# BCC Dual Enrollment Application & Registration Instructions

**Step I**

A. Open any web browser and navigate to [bergen.edu/dualenrollment](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.
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.

**Step II**

A. Click the link in the 'Ready to Register' email and log into the registration form using the username and password format provided in the email.
B. Complete Section A, B & C. Some fields will be pre populated.
   ○ Section A - Personal Information
   ○ Section B - High School/Course Information
   ○ Section C - Student Signature
C. Click 'Submit & Print' button on Page 2.
D. Print the form and get it signed by a parent & guidance counselor.

**Step III**

A. Once you complete Step II you will receive an email from forms@bergen.edu with 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:/Lf.bergen.edu](https:/Lf.bergen.edu) and click the *Upload Signed Form* link.
   ○ Remember - Your registration **WILL NOT** be processed if you do not upload the signed pages.
B. Once you upload the signed form your registration will be processed within 2 business days. You will then receive an email 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](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/](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.*