

BCC Dual Enrollment Application & Registration Instructions

1. Open any web browser and navigate to bergen.edu/dualenrollment
2. Click on the "Apply to the Dual Enrollment Program" button
3. Fill out the "Create Account" screen.

Create Account

Username: 6-90 characters

Email

Date of Birth: MM/DD/YYYY

First Name

Last Name

Contact Street

Contact City

Contact Postal Code

Password: Minimum 6 characters

Re-enter Password: Minimum 6 characters

Create Account

4. An activation email will be sent to the email address entered, click the link in the email to activate your application account
5. Return to the application log in screen and enter your username and password and click "Sign In"
6. Fill out each page of the application and click submit
7. Within 1-2 business days you will receive a "Ready to Register" email with a link to the registration form.
8. Click the link and log into the registration form using the username and password format provided in the email.
9. Complete Section A, B & C. Some fields will be pre populated.
 - a. Section A - Personal Information
 - b. Section B - High School/Course Information

B. High School Information

High School Name:*
High School where you will be attending dual enrollment classes
Bergen Catholic

HS Code:*
611SE

Term
2019SP

Course Code:*	Course Title:*	Credits:*	High School Class/Teacher:*
MUS-140-611SE	Jazz Ensemble I	1	Mr. Z

Add

c. Section C - Student Signature

10. Print the form and get it signed by a parent & guidance counselor.
11. You will receive an email from forms@bergen.edu with link to upload the signed copy of the form. Make sure you upload BOTH pages of the form or else it will be rejected.
12. You will have four weeks to upload the signed copy. Your registration WILL NOT be processed if we do not receive BOTH PAGES.
13. Once the registration is processed you will be notified via email with payment instructions.