

## DUAL ENROLLMENT PROGRAM 2021-2022 - NOVEMBER 15, 2021

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.

**Student Instructions for 2021-2022 will be listed on the Dual Enrollment website:**  
[www.bergen.edu/dualenrollment](http://www.bergen.edu/dualenrollment)

The registration process begins on **November 15, 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 have to reset their password. Instructions on resetting a password can be found online, [www.bergen.edu/passwordreset](http://www.bergen.edu/passwordreset). After the password is set, students can register at <https://lf.bergen.edu/forms/reg0006>. Students who know their username can access their portal, [username@me.bergen.edu](mailto:username@me.bergen.edu)
5. All sign-on issues are handled by the Help Desk, [helpdesk@bergen.edu](mailto:helpdesk@bergen.edu), (201) 879-7109.
6. If the student leaves the district or withdraws from a course, the Dual Enrollment Office must be notified.
7. Grades will be based on the BCC grading system.
8. Students can obtain their official college transcript online at [www.getmytranscript.com](http://www.getmytranscript.com), 3 weeks after the semester ends and payment is made.
9. **Tuition** is as follows:
  - In-County - **\$73.25** per credit + one time registration fee of \$15.25
  - Out-of-County - **\$150.50** per credit + one time registration fee of \$15.25
  - Out-of-State - **\$158.38** per credit + one time registration fee of \$15.25

In-County (One) 3 Credit course = \$235.00 (includes reg. fee)  
Out-of-County (One) 3 Credit course = \$466.75 (includes reg. fee)  
Out-of-State (One) 3 Credit course = \$475.14 (includes reg. fee)  
*\*Registration Fee, \$15.25 applies to only the first course*
10. Students who participate in the F & R School Meals must have their F & R application completed and approved **BEFORE** they submit their BCC application/registration form. If there is a possibility that they may qualify for the F & R School Meals, there is ample time to make that determination prior to submitting their DE application/registration form as dual enrollment is open until **February 24, 2022**. If a student registers as a regular student and later submits an application for the tuition waiver, the student will be charged at the 50% discounted credit rate plus the \$15.25. **Statements cannot be adjusted.**
11. Payment can be made online at [my.bergen.edu](http://my.bergen.edu), **Student Finance/Payments** with a credit/debit card (2.85% fee), or an E-check (no fee).

**REGISTRATIONS WILL NOT BE ACCEPTED AFTER MARCH 5TH**