



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

Please review the eligibility requirements before applying to the program:

- Between the ages of 16-20
- Lives in one of the following school districts: Portland Public, Beaverton, Hillsboro, Tigard/Tualatin, or Lake Oswego (applicants living in the LOSD must be approved by the district)
- Behind in high school credits for age/grade
- Have no more than 17 high school credits

Step 1: Complete an application packet

- Complete the application packet in full. Don't forget to sign it.
- Complete your written answers to the 3 essay questions.
- Get a copy of your transcripts from all high schools that you have attended.
- Complete the "*Consent to Release Confidential Information Form*" (included in application), 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*" into either your neighborhood school or your school district office and have someone from your school or the district office fill it out and sign it.

Please note: If you live in the Lake Oswego school district, you must be approved by the district to attend the Gateway to College program. You will need to have an "Options conference" with your school counselor to determine if the Gateway program is an appropriate placement for you. If approved by the district, the signed referral from LOSD must be presented with your application packet to be considered for acceptance.

Step 2: Attend an Information Session

Make sure to reserve a place at an Information Session by calling the Gateway to College information line at (503) 788-6225. You can not just show up at an Information Session; you must reserve a place.

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 reading level test
- Receive detailed information on the Gateway to College program, and the expectations 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
- Allow us to have a chance to meet you and learn why you are interested in this program

IMPORTANT: PCC Parking lots require permits! If you are driving, be prepared to buy a day parking permit (\$3) from a machine in the parking lot for the Information Session, Evaluation Sessions, and the Individual Interview.

Step 3: Attend a 2-day Evaluation Session

At 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 referred to a 2-day Evaluation Session. Each day will be about 2 hours long.

This gives you the opportunity to show us that you have the reading, writing, and math skills necessary to achieve success in an academic environment. The Evaluation Sessions will require 100% attendance, and completion of in-class and homework assignments. You must be on time to each session.

You must be referred to an Evaluation Session from an Information Session. You can not attend an Evaluation without attending an Information Session first.

Step 4: Participate in an Individual Interview

At the Information Session, in addition to the Evaluation Sessions, you will also be scheduled for an Individual Interview. Again, this is only if you meet the eligibility requirements.

Your interview will be one-on-one with a Portland Community 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.

Your interview will normally be the week after your Information Session. Your interview will be about half an hour to an hour long.

Please note: All interviews will take place at PCC's Southeast Center, located at 2305 SE 82nd Ave, at SE Division St, in Portland. Regardless of where you attend an Information Session, your interview will be held at Southeast Center. Please make any arrangements for transportation that you may need.

Step 5: Selection Committee Review

The selection committee will review all applications for the Gateway to College program. It is very important that you turn in all required application materials by the deadline. Acceptance is not guaranteed. Space in the program is limited.

The 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 deadline
- Achieves the minimum standard scores on all evaluations
- Displays positive behavior, attitude, and participation at the Evaluation Sessions
- Completes the Individual Interview
- Displays a commitment to completing the Gateway to College program

You will be notified by letter of the Selection Committee's decision. If you are accepted, you will be sent a letter of acceptance, your class schedule, contact information for your Resource Specialist, information about books and fees, a campus map, and some PCC Prep Policies.

If you are accepted and currently enrolled in high school or an alternative educational program, you will need to withdraw from school. You cannot be dually enrolled in the Gateway to College program and a high school or alternative education program.

If for some reason, you do not receive a notification letter, please call us at (503) 788-6213 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.

We look forward to meeting you!