

Welcome to the 2021-2022 Dual Enrollment Program

On behalf of **Bergen Community College**, I am happy to welcome you to the 2021-2022 Dual Enrollment Program and I look forward to working with you to provide the best educational opportunities for your students.

The **Dual Enrollment Program** provides high school students with the opportunity to earn college credit while simultaneously fulfilling their high school requirements. Students must meet the minimum requirement of **2.75 or higher cumulative g.p.a.** **All registrations must be approved by the designated counselor at the partnership school.** Please ensure that all students and parents are aware of the opportunity to participate in the Dual Enrollment Program and understand that grades are reflected on their college transcript.

In order to ensure a smooth registration process, please have the students adhere to the set timelines and follow the step-by-step **Student Instructions** which are provided on the Dual Enrollment website www.bergen.edu/dualenrollment.

The registration process begins on **November 1, 2021**. Applications (**new students**) must be received before **February 24, 2022**. Registration forms must be submitted **before March 5, 2022**.

1. **NEW STUDENTS** - complete the application '**Apply to Dual Enrollment**' (demographic info) using their **personal email address** (not the high school email address)
2. **NEW STUDENTS** - applications must be received before **February 24, 2022**
3. **NEW STUDENTS** - will receive a "**Ready to Register**" email with a link to the registration form
4. **CONTINUING STUDENTS** - Students who previously participated in the DE Program can navigate directly to my.bergen.edu to reset their password and register for courses at <https://lf.bergen.edu/forms/reg0006>. (They will not receive a "Ready to Register" email).
5. Tuition is **\$73.25 per credit** for in-county students and **\$146.50 per credit** for students who live out-of-county. There is a one-time registration fee of **\$15.25**.
6. Students on the **Free & Reduced Lunch program** must have their F & R application **completed and approved** before they submit their BCC registration form.
7. Payment can be made online at www.my.bergen.edu with a credit/debit card (2.85% fee), or an E-check.
8. The Help Desk, helpdesk@bergen.edu, (201) 879-7109 handles all sign-on issues.
9. If the student leaves the district or withdraws from a course, the Dual Enrollment Office must be notified.
10. All courses will be reflected on the SP22 transcript.
11. Grades must be based on the BCC grading scale.
12. Students can obtain their official college transcript online at www.getmytranscript.com.

If you have any questions or concerns, please feel free to contact me.

Warm regards,

Catherine Malone
Dual Enrollment Coordinator
(201) 612-5568

