BCC Dual Enrollment Application & Registration Instructions (for students)

Thank you for your interest in BCC's Dual Enrollment program (DE). To ensure a smooth application and registration process, please carefully review and follow the instructions below. Parent instructions can be found on page 4.

Note to Parents/Guardians: The application and registration forms must be completed by students only.

Note to Early College Students: Students in the Early College program currently pursuing an associate degree do not need to submit a DE application. Please skip step 1 and proceed directly to step 2 (registration).

Step 1: Application and Account Recovery

First-Time Dual Enrollment Students
This is my first time submitting a dual enrollment application.

Application

A. Open any web browser and navigate to **bergen.edu/dualenrollment**.

B. Click on the "Apply to the Dual Enrollment Program" button

C. Create an account in our application portal (*this is for application purposes only*).

D. Check your email for username and sign in to the application.

E. Fill out each page of the application and click submit.

F. You will receive an email with your BCC credentials.

G. You will receive a "**Ready to Register**" email with a link to the registration form. The email will come from **dualenrollment@bergen.edu**.

NOTE: Students must use a **PERSONAL** email address when applying. **DO NOT USE YOUR HIGH SCHOOL OR PARENT EMAIL ADDRESS.** Failure to comply with these requirements will result in significant processing delays and can lead to errors in your College record.

Returning Dual Enrollment Students
I have applied or taken dual enrollment courses with BCC before.

Password Reset

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.

C. You will be then asked to set up Multi Factor Authentication (MFA). For instructions on how to setup your MFA go to:

https://bergen.edu/faculty-staff/information-technology/multi-factor-authentication/

Step 2: Register for classes

A.   Open any web browser and navigate to https://lf.bergen.edu/forms/reg0006.
B.   Log into the registration form using your bergen credentials.
C.   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
D.   Click the **'Submit'** button on Page 2.

NOTE: To avoid enrolling in a course you have previously completed, please check your BCC student portal or speak with your guidance counselor.

Step 3: Parent Approval

A. Your parent/guardian will receive an email to electronically sign the registration form. Your registration **WILL NOT** be processed until the parent e-signs the registration form. *See below for instructions on how parents can electronically sign the registration form.*

Step 4: High School Certification

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. If a counselor does not approve a registration form, the student will not be registered in the course and will not earn credit.

Step 5: Payment

Payment is due once your registration form has been processed by BCC. Students will receive an email and a text message (if you opted-in for text messages) with payment instructions. The email will come from forms@bergen.edu with the subject **'*Dual Enrollment Form - Approved*'**. Make sure you check your spam folder too.

To check your balance and pay your bill you can go **my.bergen.edu** and click on the **Student Finance** widget. Non-payment may result in your classes being dropped.

NOTE: Students participating in the federal free/reduced lunch program can monitor their bill and make payment once their balance is adjusted.

Optional: Person Proxy and FERPA

Unlike the K-12 setting where a parent or authorized guardian may view their student's grades or progress at any time, all college student grades, records, and information are protected by the federal privacy law called FERPA, which means only the student may access this information unless authorized consent is given otherwise. All Bergen Community College students, including High School Dual Enrollment Students, are covered under the Family Educational Rights and Privacy Act (FERPA). Students may authorize release of their academic and student finance records to a third party (i.e., parents, grandparents, etc.).

CLICK HERE for a video about how to authorize a FERPA release and create a 'Person Proxy' account.

Technical Support

For assistance with username, password or other technical issues, students may 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/

NOTE: Passwords can only be reset at the request of the student. Parents/Counselors cannot call and request password resets.

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. When you log in to the email that was provided on the registration form, 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>"**
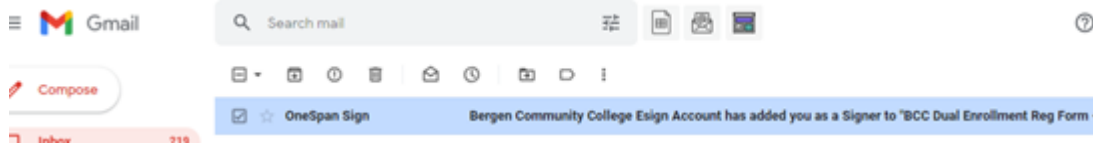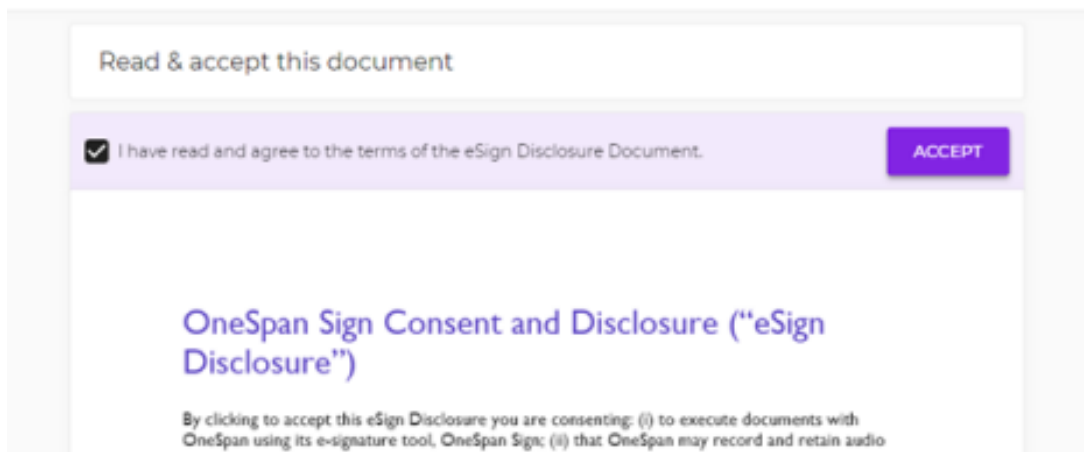

3. Open the email and click on **'Go to Documents'**

4. Click **'Get Started'**
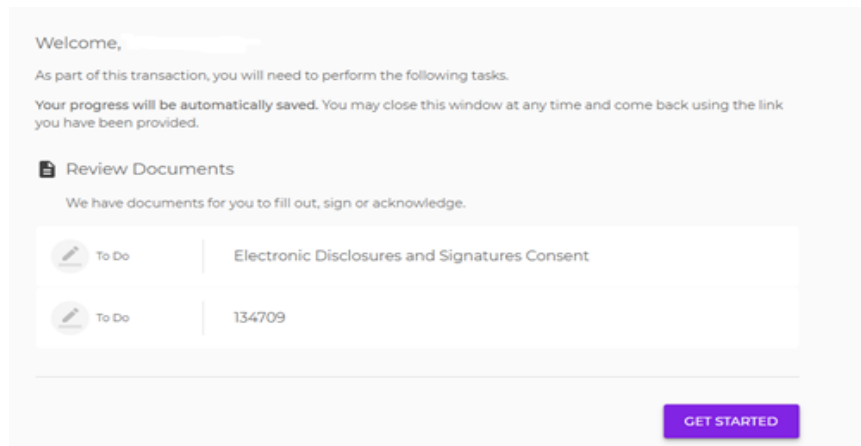
5. Check the checkbox and click **'Accept'**

6. Click **'Next'**

7. Click **'Sign'**

8. Draw your signature and click **'Done'**
9. Click '**Confirm'**

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