



## How to Apply for the Gateway to College Program 5-Step Application Process

### Are you...

- 16 to 20 years old,
- A resident of Alameda County, and
- Behind in high school credits for age/grade and have left or intend to leave high school at the end of the term?

**...then you may be eligible for Gateway to College!**

**STEP 1: Complete an Application Packet – The application packet can be mailed to you, picked up in person at Laney College, 900 Fallon Street, Building A (upstairs) in Room 203, or downloaded [here](#).**

- Complete the entire application packet. **Please don't forget to sign page 3.**
- Prepare your written answers to the 3 essay questions; handwritten and typed responses will be accepted.
- Request a copy of your transcripts from all high schools that you have attended.
- Complete the “**Consent to Release Confidential Information Form**,” sign it and, *if you are under the age of 18, have your parent or guardian sign it as well.*
- Take the “**School District Information Form**” to the last school attended, and request that a school representative fill out and sign it.
- Complete the top section of the “**High School Concurrent Form**”, a parent or guardian must sign.

**STEP 2: Attend an Information Session – Reservations are Required**

**Information Sessions are at Laney College, Building A (upstairs) in Room 203. Click [here](#) for a schedule of upcoming sessions.**

Make sure to reserve your place at an Information Session by calling Gateway to College at (510) 986-6941, or by emailing us at [gateway@peralta.edu](mailto:gateway@peralta.edu).

Please plan to arrive about 15 minutes early and bring all your application materials to the Information Session. These include your application packet, your essays, your transcripts, and your completed “**School District Information Form**.”

At the Information Session, you will:

- Take a 20 minute test to assess your reading level; you must be able to read at an 8<sup>th</sup> grade level to be eligible for the program.
- Learn more about the structure, requirements, and benefits of the program

- Have a chance to ask questions about the program
- Have your application materials reviewed to make sure you meet all basic eligibility requirements
- Meet key Gateway staff members
- Have an opportunity to share more about why you are interested in this program

**IMPORTANT:** If you are driving, you may park at the meters on 10th or 8th Streets. Be prepared to pay for parking while you attend the Information Session, Course Placement Decisions, and the Individual Interview.

### **STEP 3: Complete Tests to Inform Course Placement Decisions**

After the Information Session, if you meet the eligibility requirements and demonstrate at least an 8<sup>th</sup> grade reading level on your reading test, you will be scheduled to return to our office to complete additional English, Reading, and Math tests to inform your course placements. In total, these exams will take approximately 2 hours to complete.

The testing gives you the opportunity to show us that you have the reading, writing, and math skills necessary to achieve success in an academic environment. These follow-up appointments will require 100% attendance, and you must be on time to each session. **If you are late, you will have to reschedule for a future date.**

**You cannot schedule appointments for additional testing without attending an Information Session first.**

### **STEP 4: Participate in an Individual Interview**

Once you have completed all of the required tests, you will be scheduled for an individual interview.

Your interview will be one-on-one with a Gateway to College staff member, and will allow you to discuss any questions you have about the program. This is our chance to get to know you in an individual setting and learn more about your strengths and your motivation.

Interviews will typically be about half an hour long but can be longer.

### **STEP 5: Student Selection Committee Review**

The Student Selection Committee will review all applications for the program. **This is a competitive process, and acceptance to the program is not guaranteed as space is limited.**

The Student Selection Committee will be evaluating applicants based on the following factors:

- Meets all the eligibility requirements
- Application is complete, and all application materials were turned in by the date of the interview
- Achieves the minimum standard scores on all course placement
- Displays positive behavior, attitude, and participation at the Course Placement tests

Gateway to College  
Laney College  
900 Fallon Street, Room A-203  
Oakland, CA 94607  
(510) 986-6941  
[www.laney.edu/gateway](http://www.laney.edu/gateway)

- Completes the Individual Interview
- Expresses a commitment to completing the Gateway to College program

You will be notified by letter of the Student Selection Committee's decision. If you are accepted, you will also receive an invitation to attend the New Student Orientation, during which you will get your class schedule, learn about program policies, expectations, and procedures, meet your counselor, receive information about books, go on a campus tour, and learn about Laney College and Gateway policies. **Please note that New Student Orientation attendance and participation is mandatory! If you are unable to participate in the Orientation you may be waitlisted for the following term.**

If for some reason, you do not receive a call and/or notification letter, please call us at (510) 986-6941 to check on your status. If you haven't heard from us, do not wait until the first day of classes to check on your acceptance status. We are not responsible for mail not getting to you if you did not give us an accurate address and/or if you have moved since you applied and did not provide us with your new address.

***Good luck and thank you for your interest in the Gateway to College Program!***

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# Gateway to College at Laney College



## Application for Admission

Please review the application carefully before submitting. **Print clearly in blue or black ink.** Be sure to complete the **entire** application.

**We will NOT accept the application if any of the highlighted areas are left blank.**

### I. NAME AND ADDRESS

DATE OF APPLICATION: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_  
*Last First Middle Initial*

Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email address: \_\_\_\_\_

Current home address: \_\_\_\_\_  
*Street Address Apartment Number*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing address\* (if different than home address): \_\_\_\_\_  
*Street address or PO Box #*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*If your mailing address is different than your home address, please explain: \_\_\_\_\_

### II. PERSONAL INFORMATION

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Check here if you do NOT HAVE a SS number \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Age: \_\_\_\_\_ Date you turn 21: \_\_\_\_\_

Birthplace: \_\_\_\_\_ Gender: \_\_\_Female \_\_\_Male  
*City State COUNTRY*

Per U.S. Dept of Education guidelines, colleges are required to collect the following ethnic/racial data:

Ethnicity: **Check one**  Asian/Pacific Islander  Black/African American  Hispanic/Latino  
 Native American/Alaskan Native  White/Caucasian  Other: \_\_\_\_\_

Native Language: \_\_\_\_\_ Language spoken in the home: \_\_\_\_\_

Parent/ Guardian: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
*Last First MI*

Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_



Applicant Name: \_\_\_\_\_

Have you taken classes at Laney College before?  YES  NO If YES, what year? \_\_\_\_\_

*If accepted into the Gateway to College (scholarship) program, you are not eligible to apply for, nor can you accept, any form of financial aid through Peralta Community Colleges.*

Have you ever been dismissed or suspended from a school or college for any violations of student conduct or safety? If yes, please explain. What kind of support would you need to insure that this did not occur again?

\_\_\_\_\_  
\_\_\_\_\_

Is there anything that may prevent you from attending classes on a regular basis?  NO  YES

If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

**IV. EMPLOYMENT**

Do you currently have a job?  Yes  No If yes, please complete the following:

Employer: \_\_\_\_\_ About how many hours a week do you work? \_\_\_\_\_

Location (City/State): \_\_\_\_\_ Type of work: \_\_\_\_\_

**V. REFERRAL INFORMATION**

How did you learn about this program? \_\_\_\_\_

**VI. PROGRAM LOCATION SELECTION**

Students **must** attend classes five days per week, **Monday-Friday from 9am to 3pm.** **Initial:** \_\_\_\_\_

**VII. REQUIRED SIGNATURE**

I certify that the information on this application is correct and complete. I understand that if I have not provided accurate information or the required application materials, I may be denied acceptance or be dismissed from the Gateway to College program.

I also understand that I cannot be enrolled in any other high school or other alternative high school education program while participating in the Gateway to College program. If selected for the program, I agree to abide by the Laney College Code of Student Conduct, as well as the policies and procedures of the Gateway to College program.

Laney College, in its educational policies, programs, and procedures, provide equal opportunity for all its students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, or disability.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Addendum: Gateway to College High School Transcripts & Gateway to College Application Deadline

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### High School Transcripts & Gateway to College Application

#### **How important is it for you/students to turn in high school transcripts?**

It's important for students to turn in high school transcripts as soon as possible. High school transcripts are an essential part of the application process, we require high school transcripts for auditing purposes, making sure that students have enough time to graduate before the age of twenty which is the cutoff time for our program. Also, it's essential that students turn in all documents two weeks after the assigned information session to schedule other important dates for the admission process.

#### **Consequences for not turning in High School Transcripts & Gateway to College applications on time:**

**To ensure that you are assigned all credits owed to you, your application will not be considered complete until you turn in transcripts from all high schools attended.** If students do not turn in high school transcripts and a completed Gateway to College application two weeks after the assigned information session, students can be placed on the waiting list due to the high demand of the program. We recommend that students turn in all applications as early as possible.

Students *and* parents/guardians will review, agree to and abide by Gateway to College's *High School Transcripts and Gateway to College Application Deadlines*. A copy of this signed agreement will be kept with your official student file.

**Student:**

**I have read and understood Gateway to College's High School Transcript and Gateway to College Application deadline and agree to abide by the rules and regulations within.**

Student - Print Name: \_\_\_\_\_

Student – Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent or Supporter:**

**I have read and understood Gateway to College's High School Transcript and Gateway to College Application deadline and agreed to abide by the rules and regulations within.**

Parent / Supporter - Print Name: \_\_\_\_\_

Parent / Supporter - Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**CONSENT TO RELEASE CONFIDENTIAL INFORMATION**  
**Laney College**  
**Gateway to College**



Laney Community College shall follow all applicable state and federal laws, rules and regulations that apply to student records. All information contained in the college records which is personally identifiable to any student shall be kept confidential and **not released except upon prior written consent of the student**, or upon the lawful subpoena or other order of a court of competent jurisdiction. **Please note that we are not able to release information to parents/guardians of minor children without written consent.**

I hereby authorize Laney College to release confidential information about me contained in the college records. I also authorize my school district to release confidential information about me to Laney.

Student Last Name	First Name	MI	Date of Birth (m/day/yr)	Social Security #
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**RELEASE TO:**

- Laney Community College Staff
- Oakland Sponsoring School District
- Parent/Guardian/Support person:
- Other: Students are encouraged to add names of any support people who may have an interest in the student's progress and educational needs.

<i>Name (Parent/Guardian)</i>	<i>Relationship</i>	<i>Phone number</i>
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<i>Name (Supporter)</i>	<i>Relationship</i>	<i>Phone number</i>
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<i>Name (Other)</i>	<i>Relationship</i>	<i>Phone number</i>
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Information that will be released through authorization of signature below:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Name, address and phone</li> <li>• Date of birth</li> <li>• Last high school attended and date</li> <li>• Disciplinary action</li> </ul> | <ul style="list-style-type: none"> <li>• Transcript of grades</li> <li>• Verification of attendance</li> <li>• Test scores and progress information</li> <li>• Date of graduation and program</li> </ul> |
|---|--|

**Notice of school district responsibility:** I understand that alternative services provided are not supervised by the student's resident school district and that Laney Community College is not an agent of the District. I will not expect student's resident school district to take any responsibility for any aspect of the program, for the services or in the manner in which the services are provided even if the school staff has knowledge of any particular aspect of the program or suggest it as a resource.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## HIGH SCHOOL SPECIAL ENROLLMENT

Peralta's High School Special Enrollment provides enrichment opportunities for high school students who can benefit from college level instruction.

*Each College may admit a number of high school students entering 9<sup>th</sup> grade or above who have exceptional ability, or who desire specialized or advanced training. Such admission must be with the recommendation of the high school counselor and principal. \*\*Other high-school students may be admitted on the basis of a contractual arrangement between the District and the high school of attendance (PCCDBP 5010).*

High school students enrolling in a college level course must meet assessment requirements. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. It is recommended that the student brings a high school transcript to assist the college in determining the correct level of courses.

Special part-time high school students are exempted from paying the California Community College enrollment fees and all other fees. ***High school students enrolled in more than 11.0 units are required to pay enrollment and all other mandatory fees (See the current Peralta Colleges class schedule for current health, campus use and transportation fees).***

The High School Special Enrollment is specifically designed to accelerate the academic or vocational career of high school students. Access to the High School Special Enrollment is NOT allowed for:

1. Remedial work (any classes in any discipline that are not college level and cannot be applied to an associate degree or higher). Remedial course numbers are 250 or higher.
2. Work to make up for failed high school or middle school classes.
3. Recreation or hobbies.
4. Any class that can be taken at the local high school.

### Steps for the High School Special Enrollment:

1. Go online to [www.peralta.edu](http://www.peralta.edu) and click "Apply Now" to complete an Admissions application.
2. Read the class schedule and choose a course you would like to take. **You must adhere to any prerequisite requirements.**
3. Complete and take this form to your school counselor to obtain his/her signature and discuss your selection.
4. Obtain your school Principal's signature.
5. Get your parent's approval for attending a college class and have them sign this form.
6. Take assessment tests and complete orientation if the college pre/co-requisite course has not been completed.
7. Submit your Special Enrollment Form to the Admissions & Records office on campus. You must fill out a separate Special Enrollment form for each semester you wish to attend.

*Units earned will be granted as college credit. It is the high school's prerogative to grant high school credit for courses taken in the Peralta Colleges. The Office of Admissions and Records will send a transcript to the high school upon request.*

***\*\*Home Schooled Students must provide clearance from their local high school District.***



## HIGH SCHOOL SPECIAL ENROLLMENT

Request for High School students to attend:  Alameda  Berkeley  Laney  Merritt

Term:  Summer  Fall  Spring Year: 20\_\_\_\_ H.S. Grade Level (on the 1<sup>st</sup> day of the college term): \_\_\_\_\_

### High School Student Information

Student's Name: \_\_\_\_\_  

Last Name
First Name
M.I.

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  

or last 4 digits of SSN

Address: \_\_\_\_\_  

Street
City
State
Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

H.S. Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that I am the parent/guardian of the above-named student and am in agreement with, and give my consent for, his/her attendance at the above named college(s). We have read and understand the Steps for High School Special Enrollment Program and authorize the college to release information requested by my school.

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HIGH SCHOOL AUTHORIZATION

Permission is granted for the above-named student to enroll in courses at: \_\_\_\_\_

High School Currently Attending: \_\_\_\_\_

High School Location: \_\_\_\_\_  

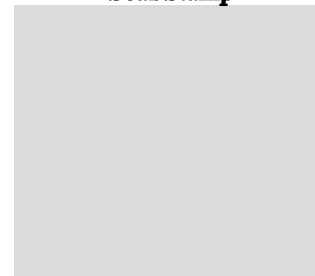
Street
City
State
Zip

H.S. School Counselor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

H.S. School Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

H.S. School Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Seal/Stamp**



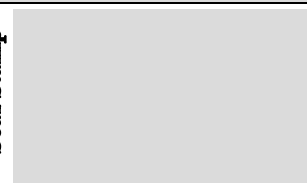
\* Per Education Code Section 48800, for summer sessions, K-12 principals may not recommend more than five percent of the number of pupils who have completed a particular grade immediately prior to the time of the recommendation.

### HIGH SCHOOL DISTRICT AUTHORIZATION (FOR HOME SCHOOLED STUDENTS ONLY)

H.S. District Official's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

H.S. District Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Seal/Stamp**



### AUTHORIZED CLASS SCHEDULE

CLASS CODE	DEPT. & COURSE #	COURSE TITLE	HOURS	DAYS	ROOM	INSTRUCTOR	UNITS	H.S. COUNSELOR APPROVAL

**\*\*Students enrolled in more than 11.0 units are required to pay enrollment and all other mandatory fees.**

### ADMISSIONS AND RECORDS USE ONLY

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_



# Gateway to College School District Information Form



**THIS FORM SHOULD BE TAKEN TO THE LAST SCHOOL ATTENDED**

This form is being brought to you by a student who is applying for Gateway to College (diploma completion) program through Laney College.

In order to assess whether Gateway to College can meet the applicant's educational needs, we are requesting their **transcript** and a copy of their **Individual Education Plan (IEP) or 504 plans**, where applicable.

Applicants who have an IEP (or 504) can only be accepted to Gateway to College after an IEP meeting is held in their home district. A Gateway to College representative must be present to determine if our programs are able to meet the educational needs of the student.

Gateway to College accepts students 16-20 who live in Alameda County.

**Student Info:**

Name: \_\_\_\_\_

Today's date: \_\_\_\_\_

Address: \_\_\_\_\_

Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_

Other phone: \_\_\_\_\_

Last School attended: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**SCHOOL DISTRICT STAFF MUST COMPLETE BELOW AND SIGN**

Student's Permanent OUSD ID #: \_\_\_\_\_

Please check all that apply:

The transcript is attached

The applicant **does not** have an IEP.

The applicant **does not** have an 504.

The applicant **does** have an IEP.

The applicant **does** have an 504.

<p><b>CAHSEE Math:</b>  Passed – Score: _____  Didn't Pass / Not Yet Taken _____</p> <p><b>CAHSEE ELA:</b>  Passed – Score: _____  Didn't Pass / Not Yet Taken _____</p>
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*The IEP team will meet on the following date to determine if placement into Gateway to College is appropriate:*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_