

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.

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

Gateway to College
Laney College
900 Fallon Street, Room A-203
Oakland, CA 94607
(510) 986-6941
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!

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

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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: _____

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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 2pm.**

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: _____

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 strengthen 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 Gateway Selection Committee final selection process. Your application is not complete without your essays and will not be considered complete prior to your scheduled interview.

DIRECTIONS: On separate sheets of paper, write answers to the three essay questions below. Each essay should be **at least two (2) paragraphs** be presented in an essay format, typewritten, and double-spaced. Each essay should have a title and 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 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? Please talk about some key personal problems or challenges 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 community? 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 opportunity especially since there is a lot of competition for limited slots?

ESSAY III

As a full-time college student, how will you balance coursework requirements, job and family responsibilities, and your social and personal life? How do you plan to stay motivated to attend your classes on time and 100 percent of the time AND to complete all your class and homework assignments on time?

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.

Name (Parent/Guardian)	Relationship	Phone number
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Name (Supporter)	Relationship	Phone number
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Name (Other)	Relationship	Phone number
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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: _____



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: _____

School(s) attended: _____

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.

CAHSEE Math:

Passed – Score: _____

Didn't Pass / Not Yet Taken _____

CAHSEE ELA:

Passed – Score: _____

Didn't Pass / Not Yet Taken _____

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: _____

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

*Each College may admit a limited number of high school students entering 10th 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 (PDBP 5010).*

Because the student is enrolling in a college level course, the student must be assessed as required. The student must follow all the regulations and policies of the college, including adhering to any prerequisite requirements. It is recommended that the student bring a high school transcript to assist the college in determining the correct level of courses, (transcript required for approval to enroll in 6.5 to 11.5 units).

Special part-time concurrently enrolled high school students are exempt from paying the California Community College enrollment fees; however, all other fees are required and must be paid at the time of registration. (See the current Peralta Colleges Class Schedule for current health, campus use, & transportation fees). NOTE: Concurrently enrolled high school students enrolled in more than 11.5 units are considered full-time students and are subject to full payment of enrollment fees.

The Concurrent Enrollment Program is specifically designed to accelerate the academic or vocational career of high school students. Access to the Concurrent Enrollment Program 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 Concurrent Enrollment:

1. Go online to <https://passport.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 as required.**
7. Submit your Concurrent Enrollment Form to the Admissions & Records office on campus. (Note: You must fill out a separate concurrent enrollment form for each semester you wish to attend.)
8. If you would like to enroll in 6.5 to 11.5 units, you must obtain permission from the college VP of Student Services or designee prior to enrollment (high school transcripts required).

Note: 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 School Students must provide clearance from their local high school district.***



HIGH SCHOOL CONCURRENT ENROLLMENT PROGRAM

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

For the: ☐ Summer ☐ Fall ☐ Spring Year: 20 H.S. Grade Level (on the 1st day of the college term): _____

High School Student's Information

Student's Name: _____
Last Name First Name M.I.

Social Security #: _____ Date of Birth: _____

Address: _____
Street City, State Zip

Phone #: _____ Email Address: _____

H.S. Student's Signature: _____ Date: _____

Parent or Guardian'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 Concurrent Enrollment and authorize the college to release information requested by my school.

High School Authorization

Permission is granted for the above-named student to enroll in courses at: _____
Select a College Name of College

High School Currently Attending: _____

High School Location: _____
No. & Street City, State Zip

H.S. School Counselor's Name: _____ Phone #: _____

H.S. School Counselor's Signature: _____ Date: _____

H.S. School Principal's Signature and Seal/Stamp: _____ Date: _____

**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: _____

** Home School Students must provide clearance from their local school district. Also, 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.*

Authorized Class Schedule

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

Peralta Community College District Authorization

If you would like to enroll in 6.5 to 11.5 units, you must obtain permission from the college VP of Student Services or designee prior to enrollment, and you must furnish high school transcripts to make the request.

Vice President Student Services/Designee Signature: _____ Date: _____

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

Total # of Units: _____