



HENRY P. BECTON REGIONAL HIGH SCHOOL

Carlstadt - East Rutherford Regional School District

Guidance Department

120 Paterson Avenue, East Rutherford, NJ 07073 □ Phone: (201) 935-3007 □ Fax: (201) 935-5639

November 29, 2022

Dear Parent/Guardian:

We are pleased to inform you that your child will be able to earn college credits from Bergen Community College upon successful completion of one of the courses listed on page 2 of this letter. These credits **can be transferable** to other colleges and universities. We encourage you to use **NJ TRANSFER** (<http://www.njtransfer.org/>) to see what community college courses can be transferred to four-year schools in New Jersey. Please be aware that there is no guarantee that colleges not on NJ TRANSFER will accept these credits.

In order to be awarded college credit, the student must be a junior or senior and receive a grade of 70% or higher for the overall course grade. Grades for the inter-institutional course will be reflected on Bergen Community's 2023 spring semester transcript.

In order to enroll in this program, students must register online between December 1, 2022 and February 21, 2023. Please see attached BCC Dual Enrollment Application and Registration Instructions for students. After completing the registration process, you will receive an email and text with payment instructions.

A tuition fee of \$74.75 per credit must be paid to Bergen Community College. In addition, a \$15.25 registration fee is added. The \$15.50 registration fee is a one-time annual fee regardless of the number of registered courses. Students who are on the Federal Free & Reduced Lunch Plan do not pay tuition – only the \$15.50 registration fee. (*\$15.50 registration fee is a one-time annual fee regardless of how many courses student registers for).

Please see page 3-7 of this letter for more information and instructions on how to register or refer to www.bergen.edu/dualenrollment

If students run into difficulty with the online registration, they can contact the BCC Help Desk at (201) 879-7109.

Sincerely,

Marc Caprio

Mr. Marc Caprio
Supervisor of Guidance



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Becton High School Class	Bergen Community College Class	Credits	Estimated Cost
Spanish 4, Honors	Spanish 1, Lan-113	3	\$224.25
Italian 4, Honors	Italian 1, Lan-112	3	\$224.25
English 12 CP	English Composition I, Wrt-101	3	\$224.25
AP World History: Modern	Western Civilization I, His - 101	3	\$224.25
US History 2 AP	US History Since Reconstruction, His-112	3	\$224.25
Sociology (new this year)	Sociology, Soc - 101	3	\$224.25
Holocaust (new this year)	Genocide and Holocaust, His - 146	3	\$224.25
*Pro Start 1 A - Hospitality Mgmt.	Intro to Hospitality Mgmt., HRM - 101	3	\$224.25
*Pro Start 1 B Food Protection	Food Protection, HRM - 102	3	\$224.25
*Pro Start 2 A - Food Prep	Professional Food Prep Tech, HRM - 103	3	\$224.25
*Pro Start 2 B - Baking	Intro to Baking, HRM - 110	3	\$224.25
AP Biology	General Biology, Bio-101	4	\$299.00
Anatomy & Physiology	Anatomy & Physiology, Bio-109	4	\$299.00
AP Physics 1-Alg. Based	General Physics, Phy-186	4	\$299.00

*Pro Start 1 and 2 students can earn up to 6 credits per Pro Start course. For example, if a student is taking Pro Start 1, they can earn 6 college credits by registering for HRM 101 & 102

In addition to tuition cost, students must pay a one-time \$15.50 registration fee.

Please Note:

In order for your college to see the credits you took through Bergen Community College, you must request a transcript from Bergen Community. As grades from High Schools may be reported to the College by the end of the school year, the best time to request transcripts is after grades are posted on the student's College academics records. We recommend students wait till early July to request transcripts from Bergen Community College. If you have completed your Dual Enrollment courses and your grade(s) have been posted please order your transcripts at www.getmytranscript.com.

Welcome to the 2022-2023 Dual Enrollment Program
www.bergen.edu/dualenrollment

On behalf of Bergen Community College, I welcome you to the 2022-2023 **Dual Enrollment Program** and 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 high 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 recorded on an official college transcript.

Student/Parent Instructions are on the dual enrollment website: **www.bergen.edu/dualenrollment**.

The registration process begins on **November 14, 2022**. Applications (**new students**) must be received before **February 21, 2023**. Registration forms must be submitted **before February 28, 2023**.

1. **NEW STUDENTS** - complete the application '**Apply to Dual Enrollment**' (demographic info) using their **PERSONAL E-MAIL ADDRESS** (not the high school email address)
2. **NEW STUDENTS** - applications must be received before **February 21, 2023**
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 **\$74.75 per credit** for Bergen County schools and **\$153.50 per credit** for schools located out of county. A three credit course in-county costs **\$224.25**; out-of-county tuition is **\$460.50 plus a one-time registration fee of \$15.50**.
6. Students who qualify for the ***Free & Reduced Lunch program are waived from the tuition.*** They are only responsible for the **\$15.50 registration fee regardless of the number of registered courses**. The F & R application must be **completed and approved** before students register for classes.
7. Payment can be made online at **www.my.bergen.edu**, Student Finance/Payment menu options, with a credit/debit card (2.85% fee), or an E-check
8. For information on the refund policy, please refer to the dates listed on the 2023SP registration calendar, **www.bergen.edu/registrator/regcal/**. **Students who withdraw from a course after the 2023SP deadline (listed on 2023 registration calendar) will be financially obligated to pay the tuition and registration fee.**
9. The Help Desk, **helpdesk@bergen.edu**, (201) 879-7109 handles all sign-on issues.
10. All courses will be reflected on the 2023SP Bergen transcript.
11. Grades are based on the BCC grading scale.
12. After grades are posted, students can obtain their official college transcript online at **www.getmytranscript.com**.

Catherine Malone
(201) 612-5568

BCC Dual Enrollment Application & Registration Instructions

(for students)

Step I

For students new to the BCC Dual Enrollment program

- A. Open any web browser and navigate to bergen.edu/dualenrollment
- B. Click on the "Apply to the Dual Enrollment Program" button
- C. Fill out each page of the application and click submit. Use **your** personal email address (not your parent's email) when completing the application. **DO NOT USE YOUR HIGH SCHOOL EMAIL ADDRESS.**
- D. Within 1-2 business days you will receive a "Ready to Register" email with a link to the registration form. The email will come from dualenrollment@bergen.edu.
- E. Click the link in the 'Ready to Register' email.

For students who participated in the BCC Dual Enrollment program last year

- A. Open any web browser and navigate to my.bergen.edu
- B. Enter your Bergen email and then on the next screen click on "Forgot Password " to reset your password. (All passwords expire after 90 days of inactivity). You will be then asked to set up Multi Factor Authentication (MFA). For instructions on how to setup your MFA go to:
<https://bergen.edu/faculty-staff/information-technology/multi-factor-authentication/>
- C. Once your password & MFA has been set, go to <https://lf.bergen.edu/forms/reg0006>

Step II

- A. Log into the registration form using your bergen credentials.
- B. Complete Section A, B, C & D. Some fields will be pre populated.
 - a. Section A - Personal Information
 - b. Section B - High School/Course Information
 - c. Section C - Student Signature
 - d. Section D - Parent Information
- C. Click 'Submit' button on Page 2.

Step III

- A. Your parent will receive an email to electronically sign the registration form. *See below instructions for parents on how to electronically sign the registration form.*

Remember - Your registration **WILL NOT** be processed until the parent e-signs the registration form.

- B. Once the registration form is e-signed by the parent, your counselor will receive a request electronically to approve your registration. Your registration will be processed within 2 business days, after receiving approval from your counselor. You will then receive an email and a text msg (if a cell phone number was provided) with payment instructions. The email will come from forms@bergen.edu with subject '*Dual Enrollment Form - Approved*'. Make sure you check your spam folder too. You can also check your balance and pay your bill by going to <https://my.bergen.edu>

For assistance with username, password or other technical issues, please contact the BCC Help Desk at 201-879-7109. For Help Desk hours please go to:

<https://bergen.edu/faculty-staff/information-technology/help-desk/>

Please note passwords can only be reset at the request of the student. Parents/Counselors cannot call and request password resets.

BCC Dual Enrollment E-Sign Instructions

(for parents)

1. Once your child completes the online BCC Dual Enrollment Registration form you will receive an email at the email address they provided in the form.
2. Log in to the email that was provided on the registration form.
3. You will see an email from 'OneSpan Sign' with the subject line "Bergen Community College Esign Account has added you as a Signer to "BCC Dual Enrollment Reg Form - <child's name>"



4. Open the email and click on 'Go to Documents'



5. Click 'Get Started'



6. Check the check box and click 'Accept'

Read & accept this document

I have read and agree to the terms of the eSign Disclosure Document.

ACCEPT

OneSpan Sign Consent and Disclosure ("eSign Disclosure")

By clicking to accept this eSign Disclosure you are consenting: (i) to execute documents with OneSpan using its e-signature tool, OneSpan Sign; (ii) that OneSpan may record and retain audio recordings of your voice (if available) and (iii) to execute documents

7. Click 'Next'

NEXT

The screenshot shows the header of a registration form. On the left is the Bergen Community College logo. In the center, the title reads "2021-2022 Dual Enrollment Registration Form". On the right, it says "Office of Registration - 862004-0022" and "Sign Out". At the bottom of the header, it indicates "DE Registration Form - Spring 2022 - Page 1 of 2".

8. Click 'Sign'

NEXT

This screenshot shows the "D. Parent Signature" section of the form. It includes a "Student First Name" field, a "Student Last Name" field, and a "Student BEC ID" field. Below these are three required fields for the parent/guardian: "Parent/Guardian First Name*", "Parent/Guardian Last Name*", and "Parent/Guardian Email*". A "SIGN" button is positioned to the left of a "Date" field.

9. Draw your signature and click 'Done'

10. Click Confirm

NEXT

This screenshot is identical to the previous one, showing the "D. Parent Signature" section with the same fields and buttons.

11. Click 'Download Document' if you want to download a copy of your signed form.

12. Click 'Continue'.