



## WELCOME TO THE 2024-2025 DUAL ENROLLMENT PROGRAM

The Dual Enrollment Program at Bergen Community College provides high school students with the opportunity to earn college credit at a 50% reduced rate while simultaneously fulfilling their high school requirements. Students must have a minimum 2.75 GPA and demonstrate the ability to successfully complete the course. Upon dual credit course completion, students receive a letter grade that is then recorded on the official Bergen Community College transcript.

**Course Instructor:** Approved high school teacher meeting the academic criteria for BCC adjunct status (Master's Degree in the subject area)

**Application Period:** November 18, 2024 - February 28, 2025

**Registration Period:** November 18, 2024 - March 7, 2025

**Cost:** Tuition + Registration fee

Dual enrollment students are eligible for the reduced cost per credit rates below.

- In-County \$78.72 per credit
- Out-of-County \$161.67 per credit
- Out-of State \$170.10 per credit
- Registration Fee \$16.30 (one-time)

**Tuition Waiver:** Students who participate in the Free & Reduced Lunch Program are eligible to receive a tuition waiver. There is a one-time registration fee of \$16.30.

**Application:** Visit [www.bergen.edu/dualenrollment](http://www.bergen.edu/dualenrollment) to apply or scan the QR code.

**Payment:** Make payment online via the BCC student portal at [my.bergen.edu](http://my.bergen.edu) with a credit/debit card (fee attached) or an E-check.

**Refund & Withdrawal Policy:** Official withdrawal dates are listed on the Spring 2025 (2025SP) registration calendar, [www.bergen.edu/registration/regcal](http://www.bergen.edu/registration/regcal). Students who withdraw from a course after the 100% refund date, will be financially responsible for the tuition and registration fee and will receive a 'W' grade on their transcript.

**Technology Support:** The BCC Help Desk provides support and guidance with any technical issues you might experience. Please note that the Help Desk will only respond to support requests from students (application/registration) and high school counselors (grading). Contact (201) 879-7109 or [helpdesk@bergen.edu](mailto:helpdesk@bergen.edu).

**Transferability:** While BCC course credits have been accepted by colleges and universities throughout the United States, BCC cannot guarantee transfer of any course(s) taken for credit. Students are strongly encouraged to contact the university of intent to inquire about dual credit courses that will be considered for acceptance prior to registration.

**Official Transcripts:** all courses will be listed on the Spring 2025 term in the transcript with grades based on the BCC grading scale. Students can request their transcript after grades are posted at [www.getmytranscript.com](http://www.getmytranscript.com). To learn more about the transcript request process visit [bergen.edu/registration/request-transcripts](http://bergen.edu/registration/request-transcripts). Students can download a free unofficial transcript from their BCC student portal.

For more detailed information about our program, including step-by-step application and enrollment instructions, please visit our website [bergen.edu/dualenrollment](http://bergen.edu/dualenrollment) or scan the QR code.



## BCC Dual Enrollment Application & Registration Instructions (for students)

Thank you for your interest in BCC's Dual Enrollment program (DE). To ensure a smooth application and registration process, please carefully review and follow the instructions below. Parent instructions can be found on page 4.

**Note to Parents/Guardians:** The application and registration forms must be completed by students only.

**Note to Early College Students:** Students in the Early College program currently pursuing an associate degree do not need to submit a DE application. Please skip step 1 and proceed directly to step 2 (registration).

### Step 1: Application and Account Recovery

#### First-Time Dual Enrollment Students

*This is my first time submitting a dual enrollment application.*

##### Application

- A. Open any web browser and navigate to [bergen.edu/dualenrollment](https://bergen.edu/dualenrollment).
- B. Click on the "Apply to the Dual Enrollment Program" button
- C. Create an account in our application portal (*this is for application purposes only*).
- D. Check your email for username and sign in to the application.
- E. Fill out each page of the application and click submit.
- F. You will receive an email with your BCC credentials.
- G. You will receive a "**Ready to Register**" email with a link to the registration form. The email will come from [dualenrollment@bergen.edu](mailto:dualenrollment@bergen.edu).

**NOTE:** Students must use a **PERSONAL** email address when applying. **DO NOT USE YOUR HIGH SCHOOL OR PARENT EMAIL ADDRESS.** Failure to comply with these requirements will result in significant processing delays and can lead to errors in your College record.

#### Returning Dual Enrollment Students

*I have applied or taken dual enrollment courses with BCC before.*

##### Password Reset

- A. Open any web browser and navigate to [my.bergen.edu](https://my.bergen.edu).
- B. Enter your Bergen email and then on the next screen click on "**Forgot Password**" to reset your password.
- C. 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/>

## Step 2: Register for classes

- A. Open any web browser and navigate to <https://lf.bergen.edu/forms/reg0006>.
- B. Log into the registration form using your bergen credentials.
- C. 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
- D. Click the '**Submit**' button on Page 2.

**NOTE:** To avoid enrolling in a course you have previously completed, please check your BCC student portal or speak with your guidance counselor.

## Step 3: Parent Approval

A. Your parent/guardian will receive an email to electronically sign the registration form. Your registration **WILL NOT** be processed until the parent e-signs the registration form. *See below for instructions on how parents can electronically sign the registration form.*

## Step 4: High School Certification

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. If a counselor does not approve a registration form, the student will not be registered in the course and will not earn credit.

## Step 5: Payment

Payment is due once your registration form has been processed by BCC. Students will receive an email and a text message (if you opted-in for text messages) with payment instructions. The email will come from [forms@bergen.edu](mailto:forms@bergen.edu) with the subject '**Dual Enrollment Form - Approved**'. Make sure you check your spam folder too.

To check your balance and pay your bill you can go [my.bergen.edu](http://my.bergen.edu) and click on the **Student Finance** widget. Non-payment may result in your classes being dropped.

**NOTE:** Students participating in the federal free/reduced lunch program can monitor their bill and make payment once their balance is adjusted.

### Optional: Person Proxy and FERPA

Unlike the K-12 setting where a parent or authorized guardian may view their student's grades or progress at any time, all college student grades, records, and information are protected by the federal privacy law called FERPA, which means only the student may access this information unless authorized consent is given otherwise. All Bergen Community College students, including High School Dual Enrollment Students, are covered under the [Family Educational Rights and Privacy Act \(FERPA\)](#). Students may authorize release of their academic and student finance records to a third party (i.e., parents, grandparents, etc.).

[CLICK HERE](#) for a video about how to authorize a FERPA release and create a 'Person Proxy' account.

### Technical Support

For assistance with username, password or other technical issues, students may 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/>

**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 parent/guardians)

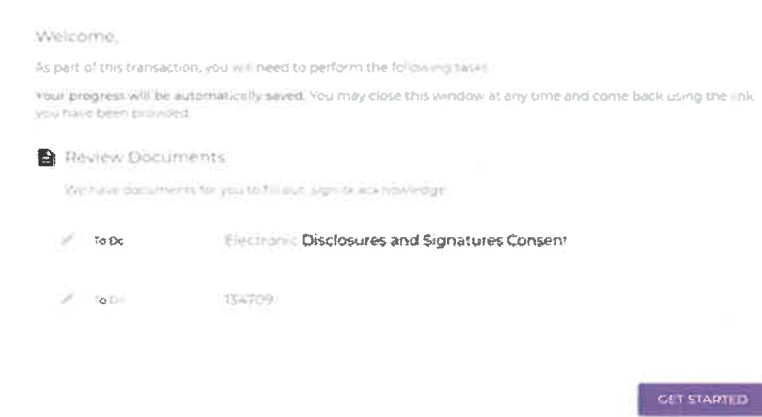
1. Once your child completes the online **BCC Dual Enrollment Registration form** you will receive an email at the email address they provided in the form.
2. When you log in to the email that was provided on the registration form, you will see an email from **'OneSpan Sign'** with the subject line **"Bergen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



3. Open the email and click on **'Go to Documents'**



4. Click **'Get Started'**



5. Check the checkbox and click **'Accept'**



6. Click **'Next'**

The screenshot shows the top portion of a web form. On the left is a purple button with a white pencil icon and the word "NEXT". The main content area has the Bergen Community College logo at the top left, the title "2021-2022 Dual Enrollment Registration Form" in the center, and "Office of Registration - 875-440-8122" at the top right. Below the header, it says "DE Registration Forms - Spring 2022 - Page 1 of 2".

7. Click **'Sign'**

This screenshot shows the "Parent Signature" section of the form. It includes a purple "NEXT" button on the left. The section title is "D. Parent Signature". Below the title are three columns of input fields: "Student First Name", "Student Last Name", and "Student/BCC ID". Underneath these are three more fields: "Parent/Guardian First Name", "Parent/Guardian Last Name", and "Parent/Guardian Email". At the bottom of this section is a large purple "SIGN" button and a "Done" link.

8. Draw your signature and click **'Done'**

9. Click **'Confirm'**

This screenshot is identical to the previous one, showing the "Parent Signature" section with the "SIGN" button and "Done" link.

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

11. Click **'Continue'**.