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
- International Student Services

- 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
Remote Peak Enrollment
August 16th - September 3rd, 2021

Fall 2021

Chromebooks Are Available For Students
Beat The Rush. Enroll Now! Laney.edu

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

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

Counseling Department
https://laney.edu/counseling/
(510) 464-3152

Financial Aid Department
https://laney.edu/financial_aid/
(510) 464-3414
Admissions & Records Department and the Welcome Center

Week of August 16, 2021
- Monday – Wednesday: 8:00 am – 6:30 pm
- Thursday – Friday: 8:00 am – 4:30 pm
*Welcome Center Friday 8:00am - 4:00pm

Week of August 23, 2021
- Monday – Thursday: 8:00 am – 6:30 pm
- Friday: 8:00 am – 4:30 pm
*Welcome Center Friday 8:00am - 4:00pm

Week of August 30, 2021
- Monday – Thursday: 8:00 am – 6:30 pm
- Friday: 8:00 am – 4:30 pm
*Welcome Center Friday 8:00am - 4:00pm

Financial Aid Department
Starting the week of August 16, 2021 through the week of August 30, 2021
- Tuesday and Wednesday: 8:00 am – 6:30 pm
WELCOME CENTER
Online Student Services

- Assistance filling out the Laney Application:
  https://youtu.be/ByeRj4oi114
- Steps to Enroll:
  https://bit.ly/3luxAQa
- Steps to High School Special Enrollment
  https://bit.ly/3CtToSb
- Steps to Non-Credit Enrollment
  https://bit.ly/3gMqd1F
- Adding & Dropping Classes through your Campus Solutions portal
- 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

Contact us at:
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
Welcome Center –
Laneywelcomecenter@peralta.edu
Admissions & Records

Division of Enrollment Services
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**

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

**Contact us at**:  
Laneyadmissions@peralta.edu  
Phone (510) 464 – 3101  
*Voicemail Only*

**Admissions & Records Staff**:  
Margarita Pinilla  
Tina Tobor  
Angel Huang
Important Information for Fall 2021

- Fall Session Begins – Monday, August 23, 2021
- Saturday Instruction Begins – Saturday, August 28, 2021
- Last day to ADD without permission number – Sunday, August 29, 2021
- Last day to ADD regular session classes with permission number on add card via Admissions Office – Friday, September 3, 2021
- Last day to DROP a class – Monday, September 6, 2021
- Last day to ADD regular session classes with permission number via Student Portal – Monday, September 6, 2021
- Last day to ADD a class with LATE ADD Petition – Friday, Sept. 13, 2021
- Last day to file Pass/No Pass grading – Friday, September 10, 2021
- Last day to PETITION for AA/AS Degree – Friday, October 8, 2021
- HOLIDAY OBSERVANCE – Monday, September 6, 2021 (Labor Day)
- HOLIDAY OBSERVANCE – Thursday, November 11, 2021 (Veteran’s Day)
- HOLIDAY OBSERVANCE – Nov. 25 – Nov. 28, 2021 (Thanksgiving Break)
- Last day to WITHDRAW with a “W” – Friday, November 19, 2021
- Fall Session Ends – Friday, December 17, 2021

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

Contact us at: Laneyadmissions@peralta.edu

Phone (510) 464 – 3101  *Voicemail Only

Admissions & Records Staff:
Margarita Pinilla
Tina Tobor
Angel Huang

https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:bfe8062b-5f0c-4953-b555-da75f1c90f31
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
Hours of Operation
Monday – Friday
8:00 – 6:00

Cynthia Alvarado
calvarado@peralta.edu
(510) 986 – 6923
*Voicemail only
NEW & CONTINUING CalWORKs Student

- 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)
Contact us at:
www.laney.edu/counseling
Via Phone or Video Appts:
Monday - Thursday
8:00 – 7:00
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/

Counseling services offered via
phone or video appointments:

- Selecting classes for the
  upcoming semester(s)
- Approval to take excess units
  (Fall and Spring semesters only)
- Checking and clearing
  prerequisites (including
  prerequisite challenges)
- Satisfactory Academic Progress
  (SAP) reinstatement
- Transcript Evaluation
- Reinstatement from Academic
  Dismissal

- Student Education Plans
  (SEPs) for academic advising
  and financial aid appeals
- Career and major exploration
  and assessment
- Changing your major

EOPS Students contact the EOPS
Department for assistance:
laney.edu/eops/
DSPS Students contact the DSPS
Department for assistance:
laney.edu/dspss/
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)

Services Offered

- Assistance with the Free Application for Federal Student Aid (FAFSA)
  [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/](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)

Laney College Federal School Code for Financial Aid: 001266

Live Chat is available at: [Laney.edu/financial_aid](http://Laney.edu/financial_aid)
Email address: 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
*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

Mohamed Sovula - Krio
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Gwen Stallings
Financial Aid Placement and Assistant
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Winita Tumzgi - Tigrigna
Student Employment Specialist
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Kim Dinh – Vietnamese
kdinh@peralta.edu
Assigned to students with last names beginning with A, B, C

Quingxiu (Janice) Chen – Mandarin & Cantonese
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

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

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

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

Division of Enrollment Services
International Students
Office of International Education

OIE assists and supports international student admissions, services and advising for students applying for the F-1 student visa. The OIE also supports and assists students with applying for other visas including as B-2, J-1 and more.

Who Qualifies?
Please visit the International Admissions Homepage to learn about the steps to apply, required documents and deadlines.

International Students Services

• F-1 Admissions
• F-1 Advising
• Academic Counseling
• Activities, Workshops, Events

STUDY ABROAD

Contact us at:
international@peralta.edu

Fall Hours of Operation:
Monday – Friday
8:00 – 4:30

Online Appointments:
Meet the Staff
Remote Student Services
Remote / Online Student Services

Admissions & Records
https://laney.edu/admission_records/

Financial Aid
https://laney.edu/financial_aid/

Recruitment, Assessment & School Relation
https://laney.edu/assessment_center/

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, NEXTUP
https://laney.edu/eops-CARE-b2b-CalWORKs/

CalWORKs
https://laney.edu/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/

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/

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 Department Staff

College President
Rudolph (Rudy) Besikof, Ed.D.
(510) 464-3213
rbesikof@peralta.edu

Vice President of Instruction
Rebecca Opsata, Ph.D
(510) 464-3168
ropsata@peralta.edu

Executive Assistant,
Vice President of Instruction
Karen Tellegan
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Dean of Liberal Arts
Elizabeth (Beth) Maher
(510) 464-3221 or (904) 990-3364
emaher@peralta.edu

Dean of Career and Technical Education
Alejandria Tomas
(510) 464–3218

Dean of Mathematics and Science
Angel Fuentes Figueroa
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Dean of Humanities and Social Sciences
Mark Fields, Ed.D.
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Staff Assistant:
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Division of Enrollment Services