

A photograph of a modern, multi-story building with a light-colored stone or concrete facade. The building features large, dark-framed windows and a prominent green neon sign that reads "Laney College" in a cursive script. The sky is a clear, bright blue. The text "Summer 2020 Peak Registration Onboarding Support Guide" is overlaid in white serif font on the right side of the image.

Summer 2020 Peak Registration Onboarding Support Guide

Division of Enrollment Services



Laney College Enrollment Services



- **Remote Peak Enrollment**
- **Peak Registration Service Hours**
 - Admissions & Records
 - Welcome Center
 - Financial Aid
- **Welcome Center**
 - Enrollment Resources Help
- **Admissions & Records**
 - Important Dates
 - Specific Types of Student Verifications

- **CalWORKs**
 - Verifications
 - 42-11 Completion and Submission
 - Mandatory Orientation
- **Counseling**
 - Types of services
- **Financial Aid**
 - Types of Financial Assistance Available
- **Remote Student Services**
- **Instructional Division Contact Info**

For the Department of Enrollment
Services Contact:

Cassandra Upshaw, Program Specialist
cupshaw@peralta.edu

(510) 904- 2273

Division of Enrollment Services

Remote Peak Enrollment

June 8-26, 2020



Summer 2020

Chromebooks Are Available
For Students

Beat The Rush. **Enroll Now!**
Laney.edu

Admissions & Records

https://laney.edu/admission_records/
(510) 464-3101

Counseling Department

<https://laney.edu/counseling/>
(510) 464-3152

Welcome Center

https://laney.edu/welcome_center/
(510) 464-3540

Financial Aid Department

https://laney.edu/financial_aid/
(510) 464-3414



Summer 2020 Peak Registration Service Hours

Admissions & Records Department and the Welcome Center

Week of June 8, 2020

Monday – Wednesday

8:00 am – 6:30 pm

Thursday – Friday

8:00 am – 4:30 pm

Week of June 15, 2020

Monday – Thursday

8:00 am – 6:30 pm

Friday

8:00 am – 4:30 pm

Week of June 22, 2020

Monday – Thursday

8:00 am – 6:30 pm

Friday

8:00 am – 4:30 pm

Financial Aid Department

Starting the week of June 13, 2020 through the week of June 22, 2020

Tuesday and Wednesday

8:00 am – 6:30 pm

WELCOME CENTER

Laney College

The Welcome Center

Contact us at:

welcomecenter@peralta.edu

Live Chat:

https://laney.edu/welcome_center/

Monday – Thursday

8:00 – 6:30

Friday

8:00 – 4:00

Phone: (510) 464 – 3540

*Voicemail Only

Charles Bradford

cbradford@peralta.edu

Online Student Services

- **Assistance filling out the Laney Application:**

<https://youtu.be/ByeRj4oi114>

- **Steps to Enroll:**

<https://bit.ly/2LHNCmB>

- **Steps to High School Special Enrollment**

<https://bit.ly/2XUXA9R>


- **Steps to Non-Credit Enrollment**

<https://bit.ly/3gMqd1F>

- **Adding & Dropping Classes through your student Passport account**
- **Assistance with completing the online financial aid application**
- **Information on Learning Communities**
- **Access your Unofficial transcripts through Student PassPort account**
- **Assistance with Technical troubleshooting for:**
 - **Passport**
 - **Student Email**
 - **Canvas**

Admissions & Records

Laney College



Admissions & Records

A&R Offers the following Student Support Services

Enrollment Services

- General Enrollment & Registration
- High School Enrollment
- Ordering Official Transcripts
- Residency / AB 540
- Appropriate Steps and Forms for Degree and Certificate Petitions
- Ordering Duplicate Degree or Certificates
- Add and Drop Classes

Verification Services

- National Student Clearinghouse
- Loan Forbearance
- Housing Verification
- Unemployment
- Financial Aid for 4 Year Colleges
- Social Security Benefits
- Social Services (**NOT CalWORKs**)
- Insurance Companies
(Health and Car)
- Government Verifications

**Verification requests returned
within 5-7 days during peak**

Contact us at:

Laneyadmissions@peralta.edu

Live Chat:

Monday – Thursday

8:00 -6:30

Friday

8:00 – 4:30

Phone (510) 464 – 3101

*Voicemail Only

Admissions & Records Staff:

Rene Rivas

Margarita Pinilla


Tina Tobor

Angel Huang

Cliff Gibson

Peak Hours of Operation : Monday – Thursday 8:00 am – 6:30 pm Friday 8:00 am – 4:30 pm

Division of Enrollment Services



Admissions & Records

Contact us at:

Laneyadmissions@peralta.edu

Live Chat:

Monday – Thursday

8:00 -6:30

Friday

8:00 – 4:30

Phone (510) 464 – 3101

*Voicemail Only

Admissions & Records Staff:

Rene Rivas

Margarita Pinilla

Tina Tobor

Angel Huang

Cliff Gibson

Important Information for Summer 2020

- Summer Session **Begins** – Monday, June 15, 2020
- Last day to **ADD** a class – Monday June 22, 2020
- Last day to **DROP** a class – Monday, June 22, 2020
- Last day to **ADD** a class with **LATE ADD** Petition
<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:bfe8062b-5f0c-4953-b555-da75f1c90f31>
- Last day to **PETITION** for AA/AS Degree - Thursday, July 2, 2020
- **HOLIDAY OBESERVENCE** – Friday, July 3, 2020 (4th of July)
- Last day to **WITHDRAW** with a “W” – Wednesday, July 15, 2020
- Summer Session **Ends** – Thursday, July 23, 2020

Peak Hours of Operation : Monday – Thursday 8:00 am – 6:30 pm Friday 8:00 am – 4:30 pm

CalWORKs

Laney College

A photograph of a modern, multi-story building with a grid-like facade and large windows. The name "Laney College" is visible in a stylized script on the upper left portion of the building.

CalWORKs

What is CalWORKs?

The California Work Opportunity and Responsibility to Kids (CalWORKs) program offers temporary cash aid, employment services and health insurance to eligible families who have children under age 19, if qualification criteria is met.

Who Qualifies?

- Anyone receiving CalWORKs for themselves and at least one child.
- If you want to know if you qualify for Laney CalWORKs services contact or visit your local county office.

Laney CalWORKs Students Benefits

- Educational Counseling Services
- Educational Financial Assistance
- Meal Vouchers
- Book Vouchers
- Transportation Vouchers
- Referral Services

Contact us at:

calworks19@gmail.com

Hours of Operation

Monday – Friday

8:00 – 6:00

Cynthia Alvarado

calvarado@peralta.edu

(510) 986 – 6923

*Voicemail only

Martha Candido

mcandido@peralta.edu



CalWORKs

NEW & CONTINUING CalWORKs Student

Contact us at:

calworks19@gmail.com

Hours of Operation

Monday – Friday

8:00 – 6:00

Cynthia Alvarado

calvarado@peralta.edu

(510) 986 – 6923

*Voicemail only

Martha Candido

mcandido@peralta.edu

- Schedule a mandatory orientation to receive:
 - Homework study time verification
 - Books and supplies request
 - School Verification
 - CALWIN Verification
 - Backpack from CalWORKs
 - Loan Laptop (if not provided by the county)
 - Sweat pants or hoodie
- Schedule your TWO counseling appointments
- Schedule to attend at least ONE workshop during the semester

During COVID-19 SIP students are to complete their 42-11 attendance forms via email and submit to their EC Online.

CalWORKs Verifications services provided for:

*Alameda County

*Contra Costa County

*San Francisco County

*Marin County

(ALL documents returned within 24-48 hours after submission)

Counseling Department

Laney College

Counseling Department

Contact us at:

www.laney.edu/counseling

Via Phone or Video Apps:

Monday - Thursday

8:00 – 4:30

Make your Appointments
by calling:

Phone (510) 464-3152

OR

Schedule your
appointment online:

<https://laney.edu/counseling/schedule-counseling-appointment/>

Counseling services offered via phone or video appointments:

- Selecting classes for the upcoming semester(s)
- Changing your major
- Approval to take excess units
(Fall and Spring semesters only)
- Checking and clearing prerequisites (including prerequisite challenges)
- Satisfactory Academic Progress (SAP) reinstatement

- Student Education Plans (SEPs) for academic advising and financial aid appeals
- Career and major exploration and assessment
- Reinstatement from Academic Dismissal
- Transcript Evaluation

DSPP Students contact the DSPP Department for assistance:

laney.edu/dsps/

Financial Aid Department

Laney College



Financial Aid

Types of Financial Aid

Federal Aid

- Pell Grant
- SEOG
- Federal Work Study
- Federal Loans

State Aid

- Cal Grant
- California College Promise Program (AB 19)
- Student Success Completion Grant (SSCG)

**Laney College Federal School
Code for Financial Aid : 001266**

Services Offered

- Assistance with the Federal Financial Aid (FAFSA) Application
www.fafsa.ed.gov
- Support Completing the Dream Act Application
www.csac.ca.gov/dream_act.asp
- Aid Applying for Scholarships
 - Peralta College Foundation
<https://peraltafoundation.org/> (only awarded to Peralta Students)
 - Help Applying for the California College Promise Grant
https://laney.edu/financial_aid/2018/12/03/california-promise-grant-formally-the-bog-fee-waiver/
- Get SAP (Satisfactory Academic Progress)
https://laney.edu/financial_aid/wp-content/uploads/sites/149/2020/05/Financial-Aid-SAP-Steps-flyer.pdf

Contact us at:

Laney.edu/financial_aid

Live Chat:

Laneyfinaid@peralta.edu

**Monday & Thursday
8:00 – 4:30**

**Tuesday & Wednesday
8:00 – 6:30**

**Friday
8:00 – 12:00 (noon)**

**Phone (510) 464 – 3414
(510) 464 – 3346
*Voicemail Only**



Financial Aid Staff

Financial Aid Staff

Mohamed Sovula
Financial Aid Placement and
Assistant
msovul@peralta.edu

Gwen Stalling
Financial Aid Placement and
Assistant
gstalling@peralta.edu

Winita Tuzgi
Student Employment Specialist
wtuzgi@peralta.edu

Financial Aid Staff

Kim Dinh
kdinh@peralta.edu
Assigned to students with last names
beginning with A, B, C

Quingxiu (Janice) Chen
qchen@peralta.edu
Assigned to students with last names
beginning with K, L, M

Michael Chambers
mchambers@peralta.edu
Assigned to students with last names
beginning with D, W, X, Y, Z

Financial Aid Staff

Susan Liang
sliang@peralta.edu
Assigned to students with last names
beginning with J, N, O, P, R

Peter Nguyen
pnguyen@peralta.edu
Assigned to students with last names
beginning with E, F, G, H

Thao Hoang
tbhoang@peralta.edu
Assigned to students with last names
beginning with I, Q, S, T, U, V

Remote Student Services

Laney College



Remote / Online Student Services

Admissions & Records

https://laney.edu/admission_records/

Financial Aid

https://laney.edu/financial_aid/

Basic Needs

<https://laney.edu/blog/covid-19-update-for-students/>

Counseling Services

<https://laney.edu/counseling/>

Support Services for Students with Disabilities

<https://laney.edu/dsps/>

Health & Wellness

https://laney.edu/health_center/

EOPS, CARE, CalWORKs, NEXTUP

<https://laney.edu/eops-CARE-b2b-CalWORKs/>

Veteran Services

https://laney.edu/veteran_affairs/



Remote / Online Student Services

Student Activities & Campus Life

https://laney.edu/student_activities/

Tutoring Support

<https://laney.edu/tutoring/>

Learning Communities

https://laney.edu/learning_communities/

Library

<https://laney.edu/library/>

Cashiers Office

https://laney.edu/business_office/bursar/

Emergency Support Grants

<https://laney.edu/online-student-services/emergency-aid-grants/>

Welcome Center

https://laney.edu/welcome_center/

Adult Education

<https://laney.edu/adulttransitions/>

Laney College Book Store

<https://laney.edu/bookstore/>

Instructional Departments

Laney College

Instructional Department Staff

Vice President of Instruction

Rudolph Besikof, Ed.D.

(510) 464-3213

rbesikof@peralta.edu

Executive Assistant,

Vice President of Instruction

Casey Frahm

(510) 986-6908

cfrahm@peralta.edu

Dean of Liberal Arts

Elizabeth (Beth) Maher

(510) 464-3221 or (904) 990-3364

emaher@peralta.edu

Staff Assistant,

Dean of Liberal Arts

Stephanie Le

(510) 464-3222

sle@peralta.edu

Dean of Humanities and Social Sciences

Mark Fields, Ed.D.

(510) 464-3168

markfields@peralta.edu

Staff Assistant:

Dean of Humanities and Social Science

Karen Tellegen

(510) 464-3250

ktellegen@peralta.edu

Dean of Career and Technical Education

Peter Crabtree

(510) 464-3218

pcrabtree@peralta.edu

Senior Staff Services Specialist:

Dean of Career and Technical Education

Fang (Alisa) Huang

(510) 464-3246

fhuang@peralta.edu

Dean of Student Services

JP Schumacher, M.P.A

(510) 464-3393

jschumacher@peralta.edu

Staff Assistant:

Dean of Student Services

Alejandro Gonzalez

(510) 986-6908

alejandrogonzalez@peralta.edu

Dean of Mathematics and Science

Vacant

(510) 464-3224

Vacant

(510) 464-3102