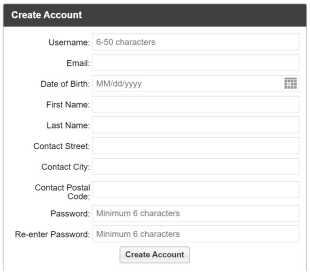
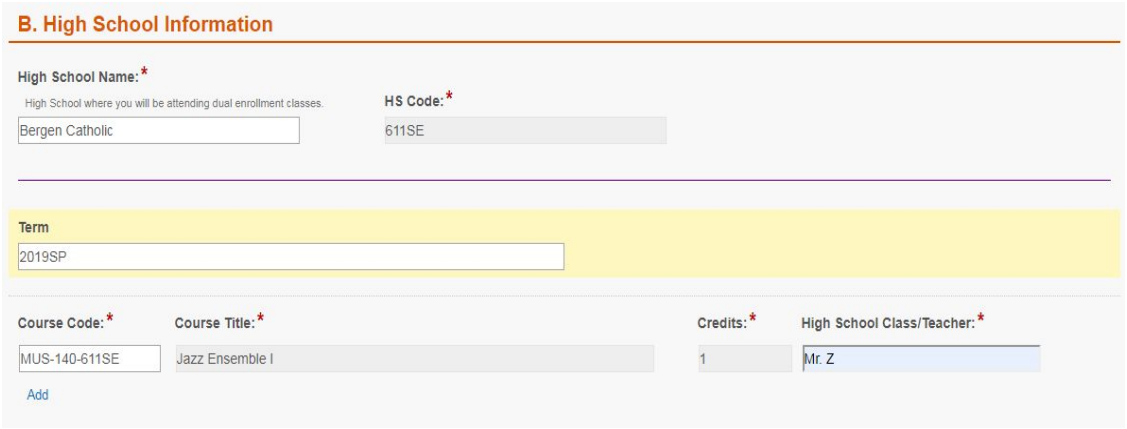
BCC Dual Enrollment Application & Registration Instructions

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.



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



    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 ALL pages of the form or else it will be rejected.
12. You will have 30 days to upload the signed copy. Your registration WILL NOT be processed if we do not receive ALL PAGES.
13. Once the registration is processed you will be notified via email with payment instructions.

For assistance, 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/