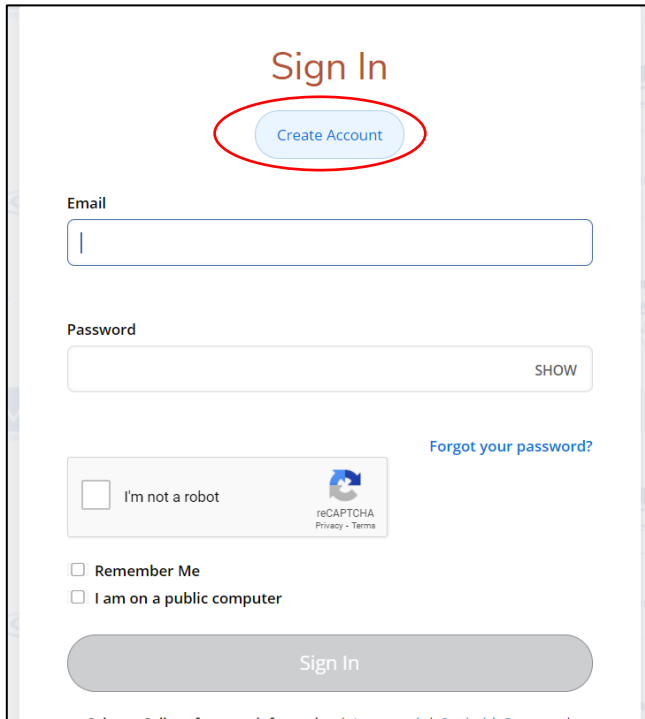
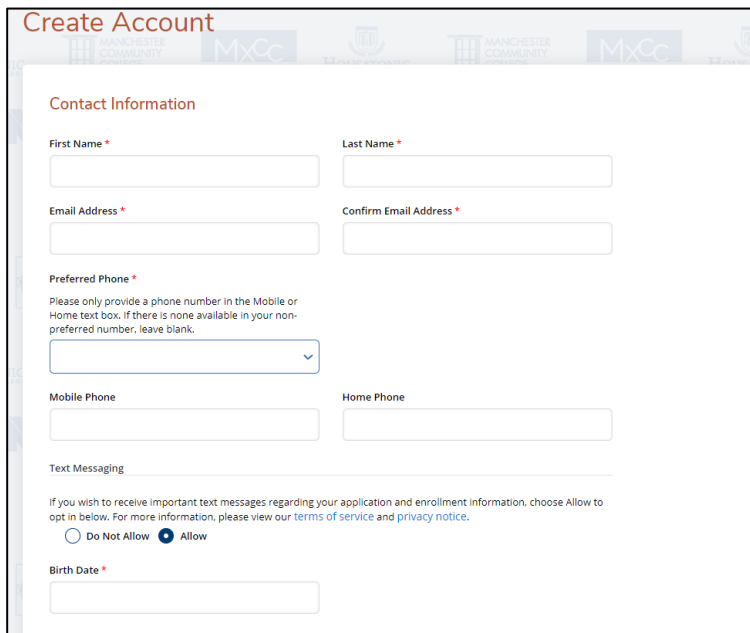


Gateway to College Online Application Instructions

1. Enlarge screen & click [HERE](#) to apply on-line to the Gateway to College Program
2. You will be directed to the Online Admissions Application **Create Account** page
3. To start you **MUST Create an Account & complete the account creation form**
4. **Complete and enter all fields in the Contact Information Section**
 - ***DO NOT USE your school email address. Please use your personal email***



The screenshot shows a "Sign In" page. At the top, the text "Sign In" is displayed in a large, dark font. Below it, a blue button labeled "Create Account" is circled in red. Underneath the button are two input fields: "Email" and "Password". The "Password" field has a "SHOW" button to its right. Below the password field is a link that says "Forgot your password?". There is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and a "reCAPTCHA" logo with links for "Privacy" and "Terms". Below the reCAPTCHA are two checkboxes: "Remember Me" and "I am on a public computer". At the bottom of the form is a large, grey "Sign In" button.



The screenshot shows the "Create Account" page. The title "Create Account" is at the top left. Below it is the "Contact Information" section. It contains several input fields: "First Name *", "Last Name *", "Email Address *", "Confirm Email Address *", "Preferred Phone *", "Mobile Phone", "Home Phone", and "Birth Date *". The "Preferred Phone" field has a dropdown menu. Below the phone fields is a "Text Messaging" section with a paragraph of text and two radio buttons: "Do Not Allow" and "Allow". The "Allow" radio button is selected.

5. Type your High School Name and Select Your High school

- Example: West Haven High School must be entered as West Haven HS

High School 1

School Name or City (full or partial)

Enter at least 3 characters to search by school name.

Country

 Home Schooled

6. Complete the High School information fields

7. Enter your School Counselor's First and Last Name, Email Address and Phone Number

8. Enter your GPA

Do you anticipate graduating? *

Month started Attending * Year started Attending *

Month Anticipate Graduation * Year Anticipate Graduation *

Counselor's First Name * Counselor's Last Name *

Counselor's Email * Counselor's Phone *

GPA *

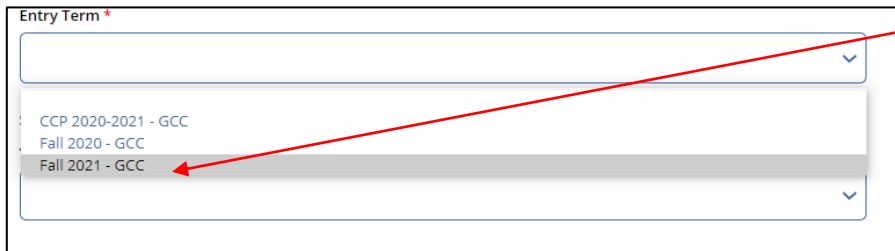
9. Select: Gateway CC as the College of your choice

College *

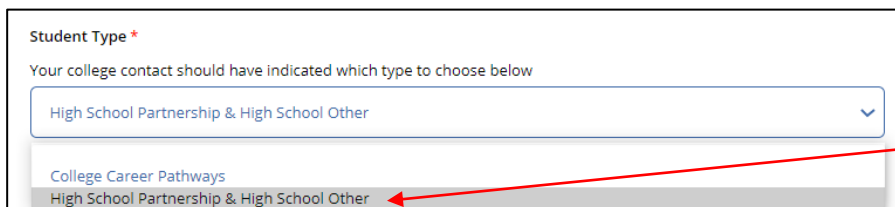
- Asnuntuck CC
- Capital CC
- Gateway CC**
- Housatonic CC
- Manchester CC
- Middlesex CC
- Naugatuck Valley CC
- Northwestern CT CC
- Norwalk CC
- Quinebaug Valley CC
- Three Rivers CC
- Tunxis CC

10. **Select Entry Term:** Fall 2021 - GCC

11. **Select Your Student Type:** High School Partnership & High School Other



Select Entry Term:
Fall 2021- GCC



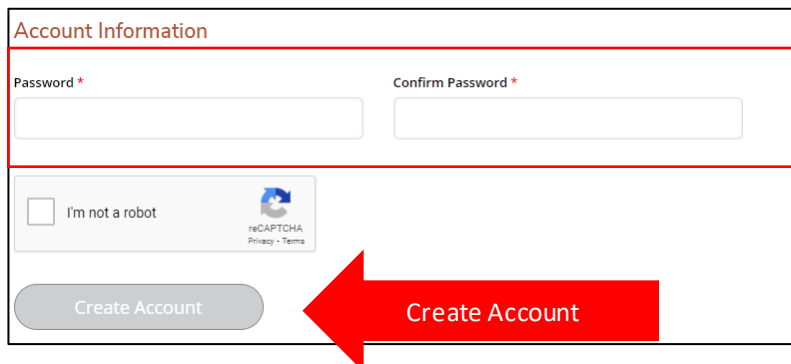
Select Student Type:
High School Partnership &
High School Other

12. **Create a Password**

13. Write down your Password, this will allow you to log into your application account.

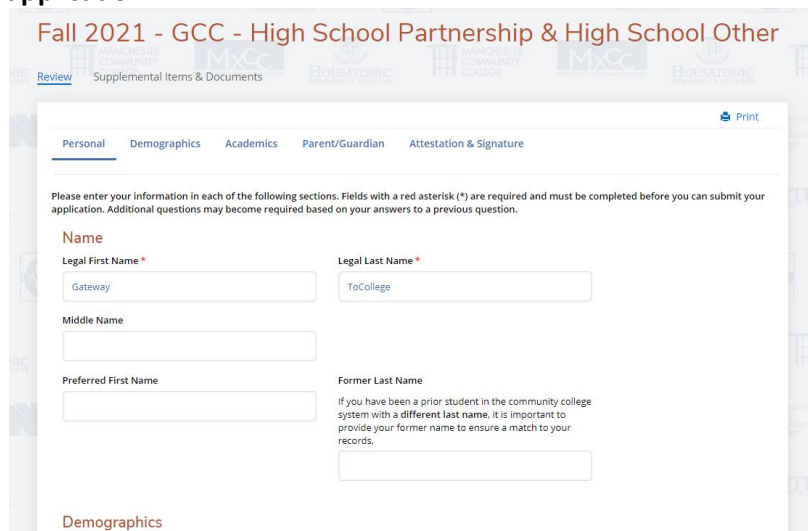
14. **Review all the information you have entered.** *Confirm that you have selected the correct school (Gateway CC) and the correct student type (High School Partnership & High School Other)*

15. **Click:** Create Account



16. **You will now begin completing your application for the Gateway to College program**

17. **Finish the rest of the application by filling out the required forms. Complete all sections of the application.**



18. **Make sure to Click: Save & Continue** after completing each section of the application.



19. **Select Admit Type:** HS Other

20. **Select Other Dual Enrollment Program:** Gateway to College

A screenshot of a web form. The first section is titled "Admit Type *" and contains a dropdown menu with "HS Other" selected. Below this is another section titled "Other Dual Enrollment Program *" with a dropdown menu. The menu is open, showing several options: "College Now/College Career Pathways", "College Readiness Intervention (CRI)", "Gateway to College" (highlighted with a red box), "Middle College", "Step Forward/Transitions Program", "Arts and Ideas", "Intervention", "GAP New Haven Adult Education", and "Hamden Engineering Careers Academy (HECA)".

21. **Please read the Data Sharing information, "Yes" is recommended.**

A screenshot of the "Data Sharing" section. It includes a heading "Data Sharing", a sub-heading "SDE Data Sharing", and a paragraph explaining the partnership with the Connecticut State Department of Education (CSDE). Below the text are two radio buttons: "Yes" (selected) and "No". A note says "Please read paragraph above....recommend answering 'yes'. If you answer 'yes', enter your SASID below." There is a text input field for "SASID" and a paragraph explaining that it is a 10-digit number for data sharing exchange.

22. **Your Parent/Guardian information Must be entered**

A screenshot of the "Parent/Guardian" section of the application. The page title is "Fall 2021 - GCC - High School Partnership & High School Other". The "Parent/Guardian" tab is selected and circled in red. Below the tabs is a form with several fields: "Parent/Guardian First Name *", "Parent/Guardian Last Name *", "Parent/Guardian Phone *", "Relationship *" (dropdown menu), "Parent/Guardian Signature *", and "Parent/Guardian Signature Date *". At the bottom are three buttons: "Previous Page", "Save Application", and "Save & Continue".

23. At the “**Attestation & Signature**” tab, read each attestation and select Yes or No.

24. **Submit an electronic signature by typing your Full Name in the signature field.**

25. **Click:** Submit Application

Attestation

Please affirm the following before you submit your application.
Do you consent to the following? *

I consent to the use of my personal email address to communicate with the Community College regarding my application for admission and processes related to that, including my Community College System-wide student identification number.

Yes No

Do you confirm the following? *

For the purpose of enrollment or transfer to another college in the Community College System, I provide my consent and authorize the College to allow access to and release my personally identifiable information to the System's administrative office and the college to which I intend to transfer or enroll.

Yes No

Do you certify the following? *

I certify with my signature below that I am the applicant and the information I provided is accurate. If accepted for the Dual Enrollment program, I agree to attend all classes and abide by the rules of the College. I give my permission and consent for the College and my high school counselor to share information. I will notify my counselor or the College admissions staff of any changes in my schedule or plans for participation in the program.

Yes No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature *

Signature Date *

[Previous Page](#) [Save Application](#) [Preview Before Submission](#) [Submit Application](#) Submit your Application

26. Once, you have submitted your Gateway to College application, you will be directed to the **My Account** page, which will show the current status of your Gateway to College Application.

27. Click on **View** (found below action) to go to **Supplemental Items & Documents**.

My Account

Welcome Gateway, get started:

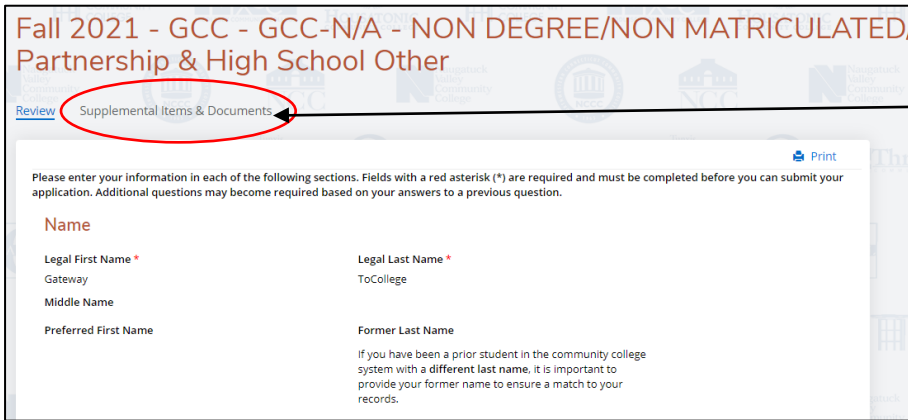
[Application status](#) [Apply to another college](#) [Upcoming events](#)

[Create a New Application](#)

APPLICATION	STATUS	ACTION
Fall 2021 - GCC - High School Partnership & High School Other	Submitted	View

Click: View

28. Click on Supplemental Items & Documents



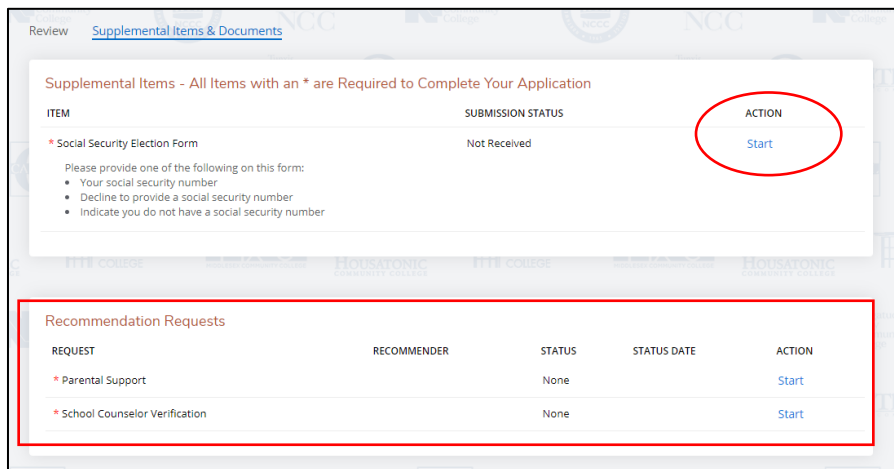
Click: Supplemental Items & Documents

29. You may now upload the document(s) required on your application account and complete the Required and Recommendation Request(s):

- **SSN Election Form** must be submitted if you did **NOT** provide a SSN on your application. You have three options to select on the SSN Election Form:
 1. To provide SSN
 2. To decline to provide SSN
 3. Do not have a SSN to provide

- **Parent/Guardian Support** must be submitted to complete your Gateway to College application. Your Parent/Guardian will be sent an email with instructions to give consent for you to participate in the HSP Program.
 - **Click: Start**
 - **Complete the required fields**
 - **Click: Submit Request**
 - **Your Parent/Guardian will receive an email with instructions to give consent for you to participate in the Gateway to College Program.**

- **School Counselor Verification** must be submitted to complete your Gateway to College application.
 - **Click: Start**
 - **Complete required fields. Your school counselor will be sent an email with instructions to recommend you for the HSP Program.**



30. When you receive parental consent, and the school counselor completes the recommendation your application account will be updated.
31. You will receive a follow up email regarding the submission of your Gateway to College Program application and any pending items that need to be submitted to be considered for acceptance by the Gateway to College Program Coordinator. This may take some time, please look out for a follow up email.