

Bergen Community College Dual Enrollment: 2020-2021

Introduction

Bergen Community College's Dual Enrollment Program provides an opportunity for high school students to earn college credit by taking college-level courses at their high school. These courses are taught by high school teachers who meet college-level educational standards.

The dual enrollment program is available to high school students of junior and/or senior standing who have demonstrated academic readiness and have received the recommendation of their guidance counselor, school administrator, and parents.

Benefits:

- Students have the ability to earn college credits while simultaneously fulfilling high school requirements.
- Students experience an enhanced and challenging level of learning.
- College credits are generally transferable to most NJ colleges/universities (www.njtransfer.org) and many post-secondary institutions out-of-state.
- College courses are offered at a significantly reduced rate of tuition in a substantial financial savings towards college education.
- Students gain an earlier insight into potential careers.

The courses listed below have been approved by the RIH Board of Education and Bergen Community College for dual enrollment. In order to be awarded college credit, students must earn a final grade of at least a "C". Interested students can register at bergen.edu/dualenrollment (directions on back).

The tuition for the 2020-2021 academic year is set at \$73.25 per credit plus the annual \$15.25 registration fee. The tuition for Math and Science courses, which are 4 credits, is \$293.00 all other courses are 3 credits and are \$219.75 plus the \$15.25 registration fee per year, not per course. Registration should be completed as soon as possible but **no later than Monday, February 28, 2021.**

RHS Course & Teacher	BCC Course Name & #	Credits
Drawing II Teachers: Mr. Quirk	Fundamentals of Drawing Art – 124	3
Digital Design II Teacher: Ms. Higbie	Two Dimensional Design Art – 122	3
Digital Photography II Teacher: Ms. Higbie	Digital Photography Art – 184	3
Environmental Science Teacher: Mr. Jaeger	Intro to Environmental Science Bio 108	4
Computer Science Teacher: Mr. Caulfield	Fundamentals of Programming Cis – 165	3
Horticulture Teachers: Ms. Angerson	Plant Science Hrt - 102	4
Spanish 4 Honors Teacher: Mrs. Ciprian	Intermediate Spanish 1 Lan – 231	3

French 4 Honors Teacher: Dr. Barreau	Intermediate French 1 Lan – 201	3
Italian 4 Honors Teacher: Mr. Castano	Intermediate Italian 1 Lan – 221	3

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 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. Click on “Forgot Password “ to reset your password. (All passwords expire after 90 days of inactivity)
- C. Once your password has been reset, go to <https://lf.bergen.edu/forms/reg0006>

Step II

- A. Log into the registration form using your bergen username and password.
- B. Complete Section A, B & C. Some fields will be pre populated.
 - a. Section A - Personal Information
 - b. Section B - High School/Course Information
 - c. Section C - Student Signature
- C. Click ‘Submit & Print’ button on Page 2.
- D. Print the form and get it signed by a parent.

Step III

- A. Once you complete Step II you will receive an email from forms@bergen.edu with the subject ‘*Dual Enrollment Form - Upload Signed Form*’. Click on the link in the email to upload the signed copy of the form.

- Make sure you upload ALL pages of the form or else it will be rejected.
 - If you do not receive the email (make sure you check your spam folder too) you can go to <https://f.bergen.edu> and click the *Upload Signed Form* link.
 - Remember - Your registration **WILL NOT** be processed if you do not upload the signed pages.
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- B. Once you upload the signed form, 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.