Bergen Community College
Dual Enrollment Program
Registration for Semester One and Full Year Courses
Deadline is January 3, 2020

1. Log on to www.bergen.edu/dualenrollment
2. Click on "Apply to the Dual Enrollment Program"
3. Fill out "Create Account"

STOP

4. An activation email will be sent to the email address you entered within 24 hours.
5. After receiving your activation email, open the email and click on the link that activates your application account. You will be creating a username and password to sign into Bergen Community College.
6. Return to the application log in screen and enter the new username and password and click "sign in."
7. Fill out each page of the application and click "submit."

STOP

8. Within 1-2 business days you will receive a "Ready to Register" email with a link to the registration form.
9. Click the link and log into the registration form **using the username and password format provided in the email.**
10. Complete:
    - Section A – personal information
    - Section B – High School/Course Information
    - Section C – student signature
11. DOWNLOAD and print the form and have it signed by a parent and guidance counselor or course instructor. You now have 30 days to upload the signed copy.

STOP

12. You will receive an email from forms@bergen.edu with a link to upload the signed copy of the form.
13. Scan the signed copy. **Make sure you upload BOTH pages of the signed copy or it will be rejected.**
14. You will get a message that the upload was successful.
15. Once the registration is processed, you will be notified via your email with payment instructions. Acceptable payment will be via credit or debit card (both with a 2.85% fee attached) or with an ACH check (electronic check). Students may also mail a check or money order to BCC, 400 Paramus Road, Bursar Room L-127, with the student's ID number written on the check.

Having difficulty? Contact BCC Help Desk at helpdesk@bergen.edu or call 201-447-7109.

BCC offers credit for:

Anatomy & Physiology	Germain-S1/S2	Bio-109	Anatomy & Physiology I
H Chemistry	Rojowski	Chm-100	Intro to Chemistry
Fitness Nutrition	Cafiero-S1/S2	Wex-163	Nutrition Today
Foods	Cafiero-S1/S2	Hrm-103	Professional Food Preparation & Techniques
AP Physics	Moore	Phy-185	Intro to Physics
Psychology	Moloughney S1/S2	Psy-101	General Psychology
Writing for College	Pasquale-S1/S2	Wrt-101	English Composition I

BCC Dual Enrollment Application & Registration Instructions

Please find attached the instructions for the Dual Enrollment Application & Registration. For classes that run from September to January (Fall semester) or June (full year), the registration will be available on November 12 and will end in early January. For the high schools that have a Spring semester course beginning in January or February and running until June, registration will be open for **those students only** probably at the end of February/early March.

Please note that **step #3 "Create Account"** students should use their **personal e-mail.** They will then be given a Bergen e-mail address.

If students run into difficulty with the online registration, they can contact the BCC Help Desk at helpdesk@bergen.edu, or call (201) 447-7109.

All courses will be reflected on the 2020SP semester transcript regardless of when they were taken.

Payment instructions will be forthcoming after registration. Students can pay online with a credit or debit card (both with a 2.85% fee attached) or with an ACH check. Students can also mail a check or money order to BCC at 400 Paramus Road, Bursar Room L-127, with their *student i.d. and name* written on the check or money order. The tuition for a 3 credit course is $235.00 ($219.75 + one time fee of $15.25).

The website, NJtransfer.org, provides information on the status of transferability from BCC to NJ colleges/universities. Students interested in attending out-of-state colleges/universities should contact the Admissions Office of that particular school regarding their transfer policy.