are posted on the Chemeketa website, the student handbook and planner and on the Chemeketa google calendar.

[Dates & Deadlines | Chemeketa Community College](#)

[Academic Calendar | Chemeketa Community College](#)

# Payment Options for Students



## Student Payer

**Pay Online** at <https://my.chemeketa.edu>

1. Select the Account link in the shortcut menu on the Home page
2. Select "Pay your Account"
3. Select "Proceed to Nelnet" (If first time, verify information and select security questions)
4. Select "Make Payment" button on the left hand side
5. Input desired amount to pay, then click green "Next-Payment Method" button
6. Select your payment method –
  - Credit Card - We accept Visa, MasterCard, and Discover\*
  - Bank Account - You may designate a checking or savings account for immediate withdrawal\*
  - Flywire for International Student Payment – International students may also choose to pay with a wire transfer in their home currency

### \*Save Information for Future Use

You can save your check or credit card information for future use by entering a profile name on your payment. This will allow you to select that account information for future payments.

**Set up a Payment Plan** at <https://my.chemeketa.edu>

1. Select the "Account link" in the shortcut menu on the Home page
2. Select "Pay your Account"
3. Select "Proceed to Nelnet" (If first time, verify information and select security questions)
4. Select green "Set up a Payment Plan" button on the left hand side of the screen
5. Confirm student information, then click "Next"
6. Confirm amount due, then click "Next"
7. Select payment plan: please note, any plan selected to begin after the first day of term is subject to late fees
8. Select your payment method: Bank Account or Credit Card
9. Please note that payment plan payments are due on the 5<sup>th</sup> of every month and are automatically deducted from the credit card or bank account you select when you enroll in the payment plan for the term

## Pay in Person

At the Enrollment Center in Building 2 on the Salem Campus or at the main office at any of our other locations in McMinnville (Yamhill Valley Campus), Dallas (Polk Center) or the Woodburn Center.

## Mail in Payment

Be sure to include your student ID# on the check to ensure proper processing and mail to:  
Chemeketa Community College  
Business Services, 2/200  
PO Box 14007  
Salem OR 97309

## Someone Else is Paying for You

If you want someone to pay on your behalf you should know that in compliance with the Family Educational Rights & Privacy Act (FERPA) we are not permitted to share student account balance information with anyone other than the student, without prior authorization. The College has options to enable you to grant prior consent to another person to pay or transact business on your behalf. You are responsible for establishing one of these options in advance.

### Authorize a Party to Pay for You

You can authorize a payer through your Nelnet account accessed through MyChemeketa. This will give the person access to your student account information via Nelnet and in person. The person will not have access to your MyChemeketa information such as grades, current enrollment, registration transactions, etc. An Authorized Party can only view the account history (including previous billings), current balance, process a payment, and set up a payment plan on your behalf.

#### Set Up an Authorized Party

1. Log on to <https://my.chemeketa.edu>
2. Select the Account link in the shortcut menu on the Home page
3. Select "Pay your Account"
4. Select "Proceed to Nelnet" (If first time, verify information and select security questions)
5. Select the "Add an Authorized Party" link on the right hand side
6. Input authorized party information, then click "Save"

The Authorized Party will be notified by email (to the email address you provide) that they have been given access and a separate link to use for accessing Nelnet. An authorized party cannot log in to Nelnet through MyChemeketa.edu

An Authorized Party will also be able to make payments in person on your student account as long as they have a valid form of identification.

### FERPA Authorization Release

1. Authorize the release of your student records to others at <https://my.chemeketa.edu>
2. Select the Grades & Transcripts link in the shortcut menu on the Home page
3. Select "Student Records Release"
4. Select "Add Authorized Person"
5. You will be given a list of items that you can select for release (e.g. registration information, student account information, etc.)
6. You will select a code word. Be sure to inform the person you are authorizing what code word you have established

### In Person Payment

We are happy to accept payment on your account from another person on your behalf. However, please note that we cannot tell the payer the account balance owed by you (without your prior consent as listed above.)

The payer will need to know the exact amount they need to pay prior to paying. Please be sure to communicate the exact amount to them in advance. If the amount is NOT known then we will be unable to process the payment. Your account profile should be set up in advance so that we can accept payments.

### Agency Payments

We are happy to set up payment arrangements with an employer or other agency. Please have the authorized company representative contact us directly for more details at the contact information below.

### Questions?

If you have any questions about your student account please contact Business Services at:

Email: [businessservices@chemeketa.edu](mailto:businessservices@chemeketa.edu)

Phone: 503.399.5011

In person: Upstairs in Building 2 on the Salem Campus (room 200)