

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 1, 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.

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