

Dear Gateway to College applicant,

Thank you for your interest in Durham Tech's Gateway to College program. Included in this packet is detailed information you will need in order to apply.

The Gateway to College program is a unique educational opportunity for young people in Durham, ages 16-21, who have dropped out of high school before earning a diploma. Gateway to College students can earn a **high school diploma** with the added benefit of receiving **college credits** toward an associate or technical degree.

Please keep in mind that **space in this scholarship program is limited**, and many applicants are competing for available spaces. It is very important that you read through this information carefully and follow all the required steps. Make sure to review the eligibility requirements in the "How to Apply" section of this packet. Acceptance is not guaranteed.

In order to ensure that your application receives full consideration, please complete all written materials neatly and promptly, and bring all application materials with you to an Information Session.

The first application step is to attend a Gateway to College Information Session. You are encouraged to invite your parent/guardian to the event. You must call our information line (919-536-7248) to reserve a space.

Accepted applicants must be ready to begin classes on the first day of the semester with the expectation of attending 100 percent of all classes. No late enrollments are accepted once a semester is underway. Don't miss out! Call us today to reserve your place at an Information Session! We are excited that you are considering continuing your education with us.

Sincerely,



Brendon Comer, Director

HOW TO APPLY

Five-Step Application Process

Please review the basic eligibility requirements before applying to the program.

Gateway to College is for students who

- are 16-21 years old,
- live within the Durham Public Schools district,
- have dropped out of high school before earning a diploma,
- are behind in high school credits for age and grade,
- read at an eighth grade level or higher,
- can complete requirements for a high school diploma by age 22, and
- have an expressed desire to earn a high school diploma and college degree.

Step 1: Complete an Application Packet

- Complete the application packet in full. Don't forget to sign it.

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 **(919) 536-7248** or by emailing gateway@durhamtech.edu. **You cannot just show up at an Information Session — you must reserve a place.**

Bring your completed application to the Information Session. At the Information Session, you will do the following:

- Receive detailed information on the Gateway to College program, including program philosophy, expectations, benefits and next steps;
- Take a reading level assessment;
- Have a chance to ask questions about the program;
- Have your application materials reviewed to make sure you meet all basic eligibility requirements; and
- Provide us with an opportunity to meet you and learn more about your academic and life goals.

Please note: Leaving a voicemail message or sending an email does not mean you are registered for an Information Session. A Gateway to College staff member must contact you to confirm eligibility and complete your registration. Once your registration is complete, you will receive a confirmation letter to bring with you to the Information Session. Due to space limitations, applicants must be registered and receive a confirmation letter in order to attend an Information Session.

Step 3: COMPASS Testing

Applicants who attended an Information Session and passed the initial TABE test will next be asked to take the college placement test (COMPASS). Applicants are asked to test into at least Math 060, Reading 080 and English 080 (all three are developmental courses offered at Durham Tech).

Applicants who test below these particular developmental courses are given an opportunity to re-test on their own. If a second test results in a non-passing score, the applicant is asked to study and take practice tests with a COMPASS testing preparation book (*Chart Your Success on the COMPASS* --_available for check-out at the Gateway to College office) in order for the applicant to receive permission from the Dean of Student Engagement & Transitions to take the test a third time.

You must be referred for COMPASS testing from an Information Session. You cannot attend COMAPSS testing without attending an Information Session first.

Step 4: Participate in an Individual Interview

After the COMPASS testing, you may be scheduled for an interview if you meet the eligibility requirements.

Your interview will be with one or more Gateway to College staff members and will allow you to discuss any questions you have about the program. This is our chance to get to know you in a more personal setting and learn more about your strengths and your motivation to take part in the program.

Your interview will normally be within two weeks of the Information Session you attended. It will take about 30 minutes to complete.

Step 5: Await Selection Committee Review

The Selection Committee will review all applications of candidates for the Gateway to College program who have completed steps 1 through 4. 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 evaluate applicants based on the following factors:

- Candidate meets all the eligibility requirements.
- Application is complete, and all application materials were turned in by the deadline.
- Candidate achieves at least the minimum standard scores on all evaluations.
- Candidate displays positive behavior, attitude, and participation at the COMPASS testing.
- Candidate completes the individual interview and shows us that he/she is ready and motivated.
- Candidate displays a commitment to completing the Gateway to College program.

You will be notified by mail of the Selection Committee's decision. If you are accepted, you will receive a letter of acceptance, your class schedule, contact information for your resource specialist, information about books and fees, and a campus map.

If you do not receive a notification letter, please call us at **919-536-7248** 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 look forward to meeting you!

DURHAM TECHNICAL COMMUNITY COLLEGE
GATEWAY TO COLLEGE PROGRAM
APPLICATION FOR ADMISSION

Please type or print responses in blue or black ink.

Date of Application: ____/____/____

PART I: PROGRAM INFORMATION

I am applying for (check one): Fall _____ Spring _____ Summer _____ of Year: _____

Please rank your preferred attendance schedule (1 and 2) for your first term of Gateway to College if you are selected. Write NO if you cannot attend classes at a particular time. Classes are held Monday-Friday. One-hundred percent attendance is expected.

Placement at your preferred time is not guaranteed.

_____ **MORNING** classes

_____ **AFTERNOON** classes

PART II: PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle Initial)

Current Home Address: _____
(Number/Street) (Apt. #)

(City) (State) (Zip)

Home Phone: (____) _____ **Alternate phone:** (____) _____ **Cell:** (____) _____

Email address: _____

Social Security #: _____ - _____ - _____ Check here if you do not have a social security number: _____

Date of Birth: ____/____/____ **Current Age:** _____ **Gender** (circle one): Male Female

County of Legal Residence: _____ **State of Legal Residence:** _____

Race: a) American Indian/Alaska Native: _____ b) African-American/Black: _____ c) Native Hawaiian/Pacific Islander: _____

d) White: _____ e) Asian: _____ f) Other/Unknown/Multiple: _____

Ethnic: a) Hispanic/Latino: _____ b) Non-Hispanic/Latino: _____

Are you eligible for veteran's benefits? Yes No

Are you the first person in your family to attend college? Yes No

EMPLOYMENT STATUS:

Do you currently have a job? Yes No

Employer: _____ **City/State:** _____

Type of work: _____ **How many hours per week do you work?** _____

ACADEMIC INFORMATION

Disability Services

Students with physical, psychological, or learning disabilities may qualify for services offered through Durham Technical Community College and/or Durham Public Schools.

Services offered through Durham Tech are designed to help students achieve educational access through the effective use of accommodations such as individualized educational planning; support staff, including note-takers and interpreters; assistive technology; alternative testing arrangements; and priority assistance during registration. Through a process of individual planning, students are encouraged to use their diverse abilities to succeed. Copies of Durham Tech's Disability Services Documentation Guidelines and release form are available online at www.durhamtech.edu or at the Counseling, Student Development, and Activities office, located in the Phail Wynn, Jr. Student Services Center, room 1309. Students seeking support may contact a Disability Services coordinator at 919-536-7208.

In addition, services also may be available to Gateway students through Durham Public Schools. Services are offered through the Exceptional Children's Department of the Durham Public Schools and are designed to create equal access to education through the implementation of an Individualized Education Plan (IEP) designed to provide qualifying disabled students with a free appropriate public education. Students entering the Gateway to College program who previously received individualized services from a public school district through a 504 Plan or an IEP, or who suspect they may be in need of such services, may continue to qualify for services under Section 504 or the IDEA through the Durham Public Schools, or may request an evaluation to determine eligibility for such services. For more information visit (<http://www.dpsnc.net/programs-services/exceptional-children>) and call Brendon Comer at (919) 536-7231, ext. 2420.

Are you currently enrolled in high school? Yes No

If yes, where? _____ If no, give last date of attendance: _____

How many high school credits have you earned to date? _____

(This includes any alternative programs or college classes you may have taken for high school completion and any course work that has been approved for credit if you were home schooled.)

List all high schools, alternative programs, home schools, or colleges where you have taken courses, beginning with the most recent:

School	Location (city/state)	Dates of attendance	Credits earned	Grade level when last attended
Ex: Jordan HS	Durham, NC	09/07-06/09	10	10th

PART III: RESIDENCY INFORMATION

Are you a United States citizen? Yes No

If no, what is your immigration status? (check one) Resident Alien _____ Refugee _____ Asylee _____ Other Visa _____

Visa Type: _____ Country of Origin: _____

Are you a legal resident of North Carolina? Yes No

Have you resided in North Carolina for the past 12 months? Yes No

If no, indicate place and date(s) of previous residence: _____

APPLICATION FOR ADMISSION (CONTINUED: PAGE 3 OF 3)

PART IV: ADDITIONAL QUESTIONS (PLEASE RESPOND TO ALL QUESTIONS)

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

Have you applied for any educational scholarships, grants, or financial aid in the past year? If so, explain. *(If you are accepted into the Gateway to College scholarship-based program, you are not eligible to apply for financial aid through Durham Technical Community College.)*

What career areas or college majors interest you?

One-hundred percent attendance is expected. Is there anything that may prevent you from attending classes on a regular basis? (e.g., transportation, child care, work, etc.) If yes, please explain:

What assistance and resources would you need to help deal with the barriers listed? _____

How did you hear about Gateway to College? _____

SIGNATURE

This is only an application for enrollment, not a guarantee of admission.

I certify that the information on this application is correct and complete. I understand that providing false or incomplete answers may result in disciplinary action, including denial of admission or dismissal after admission. I agree to abide by the rules, policies, and regulations of Durham Technical Community College during any enrollment at the college.

Applicant Signature: _____ Date: _____



CONSENT TO RELEASE CONFIDENTIAL INFORMATION

The Durham Technical Community College Gateway to College program shall follow all applicable state and federal laws, rules and regulations that apply to student records. Any past or present student's cumulative record as maintained by the college is protected by the Family Education Rights and Privacy Act (FERPA) and will not be released outside of the regulations without written consent of the student or upon the lawful subpoena or other order of a court of competent jurisdiction.

Student Last Name	First Name	MI	Date of Birth (mm/dd/yr)	Social Security #
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- A. I hereby authorize Durham Public Schools (DPS) and Durham Technical Community College (DTCC) to release and/or exchange (both written and oral) my confidential student records and information with each other. I understand that this release is an unlimited release of any information contained in my student records and/or relevant to my educational records and programs both at DPS and DTCC. If I received services from DPS through a 504 Plan or an Individualized Education Plan, this release may include the release, both written and oral, of any and all information contained in my special education records or pertinent to my special education program. I understand the purpose of the release and exchange of these records is to permit DPS and DTCC to share information regarding my educational records, including special education records, if applicable.

Student Signature: _____ Date: _____

- B. I further authorize Durham Technical Community College to release information to the Gateway to College National Network for the purpose of studying the program and instructional improvement.

Student Signature: _____ Date: _____



CONSENT TO RELEASE CONFIDENTIAL INFORMATION (p. 2)

C. Additionally, I authorize Durham Technical Community College to release information to the specific parties identified below (Please print):

RELEASE INFORMATION TO:

Parent, Guardian, or Support Person:

Name Relationship Phone Number

Other: Students are encouraged to add names of agency case managers who may be working with you to support your success.

Name/Agency (if applicable) Phone Number

Street/P.O. Address City State Zip

Information that will be released by Durham Tech through authorization of Parts B and C will be limited to the following information:

- Name, address and phone
- Date of birth
- Last high school attended
- Transcript of grades
- Verification of attendance
- Test scores and program progress information
- Date of graduation

I understand that all of the above information will be released by DTCC for parts B and C above:

Student Signature: _____ Date: _____