



### Online Classes:

You will need to log into the Student Portal using your student email and password to access your online classes in Canvas.  
Your classes should appear in Canvas within 24-48 hours.

## Student Services:

### Laney Admissions & Records Office:

Building A-109  
Phone: (510) 464-3101  
Email: Laneyadmissions@peralta.edu  
Website: Laney.edu/admission\_records/

### Laney Welcome Center:

Building A-101  
Phone: (510) 464-3540  
Email: Laneywelcomecenter@peralta.edu  
Website: Laney.edu/welcome\_center/

### Laney Financial Aid Office:

Building A-201  
Phone: (510) 464-3414  
Email: Laneyfinancialaid@peralta.edu  
Website: Laney.edu/financial\_aid/

### Laney Counseling

Tower Building, 3rd Floor  
Phone: (510) 464-3326  
Website: <https://laney.edu/counseling/>



Laney College does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, marital status, religion, disability, age, national or ethnic origin, veteran status, or genetic information. This nondiscrimination policy covers admission, access, and treatment in College programs and activities.



SCAN ME

## See Helpful Enrollment How-to Videos

[Laney.edu/welcome\\_center/the-welcome-center/enrollment-how-to-videos/](https://laney.edu/welcome_center/the-welcome-center/enrollment-how-to-videos/)

## Enrollment Tech Support



### Can't Access Your CCCApply Account?

For Account Recovery & CCCApply Issues  
Phone: (877) 247-4836  
Email: support@openccc.net  
TTY Phone Number (for the Hearing Impaired Only): (877) 836-9332



### Never Received Your Peralta Student ID & Password?

Email: Laneyadmissions@peralta.edu or visit the Laney A&R Office and provide them with your application confirmation number.



### Can't Access Your Campus Solutions?

Email: admissions@peralta.edu  
Include your name and student ID number



### Can't Access Your Student Portal?

Email: helpdesk@cc.peralta.edu  
Include your name and student ID number



### Can't Link into Canvas from the Portal?

Email: canvas@peralta.edu  
Include your name and student ID number  
Call: (844) 592-2199



Laney College



Laney College



## iEnroll@Laney Steps for Concurrent High, Middle and Elementary School Students

**You must submit a Laney application through CCCApply if you are a new or returning student.**

### New Student:

You are applying to college for the first time.

### Returning Student:

You were previously enrolled at a Peralta College, but have not enrolled in a class in the last two main semesters.

# iEnroll@Laney: Steps for Concurrent High, Middle and Elementary School Students



1

## Speak With Your High School Counselor

- Talk to your high school guidance counselor to choose a course that will help you reach your educational and professional goals.



2

## Apply to Laney



- Go to <https://laney.edu/enroll/> and select the **Special Admit Students** tile
- Click apply to Laney College to create an account (Log into your CCCApply Account if you already have one)
- Click the Start New Application button to submit a new Laney application for the semester you intend to enroll
  - \* Make sure you indicate in the application that you're currently in high school or lower
- After submission, you will immediately receive an 8-digit application confirmation number that starts with the number 2 (Save the confirmation number)
- You will be emailed your 8-digit Peralta Student ID number, password and student email information within 24-48 hours after application submission.
- A returning student will receive a Welcome Back email and their already established 8-digit Peralta Student ID number



3

## Complete the Special Enrollment Form

**Once you have received your 8-digit Peralta Student ID Number**

- Download the Appropriate Special Enrollment Form below
  - \* You, your parent/guardian and your school representatives must sign/approve the form
  - \* Approvals can be e-signed or typed name will suffice
  - \* Home schooled students must get approval from their local school district

- **For High School Students**  
Go to [bit.ly/2WOQQv4](https://bit.ly/2WOQQv4)



- **For Elementary and Middle School Students**  
Go to [bit.ly/3BU7YTA](https://bit.ly/3BU7YTA)



4

## Submit Your Special Enrollment Form

- Email approved form and photo ID to [Laneyadmissions@peralta.edu](mailto:Laneyadmissions@peralta.edu) or submit in person to the Laney Admissions & Records Office (Building A-109)
  - \* Forms submitted by email will have classes added within 2-3 business days
  - \* English, Math, Chemistry and other prerequisites will need to be cleared by a Laney counselor before submission
  - \* You can schedule a counseling appointment by calling (510) 464-3152, through Zoom by visiting <https://laney.edu/counseling/> or you can see a counselor in person on the 3rd floor of the Tower Building (check on-line for most up-to-date drop-in hours)



5

## Student ID Card and Semester Sticker

- Bring a valid picture ID and your current class schedule as proof of enrollment to the Welcome Center (Building A-101) to get your student ID card and semester sticker



6

## Buy Your Books



- You can purchase textbooks at [www.laneyshop.com](http://www.laneyshop.com)
- You can also purchase your textbooks at the Laney Bookstore located in the lower level of the Student Center

- **Who can take special enrollment courses?**
  - Students in High School or lower with the approval of their school representatives and a parent or guardian
- **All courses taken become part of the students' official college record.**
  - This means special enrollment students have a big responsibility because their performance in these courses will be on their permanent record and can affect their admission to other colleges or universities, their eligibility for financial aid and their eligibility for athletics
- **Tuition and Fee**
  - Special admit students who are California residents will not be charged enrollment fees or any other college/district fees
  - Home schooled students must get written approval from their local high school district