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: Spokane Public Schools; West Valley; Central Valley; Cheney; Mead; Nine Mile Falls; East Valley; Freeman School Districts
- Behind in high school credits for age/grade or already dropped out of school

Step 1: Complete an application packet

- Complete the application packet in full in ink. Don’t forget to sign it.
- Complete your typed or written answers to the 3 essay questions.
- Get a copy of your official 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.

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 (509) 533-3474 or by emailing gatewaytocollege@spokanefalls.edu. You cannot 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 official transcripts; and your completed "School District Information Form."

At the Information Session, you will:

- 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 the chance to meet you and learn why you are interested in this program

IMPORTANT: SFCC Parking lots require permits! If you are driving, we will provide a free parking permit, just come in the office and we will be glad to hand you one to place on your dashboard.

Step 3: Attend an Evaluation Session

At the Information Session, if you meet the eligibility requirements, you will be referred to an Evaluation Session, which will take approximately 2 hours.

This gives you the opportunity to show us that you have the reading and math skills necessary to achieve success in an academic environment.

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 a several article and book discussions

At the Information Session, in addition to the Evaluation Session, you will also be scheduled for two articles discussion and a book discussion. Again, this is only if you meet the eligibility requirements.

The two articles discussion will normally take place one week within of the Information Session and the book discussion will usually be two weeks after the two articles discussion.

**Please note:** All appointments will take place at SFCC, students must report in at the Gateway to College office and must not be late. Please make any arrangements for transportation that you may need ahead of time. If you are unable to make an appointment you must call 24 hours before scheduled appointment.

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 and discussion materials were turned in by the deadline
- Achieves the minimum standard scores on all evaluations
- Displays positive behavior, attitude, and participation at the Evaluation Session
- Was not late for any scheduled appointment *(Being late automatically removes you from the application process for the current quarter applying for).*
- 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 an acceptance packet with further instructions included.

If you are accepted and currently enrolled in high school or an alternative educational program, you should continue attending until the end of the term. Gateway to College staff will notify your school district that you have been accepted into our program and will be attending school at SFCC as part of the Gateway to College Program instead of your high school campus.

If for some reason, you do not receive a notification letter with two weeks of last appointment, please call us at (509) 533-3474 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!**