December 6, 2021

Dear Parent/Guardian:

We are pleased to inform you that your child will be able to earn college credits from Bergen Community College upon successful completion of one of the courses listed on page 2of this letter.. These credits can be transferable to other colleges and universities. We encourage you to use NJ TRANSFER (http://www.njtransfer.org/) to see what community college courses can be transferred to four year schools in New Jersey.

In order to be awarded college credit, the student must be a junior or senior and receive a grade of 70% or higher for the overall course grade. Grades for the inter-institutional course will be reflected on Bergen Community's 2022 spring semester transcript.

In order to enroll in this program, students must register online between December 6, 2021 and February 24, 2021. Please see attached BCC Dual Enrollment Application and Registration Instructions for students. After completing the registration process, you will receive an email and text with payment instructions.

A tuition fee of $73.25 per credit must be paid to Bergen Community College. In addition, a $15.25 registration fee is added. The $15.25 registration fee is a one-time annual fee regardless of the number of registered courses. Students who are on the Federal Free & Reduced Lunch Plan do not pay tuition – only the $15.25 registration fee. (*$15.25 registration fee is a one-time annual fee regardless of how many courses student registers for).

If students run into difficulty with the online registration, they can contact the BCC Help Desk at (201) 879-7109.

Sincerely,

Marc Caprio

Mr. Marc Caprio
Supervisor of Guidance

Becton High School Class	Bergen Community College Class	Credits	Cost
Spanish 4, Honors	Spanish 1, Lan-113	3	$219.75
Italian 4, Honors	Italian 1, Lan-112	3	$219.75
English 12 CP	English Composition I, Wrt-101	3	$219.75
AP World History: Modern	Western Civilization I, His - 103	3	$219.75
US History 2 AP	US History Since Reconstruction, His-112	3	$219.75
US Govt. & Politics AP	American Government, Pol - 101	3	$219.75
Pro Start 1 A - Hospitality Mgmt	**Intro to Hospitality Mgmt, HRM - 101**	**3**	**$219.75**
Pro Start 1 B Food Protection	**Food Protection, HRM - 102**	**3**	**$219.75**
Pro Start 2 A - Food Prep	**Professional Food Prep Tech, HRM - 103**	**3**	**$219.75**
Pro Start 2 B - Baking	**Intro to Baking, HRM - 110**	**3**	**$219.75**
AP Biology	General Biology, Bio-101	4	$293.00
Anatomy & Physiology	Anatomy & Physiology, Bio-109	4	$293.00
AP Physics 1-Alg. Based	General Physics, Phy-186	4	$293.00

*Pro Start 1 and 2 students can earn up to 6 credits per Pro Start course. For example, if a student is taking Pro Start 1, they can earn 6 college credits by registering for HRM 101 & 102

Please Note:

In order for your college to see the credits you took through Bergen Community College, you must request a transcript from Bergen Community. As grades from High Schools may be reported to the College by the end of the school year, the best time to request transcripts is after grades are posted on the student's College academics records. We recommend students wait till early July to request transcripts from Bergen Community College. If you have completed your Dual Enrollment courses and your grade(s) have been posted please order your transcripts at www.getmytranscript.com.

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. Enter your Bergen email and then on the next screen 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 & 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
 C. Click 'Submit' button on Page 2.

Step III

 A. Your parent will receive an email to electronically sign the registration form. *See below instructions for parents on how to electronically sign the registration form.*

  Remember - Your registration **WILL NOT** be processed until the parent e-signs the registration form.

 B. 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. 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.

BCC Dual Enrollment E-Sign Instructions
(for parents)

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. Log in to the email that was provided on the registration form.
3. 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>"

4. Open the email and click on ' Go to Documents'

5. Click 'Get Started'

6. Check the check box and click 'Accept'

Read & accept this document

☑ I have read and agree to the terms of the eSign Disclosure Document.   ACCEPT

OneSpan Sign Consent and Disclosure ("eSign Disclosure")

By clicking to accept this eSign Disclosure you are consenting: (i) to execute documents with OneSpan using its e-signature tool, OneSpan Sign; (ii) that OneSpan may record and retain audio and/or video recordings of Virtual Room sessions (if applicable), and (iii) to exchange documents

7. Click 'Next'

8. Click 'Sign'

9. Draw your signature and click 'Done'
10. Click Confirm

11. Click 'Download Document' if you want to download a copy of your signed form.
12. Click 'Continue'.

Welcome to the 2021-2022 Dual Enrollment Program
Condensed Instructions

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 partnership school.**

In order to ensure a smooth registration process, please have the students adhere to the set timelines and follow the step-by-step **Student Instructions** which are provided on the Dual Enrollment website **www.bergen.edu/dualenrollment.**

The registration process begins on **December 1, 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 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 **$73.25 per credit** for in-county students and **$146.50 per credit** for students who live out-of-county. There is a one-time registration fee of **$15.25.**
6. Students on the **Free & Reduced Lunch program** must have their F & R application completed and approved before they submit their BCC registration form.
7. Payment can be made online at www.my.bergen.edu with a credit/debit card (*2.85% fee*), or an E-check.
8. The Help Desk, helpdesk@bergen.edu, (201) 879-7109 handles all sign-on issues. 9. If the student leaves the district or withdraws from a course, the Dual Enrollment Office must be notified.
10. All courses will be reflected on the SP22 transcript.
11. Grades must be based on the BCC grading scale.
12. Students can obtain their official college transcript online at www.getmytranscript.com.