



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

Are you...

- 16 to 20 years old,
- An Oakland resident, 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.

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.

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 8th 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 8th 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
- Completes the Individual Interview

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

- 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.**

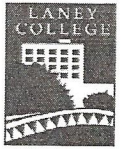
If for some reason, you do not receive a call and/or notification letter, please call us at (510) 986-6941 to check on your status. If you haven't heard from us, do not wait until the first day of classes to check on your acceptance status. We are not responsible for mail not getting to you if you did 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
Laney College
Application for Admission



Please read the application carefully before completing. Print clearly in blue or black ink. Be sure to complete the entire application and required essays. Please bring your completed application with you when you come to the Information Session.

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: _____ City State COUNTRY Gender: ___Female ___Male

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: _____ Last First MI Relationship to you: _____

Address (if different from above): _____

City: _____ State: _____ Zip: _____ Telephone: () _____

Applicant Name: _____
Emergency Contact Information (if different than Parent/Guardian)

Name: _____ Relationship to you: _____
 Last First MI

Address: _____

City: _____ State: _____ Zip: _____ Telephone: () _____

III. ACADEMIC INFORMATION

Please attach a transcript from each source of high school credit.

List all high schools, alternative programs, home school, or college where you have taken courses, beginning with the most recent. If you are working on or have earned your GED, please indicate below:

Name of School:	Location (City/State)	Dates (Month/Year – Month/Year)	# of credits earned	Last grade attended
		Total credits:		
FOR GED ONLY Name of School/Program	Location (City/State)	Date completed	Copy GED attached?	Date expected to complete

Have you ever received Special Education Services, had an Individualized Education Plan (IEP), or a 504 Plan? _____ Yes _____ No

If yes, please answer the following questions:

- Current or most recent school attended: _____
- Name of school counselor: _____
- What type of IEP do you have (or what kind of services were you receiving)?

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?

Applicant Name: _____

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 in 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: _____

PCC Prep Alternative Programs
Gateway to College
Application for Admission – Essay Requirements

VIII. THREE ESSAYS

These essays will be used by the selection committee to decide between many applicants. Please use the essays to help your application by following all the instructions.

This essay portion of the application helps us become acquainted with you on a more personal level and is an important step in the final acceptance by the Gateway Selection Committee. Your application is not complete without your essays and will not be considered for acceptance without receiving them by the announced deadline.

DIRECTIONS: On separate sheets of paper, write answers to the three essay questions below. Each essay should be **at least two (2) paragraphs**, in essay format, typewritten, and double-spaced. Each essay can be more than 2 paragraphs, but please don't submit essays that are less than 2 paragraphs. If you do not have access to a computer or typewriter, you may neatly hand write your answers in ink. Please write your name on each page. Attach the essays to your application form.

Please respond to all of the following questions. Be sure to answer all questions in your essays:

ESSAY I

What personal strengths have helped you overcome challenges in your life? How will your strengths help you to attain your educational goals? Talk about some key personal problems or challenges that you have had that have interfered with your success in completing your education in the past. What would be different now?

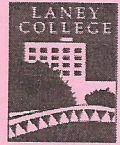
ESSAY II

Why are you interested in being a part of Laney College's Gateway to College program? Why do you think this program is a good fit for you to achieve your goals? Why should the selection committee choose you for this scholarship program, especially since there is a lot of competition for limited slots?

ESSAY III

As a full-time college student, how would you balance your coursework, employment, family, social, and personal life? What would motivate you to attend classes 100 percent of the time? What would motivate you to complete all your homework assignments on time?

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 Oakland.

Student Info:

Name: _____ Today's date: _____
Address: _____ Zip code: _____
Home phone: _____ Other phone: _____
School(s) attended: _____

SCHOOL DISTRICT STAFF MUST COMPLETE BELOW AND SIGN

Please check all that apply:

- The transcript is attached
- The applicant **does not** have an IEP or 504.
- The applicant **does** have an IEP or 504.

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: _____

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

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: _____