

## Key Dates\* For: 2025 - 2026

	Summer 2025	Fall 2025	Winter 2026	Spring 2026
<b>Class Search Available (MyChemeketa)</b>	Monday, April 14	Monday, April 14	Monday, April 14	Monday, April 14
<b>Early Disability, Veterans &amp; Non Credit Level Registration**</b>	Monday, May 05	Monday, May 19	Monday, November 17	Monday, February 23
<b>Continuing Credit Student Registration, 60+ Chemeketa earned credits begins**</b>	Tuesday, May 06	Tuesday, May 20	Tuesday, November 18	Tuesday, February 24
<b>Continuing Credit Student Registration, 30-59 Chemeketa earned credits begins**</b>	Wednesday, May 07	Wednesday, May 21	Wednesday, November 19	Wednesday, February 25
<b>Continuing Credit Student Registration, 13-29 Chemeketa earned credits begins**</b>	Thursday, May 08	Thursday, May 22	Thursday, November 20	Thursday, February 26
<b>Continuing Credit Student Registration, 0-12 Chemeketa earned credits begins**</b>	Friday, May 09	Friday, May 23	Friday, November 21	Friday, February 27
<b>New Credit Student Registration begins**</b>	Tuesday, May 13	Tuesday, May 27	Tuesday, November 25	Tuesday, March 03
<b>Fee Assessment Turns On</b>	Monday, May 05	Tuesday, August 05	Monday, November 17	Monday, February 23
<b>First Day of Term</b>	Monday, June 23	Monday, September 29	Monday, January 05	Monday, March 30
<b>Electronic "Capacity" overrides 1<sup>st</sup> available for faculty use</b>	Tuesday, June 24	Tuesday, September 30	Tuesday, January 06	Tuesday, March 31
<b>Deadline to drop with refund</b>	Monday, July 07	Friday, October 10	Friday, January 16	Friday, April 10
<b>Last Day to Withdraw from Classes: No Grade Responsibility (Friday, 6<sup>th</sup> week)</b>	Monday, August 04	Friday, November 07	Friday, February 13	Friday, May 08
<b>First late fee (6<sup>th</sup> week)</b>	Monday, July 28	Friday, November 07	Friday, February 13	Friday, May 08
<b>Second late fee (10<sup>th</sup> week)</b>	Monday, August 11	Friday, December 05	Friday, March 13	Friday, June 05

\*Key Dates contain general dates for the standard part of term, but does not include all dates/deadlines nor does it include dates/deadlines for all parts of term. Refer to the Op.-Student Google calendar for specific dates/deadlines for different parts of term.

\*\* Registration Dates are subject to change. Students should refer to their MyChemeketa for the most accurate registration date/time

# New Student Checklist

- Connect to the student WiFi** at [stormnet.chemeketa.edu](http://stormnet.chemeketa.edu)
- Access your student account** by following the instructions on the welcome email from [admissions@chemeketa.edu](mailto:admissions@chemeketa.edu) to access your student username, student ID number, email account, student apps such as My Chemeketa, and more.

To complete the following items, you need to be logged in to [my.chemeketa.edu](http://my.chemeketa.edu):

- Complete the Placement Assessment** to determine your current skill level in writing and math before meeting with an advisor at [go.chemeketa.edu/placement](http://go.chemeketa.edu/placement).
- Register for fall term classes.** You must have a writing and math placement to register for classes.
- Complete all financial aid requirements** before the term begins to ensure your aid is awarded on time.
  - Log into [my.chemeketa.edu](http://my.chemeketa.edu) > Services tab > click on all "Unsatisfied" requirements > complete and submit the requested information.
- Sign up for direct deposit online** to receive any financial aid refunds. No voided checks are required. You must be listed as the owner or co-owner of the bank account to ensure proper handling.
  - Log into [my.chemeketa.edu](http://my.chemeketa.edu) > Classes tab > Account > Direct Deposit Information > Create/Edit your Direct Deposit Information > enter your 9-digit bank routing number > enter your bank account number, not the check number > Account Type > Submit > confirm information is correct.
- Arrange for payment.** Payment is due before the first day of the term or within 10 days of registration (whichever is later) to avoid a \$25 late fee.

If you filed your 2025-2026 FAFSA or ORSAA or were awarded a scholarship, contact the Financial Aid Office to inquire about your aid offer before making a payment.

## Payment options:

- **Online:** Pay the full amount or set up a payment plan for an additional \$25 fee at [my.chemeketa.edu](http://my.chemeketa.edu) > Classes tab > Account > Pay Your Account > Proceed to Nelnet > follow the instructions.
  - **In-person:** Enrollment Services at the Salem Campus, Bldg. 2, Rm. 200, or at any Chemeketa location.
  - **Mail:** Business Services, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309-7970.
- Download the EAB Navigate Student App** to schedule an appointment with your advisor, view your class schedule, sync your calendar, access resources, view holds on your account, important "To Dos" and events, communicate with your success team, and more at [chemeketa.edu/students/navigate/](http://chemeketa.edu/students/navigate/).
  - Apply for classroom accommodations** with Student Accessibility Services soon, as setting accommodations takes time. They offer free services for students with medical, physical, mental, or temporary disabilities.
    - Apply for services at [go.chemeketa.edu/accessibility](http://go.chemeketa.edu/accessibility)
  - Go on a campus tour** and learn how to connect to campus services and resources. To schedule a future visit, go to [chemeketa.edu/admission/visit/](http://chemeketa.edu/admission/visit/).

# 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 academic 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 discuss plans for student success

## 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
- Appeal for exception due to extenuating circumstances

### For more information:

email [academicstanding@chemeketa.edu](mailto:academicstanding@chemeketa.edu)  
or call 503.399.5129

Discover  **chemeketa.edu Chemeketa**  
Community College

EO/AA/ADA/Title IX institution

### When you are ready to return to Chemeketa you must:

- Meet with a counselor for the reinstatement process at least 2 weeks prior to the start of the term you wish to return
- Complete the reinstatement form

## Academic Standing 2025-2026 Key Dates for Students

		Summer 2025	Fall 2025	Winter 2026	Spring 2026
<b>Before Term</b>	<b>Students on Academic Warning or Probation</b> —Meet with an Academic Advisor or Counselor to review success strategies before registering for next term.	May 5, 2025 (Monday)	May 19, 2025 (Monday)	Nov. 17, 2025 (Monday)	Feb. 23, 2026 (Monday)
<b>Before Term</b>	<b>Students on Academic Suspension</b> —Deadline for reinstatement to enroll for next term—two weeks before next term.	June 9, 2025 (Monday)	Sept. 15, 2025 (Monday)	Dec. 22, 2025 (Monday)	March 16, 2026 (Monday)
<b>Before Term</b>	<b>Students on Academic Suspension</b> —Deadline for Appeal for Exception—the Friday prior to the start of the next term.	June 20, 2025 (Friday)	Sept. 26, 2025 (Friday)	Dec. 31, 2025 (Wednesday)	March 27, 2026 (Friday)
	<b>Term Begins</b>	June 23, 2025 (Monday)	Sept. 29, 2025 (Monday)	Jan. 5, 2026 (Monday)	March 30, 2026 (Monday)
<b>After Term</b>	<b>Students notified of Academic Standing</b> through My.Chemeketa.edu email the Thursday after grades are posted. Suspended students are dropped from classes.	Approximately Sept. 4, 2025 (Thursday)	Approximately Dec. 18, 2025 (Thursday)	Approximately March 26, 2026 (Thursday)	Approximately June 18, 2026 (Thursday)

**Appeal for Exception**—If you are on Academic Suspension from the immediate prior term & there are reasons beyond your control that impacted your performance in classes (illness, injury, family death, accident), you may complete this appeal process. The appeal is due by the Friday prior to the start of each term, but submit as early as possible before that date. You must provide documentation of what happened (copies of doctor reports, legal forms, death certificates, etc.). All appeals are reviewed by the Academic Standing Review Committee.

**Reinstatement Process**—Students on Academic Suspension, may return to Chemeketa by completing the Reinstatement Process. Complete the Reinstatement form & meet with a Counselor to plan your classes and return to Chemeketa. Application for reinstatement deadline is two weeks prior to start of term you want to enroll.

Appointments fill up quickly. Please plan far enough in advance to ensure an appointment. You can schedule a Counseling appointment through Navigate. If you need assistance scheduling a counseling appointment, please call 503.399.5129.

The College is an equal opportunity/affirmative action employer and educational institution committed to an environment free of discrimination and harassment. Questions regarding sexual harassment, gender-based discrimination and sexual misconduct policies or wish to file a complaint contact the Title IX coordinator at 503.365.4723. For questions about equal employment opportunity and/or affirmative action, contact 503.399.2537. To request this publication in an alternative format, please call 503.399.5192.

AS 2025–2026 Calendar for Students 4.11.2025

**For more information:**  
email [academicstanding@chemeketa.edu](mailto:academicstanding@chemeketa.edu) or call 503.399.5129

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



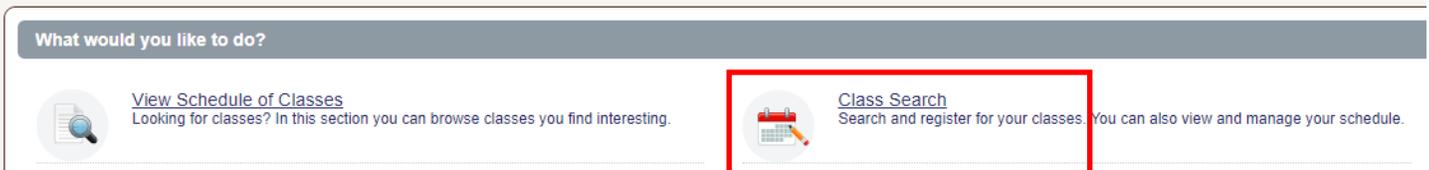
# Class Search and Registration Process

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.



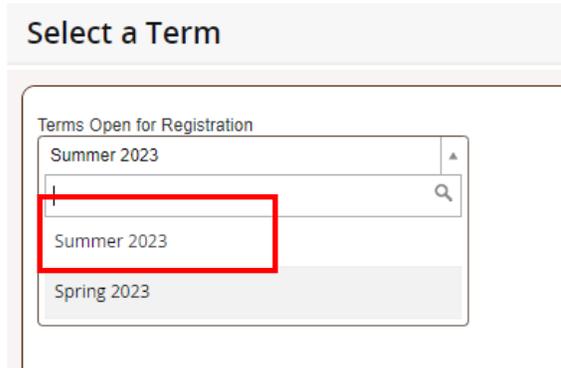
3. Select "class search"

## Registration

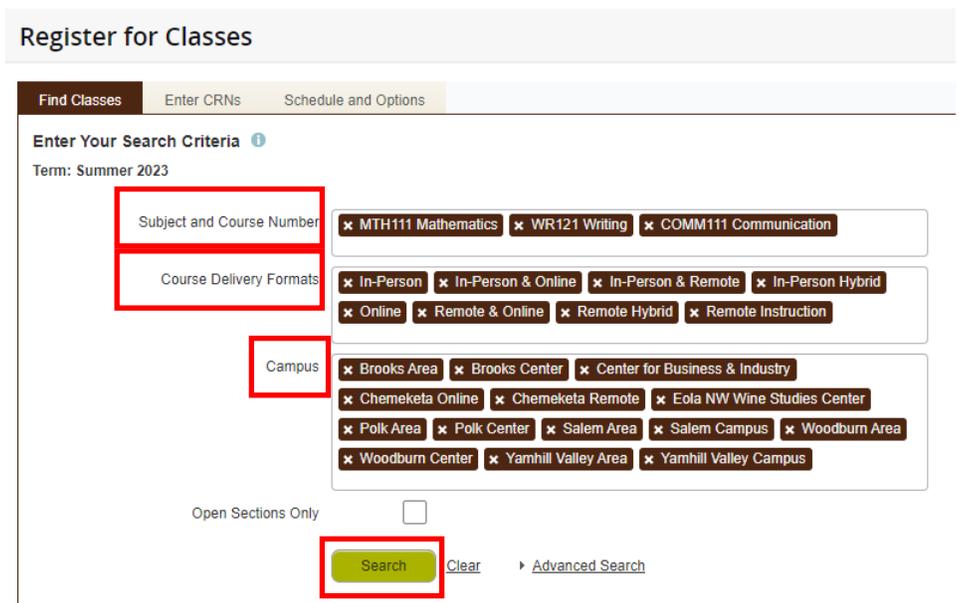


4. Use the drop down menu to select the term you wish to register for and select "continue."

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



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.



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

16...	BI	101	Gen Bio: Ecology & Diversity Lecture	In-Person & Onli...	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	<a href="#">View Linked</a>	Add
-------	----	-----	---	---------------------	-------	---	---	-----------------	-------------------------	-----------------------------	-----

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

CRN	Subject	Course	Title	Course Delivery Formats	Campu	Hours	Meeting Times	Instructor	Availability	Course Attributes
16...	BI	101	Gen Bio: Ecology & Diversity 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

[Add All](#)

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.

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

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

Schedule Schedule Details

Class Schedule for Summer 2023

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

06/26/2023 – 08/19/2023 [S][M][T][W][T][F][S] 10:30 AM - 12:20 PM Type: Class Location: Salem Campus Building: Salem Campus Building 8 Room: 226  
Instructor: Coleman\_Greggry (Primary)  
CRN: 16542

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

06/26/2023 – 08/19/2023 [S][M][T][W][T][F][S] 01:00 PM - 04:50 PM Type: Class Location: Salem Campus Building: Salem Campus Building 8 Room: 226  
Instructor: Coleman\_Greggry (Primary)  
CRN: 16543

# 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.

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.

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.

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