

Dear Parent/Guardian,

I am writing to provide you with information about Hackensack High School's Dual Enrollment Program through Bergen Community College. The Dual Enrollment Program provides high school students the opportunity to earn college credit while simultaneously fulfilling their high school requirements. This program offers numerous benefits, including exposure to college-level coursework, and the opportunity to save time and money by completing college credits early. Even though your child is enrolled in the high school course, you are not obligated to register and pay for college credit.

To participate in dual enrollment and receive college credit, there are some important steps to take:

- Course Enrollment: Your child must be **currently enrolled** in one or more of the **HIGH SCHOOL** dual enrollment courses on the list below. These courses are taught by qualified high school instructors who follow the college's curriculum and standards.
- Payment: In order for your child to receive college credit for these courses, there is a tuition fee associated with each credit hour. Please ensure that payment is made on time to secure your child's college credits.
- Transcripts: Upon successful completion of the dual enrollment courses, your child will receive both high school credit and college credit. These credits will be reflected on their high school transcript as well as on the college transcript from where you obtained the credits. Credits can also be transferred to other colleges and universities if they choose to accept them.

We are thrilled to offer dual enrollment opportunities to our students and believe that this program will greatly benefit your child's academic and future career endeavors. Enclosed, you will find information about the registration process and cost. If you have any questions or concerns about dual enrollment or the registration process, please do not hesitate to contact your child's school counselor.

Sincerely,

***Alyce B. Cusano***

Alyce B. Cusano  
Supervisor of Guidance

## **BERGEN COMMUNITY COLLEGE REGISTRATION PROCESS**

The Dual Enrollment Program at Bergen Community College provides high school students with the opportunity to earn college credit at a 50% reduced rate while simultaneously fulfilling their high school requirements. Students must have a minimum 2.75 GPA and demonstrate the ability to successfully complete the course. Upon dual credit course completion, students receive a letter grade that is then recorded on the official Bergen Community College transcript.

**Application Period: November 17, 2025 - February 27, 2026**

**Registration Period: November 17, 2025 - March 7, 2026**

- November 17, 2025 – Registration opens for continuing/returning students (includes Early College cohorts and students with prior dual enrollment credit).
- January 12, 2026 – Application opens for new students (no prior application or credit).
- January 20, 2026 – 100% Refund Deadline. After this date, tuition charges are final and W grades will be issued upon withdrawal. Please communicate any changes to course rosters by the posted deadline, including students who have left the district.
- February 27, 2026 – Application deadline (new students).
- March 7, 2026 – Registration deadline for all students (parent signature required)
- April 13, 2026 – Withdrawal deadline (W grade issued).

Cost: Tuition + Registration fee

Dual enrollment students are eligible for the reduced cost per credit rates below.

- In-County \$81.07 per credit
- Out-of-County \$166.52 per credit
- Out-of State \$175.17 per credit
- Registration Fee \$16.80 (one-time)

**Tuition Waiver: Students who participate in the Free & Reduced Lunch Program are eligible to receive a tuition waiver. All you have to pay is a one-time registration fee of \$16.80.**

Application: Visit [www.bergen.edu/dualenrollment](http://www.bergen.edu/dualenrollment) to apply

Payment: Make payment online via the BCC student portal at [my.bergen.edu](http://my.bergen.edu) with a credit/debit card (fee attached) or an E-check.

Refund & Withdrawal Policy: Official withdrawal dates are listed above. Students who withdraw from a course after the 100% refund date, will be financially responsible for the tuition and registration fee and will receive a 'W' grade on their transcript.

Technology Support: The BCC Help Desk provides support and guidance with any technical issues you might experience. Please note that the Help Desk will only respond to support requests from students (application/registration) and high school counselors (grading). Contact (201) 879-7109 or [helpdesk@bergen.edu](mailto:helpdesk@bergen.edu).

Transferability: While BCC course credits have been accepted by colleges and universities throughout the United States, BCC cannot guarantee transfer of any course(s) taken for credit. Students are strongly encouraged to contact the university of intent to inquire about dual credit courses that will be considered for acceptance prior to registration. Official Transcripts: all courses will be listed on the Spring 2026 term in the transcript with grades based on the BCC grading scale. Students can request their transcript after grades are posted at [www.getmytranscript.com](http://www.getmytranscript.com). To learn more about the transcript request process visit [bergen.edu/registration/request-transcripts](http://bergen.edu/registration/request-transcripts). Students can download a free unofficial transcript from their BCC student portal.

High School Course Title	Length of Course	High School Teacher	BCC Course Code	BCC Course Title	# of College Credits
Culinary Arts 1 Food Protection	½ year	Kelly Carroll	HRM 102	Food Protection & Safety	3 credits
Culinary Arts 1 Food Prep	½ year	Kelly Carroll	HRM 103	Professional Food Prep Techniques	3 credits
Culinary Arts 2 Nutrition	year-long	Kelly Carroll	HRM 105	Culinary Nutrition	3 credits
Culinary Arts 3 Baking	year-long	Kelly Carroll	HRM 110	Intro to Baking	3 credits

Honors English 4: Mythology	year-long	Stephanie Shaw	LIT 229	Myths & Literature	3 credits
Honors Speech Comm.	year-long	Margie Freeman	COM 102	Public Speaking	3 credits
Honors Race & Representation in Literature	year-long	Caseen Gaines	SOC 222	Ethnic & Minority Group Relations	3 credits
Honors Careers in Education	year-long	Suzy Roushdy	EDU 101	Intro to Education	3 credits
Honors Criminal Justice	year-long	Brian Hooper	CRJ 101	Intro to Criminology	3 credits
AP Precalculus	year-long	Kathleen Schlogl	MAT 180	Precalculus	4 credits
AP Calculus AB	year-long	Ji Yeon Allen	MAT 280	Calculus 1	4 credits
Creative Writing	year-long	Elizabeth Murray	ENG 204	Creative Writing	3 credits
Honors French 3/CP French 3	year-long	Claudia Guedes	LAN 110	French 1	3 credits
Honors Italian 3/CP Italian 3	year-long	Karelia Tejada	LAN 112	Italian 1	3 credits
AP Italian Language	year-long	Karelia Tejada	LAN 220	Italian 2	3 credits
Honors Spanish 3/CP Spanish 3/ Honors Heritage Spanish 3	year-long	Soraya Gonzalez, Erika Nolasco, Jasmin Acevedo, Edvane Colacino	LAN 113	Spanish 1	3 credits
Honors Spanish 4	year-long	Edvane Colacino	LAN 230	Spanish 2	3 credits

AP Spanish Language	year-long	Elsa Marquez-Aponte	LAN 231	Intermediate Spanish 1	3 credits
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Also, Bergen Community College is excited to share a new NEW Scholarship Opportunity for Dual Enrollment students. The USDA NextGen Grant provides high school students enrolled in any BCC Dual Enrollment program a chance to explore careers in food, agriculture, and related fields. Dual Enrollment students enrolled in courses with the following prefixes are eligible to apply:

- Biology (BIO)
- Chemistry (CHM)
- Physics (PHY)
- Mathematics (MAT)
- Hospitality and Restaurant Management/Culinary (HRM)
- Business/Marketing (BUS)
- Accounting (ACC)
- Horticulture (HRT)

Eligible students may receive up to \$1,500 in scholarship support. Current, returning or new dual enrollment students can follow the Spring 2026 application deadline of March 15, 2026.

For more information on the USDA NextGen Scholarship, please see the attachment or contact:

- Enrollment Coordinator James Butler [jbutler1@bergen.edu](mailto:jbutler1@bergen.edu)
- Program Director Dr. Edward Sanchez [esanchez1@bergen.edu](mailto:esanchez1@bergen.edu).

To learn more about Bergen's NextGen Program for Food and Agricultural Science, [click here](#).

To learn more about Bergen's USDA NIFA-HSI Grant Program, [click here](#).