

Dual Enrollment

HASBROUCK HEIGHTS HIGH SCHOOL
2023-2024



What is Dual Enrollment?

- A **Dual Enrollment** course is a class sponsored by a college or university, which provides an opportunity for high school students to earn college credit by taking college-level courses at Hasbrouck Heights High School.
 - The courses are taught by high school teachers who meet college-level educational standards.
 - Upon completion of the class, students receive credit from the sponsoring college or university and can apply to transfer these credits, if accepted, to whatever college or university they will be attending.
 - Students can take a Dual Enrollment course without signing up for college credits.
 - College credits will **not** be awarded without registering and payment.
 - Students must earn a C or better in the program to receive credit. A grade of "D" or "F" will result in issues during the transfer process to the college or university of their choice. Low grades will not result in the refund of tuition. Grades cannot be removed from a transcript.

What are the benefits of DE?

- Students have the ability to earn college credits while simultaneously fulfilling high school requirements.
- Students will experience an enhanced and challenging level of learning.
- College credits are generally transferable to most NJ colleges/universities (www.njtransfer.org) and many post-secondary institutions out-of-state.
- College courses are offered at a significantly reduced rate of tuition in a substantial financial savings towards college education.
- Students gain an earlier insight into potential careers.
- Please note: we do not guarantee that all colleges and universities accept transfer credit. Please contact the school that you are interested in directly and ask what their policy is on dual enrollment credits.

Dual Enrollment is Cost Effective

NJ Colleges /Universities	Cost Per Credit	Cost Per Class (3 Credits)
Seton Hall University	\$1,490.00	\$4,470.00
Rider University	\$1,380.00	\$4,140.00
Fairleigh Dickinson University - Metropolitan Campus	\$1,005.00	\$3,015.00
Monmouth University	\$1,276.00	\$3,828.00
New Jersey Institute of Technology	\$795.00	\$2,385.00
Rowan University	\$622.50	\$1,867.50
Kean University	\$511.98	\$1,535.94
Ramapo College of New Jersey	\$499.30	\$1,497.90
William Paterson University of New Jersey	\$485.90	\$1,457.70
New Jersey City University	\$462.62	\$1,387.86
Rutgers University - New Brunswick Campus	\$441.00	\$1,323.00
Montclair State University	\$492.19	\$1,476.57
Caldwell University	\$1,245.00	\$3,735.00

Weighted Grading Scale (Per Credit)

	Standard (CP)	Honors	College Level Academic (AP/DE)
A+	4.6	5.0	5.3
A	4.3	4.7	5.0
A-	4.0	4.4	4.7
B+	3.6	4.0	4.3
B	3.3	3.7	4.0
B-	3.0	3.4	3.7
C+	2.6	3.0	3.3
C	2.3	2.7	3.0
C-	2.0	2.4	2.7
D	1.3	1.7	2.0
F	0.0	0.0	0.0

*Beginning with the class of 2025- Dual Enrollment courses will be weighted on the Honors academic scale.

Applying Your Earned Credits Towards College

- Once you complete your class, you will have earned credits through the college that sponsored your class in high school (Seton Hall University or Bergen County Community College).
- Students must request their transcripts directly from the sponsoring colleges when they graduate from HHHS to have the earned credits transferred to the college/university the student decides to attend after high school.
 - **Please note:** HHHS cannot request transcripts from the DE school to be submitted to colleges - this must be requested by the student directly through the sponsoring college.
- Once students decide on where they will attend college after they graduate, the student should call their college's registrar office to confirm whether or not their college will accept the earned credits.
- Information on how to request transcripts from the sponsoring college is detailed on later slides in this presentation.

Sponsor: Seton Hall University - Project Acceleration

Human Anatomy & Physiology I (Lecture & Lab) (HHHS: Anatomy & Physiology)

- Teacher: Ms. Gordon
- Registration Deadline: October 17, 2023
- Cost: \$440.00
- Credits: 4 (Lecture 3 Credits/Lab 1 Credit)
- Course Code: BIOL1122-PHU (Lecture) (\$330)
- Course Code: BIOL1123-PHU (Lab) (\$110)
- Year-Long Course
- **Please note:** The lab and lecture need to be registered for together, and you do need register for both courses

Core English I (HHHS: ELA 12 Honors)

- Teacher: Mrs. Caines
- Registration Deadline: October 17, 2023
- Cost: \$330.00
- Credits: 3
- Course Code: ENGL1201-PHH
- Year-Long Course

Sponsor: Seton Hall University - Project Acceleration

Statistical Concepts and Methods (**HHHS**: Statistics Honors)

- *Teacher*: Mr. Zukatus
- *Registration Deadline*: October 17, 2023
- *Cost*: \$330.00
- *Credits*: 3
- *Course Code*: MATH1101-PHU
- *Year-Long Course*

Calculus I (**HHHS**: Calculus)

- *Teacher*: Mr. Cassano
- *Registration Deadline*: October 17, 2023
- *Cost*: \$440.00
- *Credits*: 4
- *Course Code*: MATH1401-PHH
- *Year-Long Course*

Sponsor: Seton Hall University - Project Acceleration

Elementary Spanish I (**HHHS**: Spanish IV)

- *Teacher*: Senora Squillace
- *Registration Deadline*: October 17, 2023
- *Cost*: \$330.00
- *Credits*: 3
- *Course Code*: SPAN1001-PHH
- *Year-Long Course*

Theory of Music I (**HHHS**: Music Theory Honors)

- *Teacher*: Mr. Ascolese
- *Registration Deadline*: October 17, 2023
- *Cost*: \$330.00
- *Credits*: 3
- *Course Code*: MUTH2500-PHH
- *Year-Long Course*

Seton Hall University Registration Information

Deadline: October 17, 2023

- If you are participating in Dual Enrollment, please register by filling out [this](#) form.
- The student/parent will receive a payment email 3-5 business days after completing the initial interest form (linked above). The payment through the online portal will be the registration.
 - Please keep an eye on your Spam folder.
- This payment email will have the student's Seton Hall Student ID number along with a link to pay for the credits online. Please pay for the credits ASAP or students will not receive credits from Seton Hall University.
 - Each credit is \$110, meaning that a three-credit course will cost \$330.
 - To complete registration and pay for the course students will need to provide the following information, which can be found on the previous slides:
 - The class code and credits, selected from a drop-down menu
 - The name of the class at the high school
 - The name of the high school that they attend
 - The name of the high school teacher
 - The "quantity" that you add to your cart in our payment portal is the amount of classes you are registering for, not the amount of credits.

Seton Hall University Registration Information

Deadline: October 17, 2023

- You must input the correct name of the course, as well as the credit count and code. These are listed for you in the previous slides. Please remember that the course name for the college is different than the class name you are enrolled in at HHHS.
 - *It is imperative that students are registered for the correct high school/college course equivalency that they are enrolled in.*
- **IMPORTANT: You will receive a receipt via email after completing the payment. This will be labeled “Order Confirmation.” This email receipt needs to be printed and given to your teacher by October 17th, 2023 to confirm you registered for the DE credits.**
- SHU will not be accepting any payments made after November 13th at 11:59 P.M. Any payment made on November 14th will be refunded. If you have not completed your payment for Project Acceleration by then, they will not register you.
- If you do not receive the proper emails within a week of filling out the INITIAL form, please contact SHU’s Project Acceleration department immediately at projectacceleration@shu.edu with your full name, high school, and email address.
- You can find additional instructions [here](#).

Seton Hall University Transcript Information

Deadline: October 17, 2023

- Seton Hall utilizes an online transcript ordering service offered through National Student Clearinghouse. They do not accept written requests. This system allows for the convenience and efficiency of ordering official transcripts via the internet at any time, 24/7. You can order as many transcripts as needed in one online session.
- To order your transcript, you must proceed to the National Student Clearinghouse website - getmytranscript.org.
 - Type Seton Hall University into the textbox and select the school
 - Click Submit
 - Enter personal information
 - If the system says "your record cannot be located, do you want to edit information?" select "no" and it will allow you to continue.
 - Complete request form
- Additional Transcript information can be found [here](#).

Sponsor: Bergen County Community College

Sociology (HHHS: Sociology)

- *Teacher:* Ms. Cassidy
- *Registration Deadline:* December 15, 2023
- *Cost:* \$228.75 for each course + registration fee of \$15.80
- *Credits:* 3
- *Course Code:* Soc-101

Intro to Chemistry (HHHS: Chemistry Honors)

- *Teacher:* Mr. Pignatiello
- *Registration Deadline:* December 15, 2023
- *Cost:* \$305.00 + registration fee of \$15.80
- *Credits:* 4
- *Course Code:* Chm-100

20th Century US History Since WW2 (HHHS: Modern US History Honors)

- *Teacher:* Ms. Cassidy
- *Registration Deadline:* December 15, 2023
- *Cost:* \$228.75 for each course + registration fee of \$15.80
- *Credits:* 3
- *Course Code:* His-144

Please note: if taking multiple classes at BCCC, registration fee only needs to be paid one time

Sponsor: Bergen County Community College

Italian I (**HHHS**: Italian III)

- *Teacher*: Mr. Balestra
- *Registration Deadline*: December 15, 2023
- *Cost*: \$228.75 for each course + registration fee of \$15.80
- *Credits*: 3
- *Course Code*: Lan-112

Italian II (**HHHS**: Italian IV)

- *Teacher*: Mr. Balestra
- *Registration Deadline*: December 15, 2023
- *Cost*: \$228.75 for each course + registration fee of \$15.80
- *Credits*: 3
- *Course Code*: Lan-220

Bergen County Community College: Registration Information

Registration Opens: November 15, 2023

Deadline: December 15, 2023

- If you are participating in a DE class through Bergen County Community College, the **registration will begin online starting approximately November 15, 2023 and will conclude on December 15, 2023. If you log on before this date, you will not be able to register.**
- Students must meet the minimum requirements of a 2.75 or higher cumulative GPA and demonstrate the ability to successfully complete the course. GPAs will be verified by Mrs. Calligy.

Registration Instructions - Step I:

- For students **new** to the BCCC Dual Enrollment program
 - Open any web browser and navigate to bergen.edu/dualenrollment
 - Click on the “Apply to the Dual Enrollment Program” button
 - Fill out each page of the application and click submit. **Use your personal email address (not your parent’s email) when completing the application. DO NOT USE YOUR HIGH SCHOOL EMAIL ADDRESS.**
 - 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.
 - Click the link in the ‘Ready to Register’ email.
- For students who participated in the BCCC Dual Enrollment program last year
 - Open any web browser and navigate to my.bergen.edu
 - Enter your Bergen email and then on the next screen click on “Forgot Password “ to reset your password. (All passwords expire after 90 days of inactivity). 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/>
 - Once your password & MFA has been set, go to <https://lf.bergen.edu/forms/reg0006>

Bergen County Community College: Registration Information

Registration Opens: November 15, 2023

Deadline: December 15, 2023

Step II - For all students once first page of instructions has been completed

- Log into the registration form using your BCCC username and password.
- Complete Section A, B, C, & D. Some fields will be pre-populated.
 - Section A - Personal Information
 - Section B - High School/Course Information
 - Section C - Student Signature
 - Section D - Parent Information
- Click 'Submit & Print' button on Page 2.

Step III

- Once you complete Step II, your parent will receive an email to electronically sign the registration form. Remember - registration will not be processed until the parent e-signs the registration form.
 - If you do not receive the email (make sure you check your spam folder too), please contact the BCCC Help Desk at 201-879-7109.
- Once you upload the signed form, Mrs. Calligy will receive a request electronically to approve your registration. Your registration will be processed within 2 business days, after receiving approval from your counselor.

Bergen County Community College: Registration Information

Registration Opens: November 15, 2023

Deadline: December 15, 2023

- Once your form is approved by Mrs. Calligy, you will then receive an email and a text msg (if a cell phone number was provided) 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>.
- For assistance with username, password or other technical issues, please contact the BCCC Help Desk at 201-879-7109. For Help Desk hours please go to: <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.
- The 2023-2024 tuition rate per credit hour = \$76.25, plus \$15.80 registration fee per year. Should you register for more than one course, you will only have one registration fee.
 - 3 credit course = \$228.75 + \$15.80 reg. fee = \$244.55
 - **If you qualify for free or reduced lunch, you will only have to pay the yearly registration fee for DE classes taken through BCCC. Please contact Mrs. Calligy for more information, if needed. (This applies to BCCC only).**
 - *Note: Please keep a copy of payment for your records!*

Bergen County Community College: Transcript Information

Registration Opens: November 15, 2023

Deadline: December 15, 2023

- As grades from High Schools may be reported to the College by the end of the school year, the best time to request transcripts is after grades are posted on the student's College academics records at the end of the school year.
- If you have completed your Dual Enrollment courses and your grade(s) have been posted please order your transcripts at www.getmytranscript.com.
- If you encounter any issues requesting your transcript please contact the Registration Department (One Stop) in room OS-102 or email transcripts@bergen.edu.
- For information please contact Catherine Malone at 201-612-5568.
- Additional Transcript information can be found [here](#).

Questions

Should you have further questions, please contact the HHHS Dual Enrollment point of contact:

Mrs. Ashley Calligy

calligyash@hhschools.org

(201) 338-8812

Wishing all students a wonderful school year!!! 😊