

A photograph of a modern, multi-story building with a light-colored stone or concrete facade. The building features large, dark-framed windows. A green, cursive sign on the upper part of the building reads "Laney College". The sky is a clear, bright blue. Overlaid on the right side of the image is white text that reads "Summer 2021 Peak Registration Onboarding Support Guide".

# Summer 2021 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](mailto:cupshaw@peralta.edu)

(510) 904- 2273



DIVISION OF ENROLLMENT SERVICES  
**Remote Peak Enrollment**  
**June 7th - June 25th, 2021**



**SUMMER 2021**

**Chromebooks Are Available  
For Students**

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

**Admissions & Records**  
**[https://laney.edu/admission\\_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/](https://laney.edu/welcome_center/)**  
**(510) 464-3540**

**Financial Aid Department**  
**[https://laney.edu/financial\\_aid/](https://laney.edu/financial_aid/)**  
**(510) 464-3414**

# Summer 2021 Peak Registration Service Hours

## Admissions & Records Department and the Welcome Center

### Week of June 7, 2021

**Monday – Wednesday**

**8:00 am – 6:30 pm**

**Thursday – 8:00 am – 4:30 pm**

**Friday - CLOSED**

### Week of June 14, 2021

**Monday – Thursday**

**8:00 am – 6:30 pm**

**Friday**

**CLOSED**

### Week of June 21, 2021

**Monday – Thursday**

**8:00 am – 6:30 pm**

**Friday**

**CLOSED**

## Financial Aid Department

**Starting the week of June 7, 2021 through the week of June 21, 2021**

**Tuesday and Wednesday**

**8:00 am – 6:30 pm**



# WELCOME CENTER

*Laney College*

# The Welcome Center

**Contact us at:**

**Live Chat:**

[https://laney.edu/welcome\\_center/](https://laney.edu/welcome_center/)

**Monday – Thursday**

**8:00 – 6:30**

**Friday**

**CLOSED**

**Phone: (510) 464 – 3540**

**\*Voicemail Only**

**Charles Bradford**

[cbradford@peralta.edu](mailto:cbradford@peralta.edu)

**Welcome Center –**

[Laneywelcomecenter@peralta.edu](mailto:Laneywelcomecenter@peralta.edu)

## Online Student Services

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

<https://youtu.be/ByeRj4oi114>

- **Steps to iEnroll:**

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

- **Steps to High School Special Enrollment**

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

- **Steps to Non-Credit Enrollment**

<https://bit.ly/3uN3p8r>

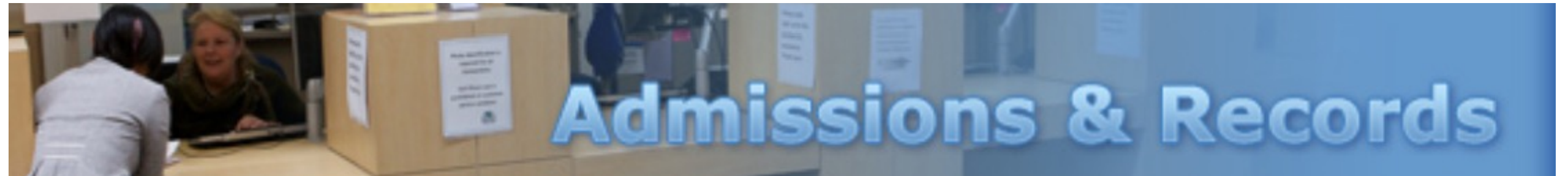
- **Adding & Dropping Classes through your Student Campus Solutions account**
- **Assistance with completing the online financial aid application**
- **Information on Learning Communities**
- **Access your Unofficial transcripts through Student PassPort account**
- **Assistance with Technical troubleshooting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



# Admissions & Records

*Laney College*

Division of Enrollment Services



# Admissions & Records

## A&R Offers the following Student Support Services

### Enrollment Services

- General Enrollment & Registration
- High School Enrollment
- Assistance Ordering Official Transcripts **Online Service ONLY**
- 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
- Social Security Benefits
- Social Services (**NOT CalWORKs**)
- Insurance Companies  
(Health and Car)
- Government Verifications

**Verification processed at the start of every semester requests returned within 5-7 days during peak**

Contact us at:

[Laneyadmissions@peralta.edu](mailto:Laneyadmissions@peralta.edu)

Live Chat:

**Monday – Thursday**

**8:00 -6:30**

**Friday**

**CLOSED**

**Phone (510) 464 – 3101**

**\*Voicemail Only**

**Admissions & Records Staff:**

**Margarita Pinilla**

**Tina Tobor**

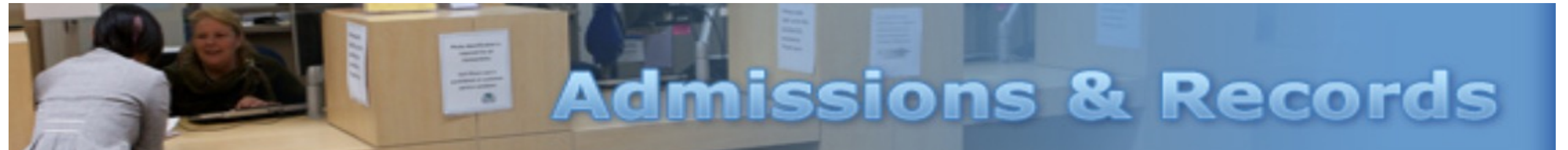
**Angel Huang**

**Cliff Gibson**

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

Division of Enrollment Services





# Admissions & Records

Contact us at:

[Laneyadmissions@peralta.edu](mailto:Laneyadmissions@peralta.edu)

Live Chat:

Monday – Thursday

8:00 -6:30

Friday

CLOSED

Phone (510) 464 – 3101

\*Voicemail Only

Admissions & Records Staff:

Margarita Pinilla

Tina Tobor

Angel Huang

Cliff Gibson

## Important Information for Summer 2021

- Summer Session **Begins** – Monday, June 14, 2021
- Last day to **ADD** a class – Sunday, June 20, 2021
- Last day to **DROP** a class – Sunday, June 20, 2021
- Last day to **DROP** a class with a “**W**” Petition – Sunday, June 20, 2021
- Last day to **ADD** summer session courses – Sunday, June 20, 2021
- Last day to file **PASS/NO-PASS** grading – Wednesday, June 23, 2021
- Last day to **PETITION** for AA/AS Degree – Thursday, July 1, 2021
- HOLIDAY OBSERVANCE – Monday, July 5, 2021 (Independence Day)
- Summer Session **Ends** – Thursday, July 22, 2021

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

# 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
- Book Vouchers
- Referral Services

Contact us at:

[calworks19@gmail.com](mailto:calworks19@gmail.com)

Hours of Operation

Monday – Thursday

8:00 – 6:00

Friday

CLOSED

Cynthia Alvarado

[calvarado@peralta.edu](mailto:calvarado@peralta.edu)

(510) 986 – 6923

\*Voicemail only



# CalWORKs

## NEW & CONTINUING CalWORKs Student

Contact us at:

[calworks19@gmail.com](mailto:calworks19@gmail.com)

Hours of Operation

Monday – Thursday

8:00 – 6:00

Friday

CLOSED

Cynthia Alvarado

[calvarado@peralta.edu](mailto:calvarado@peralta.edu)

(510) 986 – 6923

\*Voicemail only

- 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](http://www.laney.edu/counseling)

Via Phone or Video Appts:

Monday - Thursday

8:00 – 4:30

Friday

8:00 – 12:00 (noon)

Make your Appointments  
by calling:

Phone (510) 464-3152

OR

Schedule your  
appointment online:

[https://laney.edu/counseling/  
schedule-counseling-  
appointment/](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)
- Prerequisites clearance
- One-semester Student Education Plan (SEPs) for academic advising
- Comprehensive (2+ semester) Student Education Plans (SEPs) for academic advising
- Transcript Evaluation (non-Peralta transcripts)
- Reinstatement from Academic or Progress Probation (to release hold)
- Reinstatement from Academic or Progress Dismissal (to enroll in classes)
- Satisfactory Academic Progress (SAP) reinstatement
- Degree and Certificate Petitions
- Career and major exploration and assessment



# 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](http://www.fafsa.ed.gov)
- Support Completing the Dream Act Application  
[www.csac.ca.gov/dream\\_act.asp](http://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/](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](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](http://Laney.edu/financial_aid)**

**Live Chat:**

**[Laneyfinaid@peralta.edu](mailto:Laneyfinaid@peralta.edu)**

**Monday & Thursday**

**8:00 – 4:30**

**Tuesday & Wednesday**

**8:00 – 6:30**

**Friday**

**CLOSED**

**Phone (510) 464 – 3414**

**(510) 464 – 3346**

**\*Voicemail Only**

**\* For instructions on submitting documents please visit the financial aid website:**

**[https://laney.edu/financial\\_aid/](https://laney.edu/financial_aid/)**

Division of Enrollment Services





# Financial Aid Staff

## Financial Aid Staff

**Mohamed Sovula - Krio**  
Financial Aid Placement and  
Assistant  
[msovul@peralta.edu](mailto:msovul@peralta.edu)

**Gwen Stalling**  
Financial Aid Placement and  
Assistant  
[gstalling@peralta.edu](mailto:gstalling@peralta.edu)

**Winita Tuzgi - Tigrigna**  
Student Employment Specialist  
[wtuzgi@peralta.edu](mailto:wtuzgi@peralta.edu)

## Financial Aid Staff

**Kim Dinh – Vietnamese**  
[kdinh@peralta.edu](mailto:kdinh@peralta.edu)  
Assigned to students with last names  
beginning with A, B, C

**Quingxiu (Janice) Chen –**  
Mandarin & Cantonese  
[qchen@peralta.edu](mailto:qchen@peralta.edu)  
Assigned to students with last names  
beginning with K, L, M

**Michael Chambers**  
[mchambers@peralta.edu](mailto:mchambers@peralta.edu)  
Assigned to students with last names  
beginning with D, W, X, Y, Z

## Financial Aid Staff

**Susan Liang - Cantonese**  
[sliang@peralta.edu](mailto:sliang@peralta.edu)  
Assigned to students with last names  
beginning with J, N, O, P, R

**Peter Nguyen - Vietnamese**  
[pnguyen@peralta.edu](mailto:pnguyen@peralta.edu)  
Assigned to students with last names  
beginning with E, F, G, H

**Thao Hoang - Vietnamese**  
[laneyfinancialaid@peralta.edu](mailto:laneyfinancialaid@peralta.edu)  
Assigned to students with last names  
beginning with I, Q, S, T, U, V

# Remote Student Services

*Laney College*



A photograph of the Laney College building, featuring a brick facade and a sign that reads "Laney College" in a cursive font.

# Remote / Online Student Services

## Admissions & Records

[https://laney.edu/admission\\_records/](https://laney.edu/admission_records/)

## Financial Aid

[https://laney.edu/financial\\_aid/](https://laney.edu/financial_aid/)

## Recruitment, Assessment & School Relation

[https://laney.edu/assessment\\_center/](https://laney.edu/assessment_center/)

## Basic Needs

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

## Counseling Services

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

## Student Accessibility Services

[https://laney.edu/Student\\_Accessibility\\_Services/](https://laney.edu/Student_Accessibility_Services/)

## Health & Wellness

[https://laney.edu/health\\_center/](https://laney.edu/health_center/)

## EOPS, CARE, NEXTUP

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

## CalWORKs

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

## Veteran Services

[https://laney.edu/veteran\\_affairs/](https://laney.edu/veteran_affairs/)



# Remote / Online Student Services

**Student Activities & Campus Life**

[https://laney.edu/student\\_activities/](https://laney.edu/student_activities/)

**Tutoring Support**

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

**Learning Communities**

[https://laney.edu/learning\\_communities/](https://laney.edu/learning_communities/)

**Library**

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

**Cashiers Office**

[https://laney.edu/business\\_office/bursar/](https://laney.edu/business_office/bursar/)

**Distance Education**

[https://laney.edu/distance\\_education/](https://laney.edu/distance_education/)

**Emergency Support Grants**

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

**Welcome Center**

[https://laney.edu/welcome\\_center/](https://laney.edu/welcome_center/)

**Adult Education**

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

**Laney College Book Store**

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

**Remote / Online Student Services**

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



# Instructional Departments

*Kaney College*

# Instructional Department Staff

## College President

Rudolph (Rudy) Besikof, Ed.D.  
(510) 464-3213  
[rbesikof@peralta.edu](mailto:rbesikof@peralta.edu)

## Interim Vice President of Instruction

Mark Fields, Ed.D.  
(510) 464-3168  
[markfields@peralta.edu](mailto:markfields@peralta.edu)

Executive Assistant,  
Vice President of Instruction  
Karen Tellegan  
(510) 986-6908  
[ktellegan@peralta.edu](mailto:ktellegan@peralta.edu)

Dean of Liberal Arts  
Elizabeth (Beth) Maher  
(510) 464-3221 or (904) 990-3364  
[emaher@peralta.edu](mailto:emaher@peralta.edu)

## Staff Assistant, Dean of Liberal Arts

Stephanie Le  
(510) 464-3222  
[sle@peralta.edu](mailto:sle@peralta.edu)

## Staff Assistant:

### Dean of Humanities and Social Science

Stephanie Le  
(510) 464-3250  
[sle@peralta.edu](mailto:sle@peralta.edu)

### Dean of Career and Technical Education

Vacant – Contact VP of Instruction Office  
(510) 464-3218

## Senior Staff Services Specialist:

Dean of Career and Technical Education  
Lynna Wong  
(510) 464-3246  
[lwong@peralta.edu](mailto:lwong@peralta.edu)

## Interim Dean of Student Services

Diane Chang  
(510) 464-3393  
[dtchang@peralta.edu](mailto:dtchang@peralta.edu)

## Staff Assistant:

### Dean of Student Services

Alejandro Gonzalez  
(510) 986-6908  
[alejandrogonzalez@peralta.edu](mailto:alejandrogonzalez@peralta.edu)

### Dean of Mathematics and Science

Vacant  
(510) 464-3224

Vacant  
(510) 464-3102

### Dean of Humanities and Social Sciences

Laura Espino  
(510) 306-1260  
[lespino@peralta.edu](mailto:lespino@peralta.edu)