

Follow these steps to get started as an **AllPrep Early College** student attending Chemeketa Community College. Each step is **required** for you to become a student in AllPrep Early College. All information is posted on our counseling website at <http://wecacounselor.homestead.com>. Look under “Get Started Now” and click on “AllPrep Early College” to find the information specific to Chemeketa.

1. Apply to AllPrep Early College through the AllPrep website.

Go to <http://allprep.us> and click on “Enroll Now” to complete our online application. Skip to step two if you have already done this.

2. Complete the application packet and take it (or mail it) to the Chemeketa High School Programs office. The application packet must include the forms listed below.

- Chemeketa Admissions Application
- Approval for Enrollment of Underage Students (this is **required** for **all students, all ages**, in our program)
- Chemeketa Registration Form (the section about classes should be left blank, just complete the top part)
- Copy of Placement Test Scores (**only** if you take the placement test at another school)

The Office of High School Programs is located in Building 50, Room 102 on the Salem campus of Chemeketa Community College (it is in the Winema Place section of campus). If you are mailing the packet, please send it to:

Office of High School Programs, Chemeketa Community College, 4000 Lancaster DR NE, Salem, OR 97309

- You must do this step **before** placement testing on campus. If you take the application in person, you can take the placement test on the same day because they will create a student number (K#) for you. Otherwise, you will receive your student ID number (K#) and your MyChemeketa username via email from the college within a few days.

3. Download the placement testing information on our website at

http://wecacounselor.homestead.com/Getting_Started/Placement_test_info.pdf

We encourage you to take advantage of these practice websites to prepare you for the test and ensure an accurate placement. Chemeketa uses the COMPASS test.

4. Take the placement tests in reading, writing and math.

- Depending on where you live, you may take the placement tests at your local community college. However, Chemeketa will **only** accept the ASSET and COMPASS placement tests.
- Be advised that most schools require that you apply prior to taking their placement tests and many have a fee for the application. Be sure to contact the school in order to get the information you need.
- You may want to consider taking the test at Chemeketa where you will be a student and turn in your paperwork on the same day. Visit <http://www.chemeketa.edu/services/counseling/testing/compass.html> to get information about testing on the Salem campus.
- Bring photo ID to the test (and your student number, K#, if testing at Chemeketa).
- If you do **NOT** take the tests through Chemeketa, you **must** include a copy of your scores in the application packet for step 2.

5. Email Sara Schafer, sschafer@allprep.us, to set up an advising appointment and include the following information in your email:

- Your full name, age and grade
- Placement test scores
- Student ID number (K#)
- Your high school transcript

6. View Chemeketa orientations.

There are two orientations that you need to view. One is for all students and the other is specific to distance education. You need to make sure that you understand the information provided in each.

- Log in to MyChemeketa at <http://duncan.chemeketa.edu/cp/home/loginf> and view MyOrientation. (You will need your MyChemeketa login)
- View the online orientation at <http://learning.chemeketa.edu/orient/intro/intro.cfm>

7. After your advising appointment, register for classes.

Highlight, copy and paste your course schedule into an email to Sara. Your AllPrep early college counselor must have your most up-to-date course schedule on file at all times.

8. Attend an AllPrep Early College orientation or read the AllPrep Early College Student Handbook and sign the Handbook Form found on the website.

This is **mandatory** and will enable you to complete the necessary steps for starting AllPrep Early College. Check the website for dates/times and locations for each region.

<http://wecacounselor.homestead.com/gettingstarted.html>

- **If you live outside of the listed regions**, download the AllPrep Student Handbook and the Handbook Form (both found on the website above with ** next to them). Please read through entirely, sign the form, and mail it back to AllPrep Early College, 8800 SE Sunnyside Rd Suite 300N, Clackamas, OR 97015.

9. Review the textbook information on our website for complete information on purchasing textbooks.

All textbook information is found on our website: <http://wecacounselor.homestead.com/Forms.html>