

# 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](http://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](mailto: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](http://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](mailto: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.
  - o Make sure you upload ALL pages of the form or else it will be rejected.
  - o If you do not receive the email (make sure you check your spam folder too) you can go to <https://lf.bergen.edu> and click the *Upload Signed Form* link.
  - o 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.*