

Building Inspection Technology Students New to Chemeketa

~Building Inspection Technology Program is a cohort-based program that starts each fall term~
Program applications open February 1st each year for fall start of the same year.

CHEMEKETA COMMUNITY COLLEGE POLK CENTER

1. Apply for Admission

- Submit a free application at:
<https://join.chemeketa.edu/register/apply>
- After submitting your admission application, you will receive a welcome e-mail that includes your My-Chemeketa user name, your Student ID# (K#), a temporary password, and instructions on how to set up your new student account.
- Claim your student account before proceeding to submitting a placement assessment test request.
- Students with disabilities should contact Accessibility Services to request steps for admission with accommodations.

2. Placement Assessment

- After you receive a username and K#, follow the prompts within your student email regarding completing your online placement assessment.
- You will submit a Placement Assessment request at [placement assessment](#). Testing services will email you your placement information.
- Once placement is complete, you can access your placement scores through your my.chemeketa account, and you'll need any previous college transcripts sent to Chemeketa. Have your K#, your my.chemeketa user name and your password available each time you speak with Chemeketa staff.

3. Apply for Financial Aid

- The Free Application for Federal Student Aid (FAFSA) is available at www.studentaid.gov. Chemeketa's school code is 003218.
- Apply for Financial Aid for the upcoming year beginning Oct. 1st as the process can take up to 16 weeks or more.
- Your FAFSA must be completed and **ALL** of your required documentation must be turned in by **June 30th** to avoid delays in registering for Fall term of the same year.
- You can check your Financial Aid status in your my.chemeketa account by clicking on the Services tab and resolving any red exclamation marks.
- For more information go to: [Financial Aid](#)

4. Submit BIT Application for Program Acceptance

- Program acceptance will depend on when you submitted your completed application. If you are accepted to the program (see Program Application for acceptance dates), please move to #5 on this sheet.

5. View the Online New Student Orientation

- Degree or certificate seeking students are **required** to view the New Student Orientation video imbedded within their my.chemeketa account before registering for classes.
- Log on to my.chemeketa.edu with your username and password and click on the Services tab and then Advising. Click on the large rectangular box link on the right side of the screen entitled *New Student Orientation, click here to begin*, to complete the video.

6. Attend Mandatory Program Orientation Session

- See BIT Program Guide for Program Orientation date/time.
- Program Orientation is run both face-to-face and remotely and is required for all students accepted into the program.

7. Register for Classes

- When you complete the Program Orientation you will be given permission from your Program Director to register for fall term classes.
- Log into your [my.chemeketa](http://my.chemeketa.edu) account with your user name and password.
- Go to Registration tab, choose correct term, choose Class Search then enter CRNs to register for classes and submit.

8. Arrange for Payment

- You can download [Payment Options document](#).
- In-person payments currently can be made on Salem campus in Business Office.
- Paying online: Credit card (Visa, MasterCard, American Express and Discover) and E-Check payments may be made in your my.chemeketa account through Nelnet. International students may also choose to pay with a wire transfer in their home currency by selecting the FlyWire option. [Set up a payment plan here](#).
- 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.
- 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.

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Building Inspection

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