

**Lenape Valley Regional High School
Concurrent Registration Information
Centenary University**

Dear Students and Families,

Concurrent enrollment is when a student earns both high school and college credits simultaneously while attending a single class. Lenape Valley is proud to offer students the opportunity to earn college credits through our concurrent program hosted jointly with Centenary University. A Lenape Valley student will physically attend the concurrent course at our high school and with our teacher, however Centenary University has reviewed the course syllabus, curriculum, and the teacher's credentials to certify that our high school course is comparable to one offered at Centenary University. Upon successful completion of the concurrent course with a final grade of a "C" or better and completion of the final exam (if required), the student will receive credits on their high school transcript towards completing their high school diploma and receive credits on their Centenary University transcript. The Centenary University transcript may be submitted to the college of the student's choice and transferred towards their college degree. Please be assured that concurrent enrollment is offered as an option to you and you are not required to take these as concurrent courses.

The cost of a concurrent course at Centenary University is \$130.00 per credit.. Tuition is paid directly to Centenary University upon the completion of the registration process.

FALL CONCURRENT OFFERINGS:

Lenape Course	Teacher	Comparable Centenary Course and Code	CU credits	CU entrance exam	CU Final Exam
Social Media Marketing	Mrs. Cautero	BUS2050 Social Media Marketing	4 credits	None	None

Students interested in enrolling in CONCURRENT SPRING courses must complete the registration process by Friday, September 9, 2022.

**In order to enroll in Centenary University's concurrent program,
you must complete ALL FOUR STEPS.**

The SPRING concurrent enrollment deadline is Friday, September 9, 2022.

Registrations must be received before 12pm on Friday or they will not be accepted. If you are interested in enrolling in a concurrent course, we recommend that you start the process immediately as it can take some time to get your ID number as well as take the placement test. Please see below for details.

Concurrent Application Process:

Step 1 - Enroll at Centenary University: Students must apply to Centenary University using the **Centenary University Online Application**.

1. Go to www.centenaryuniversity.edu
2. Click "Apply Now"
3. Complete the online application
4. See the next page for how to answer certain application questions.
5. Submit Application

To follow up on your application to Centenary University please contact their Admissions Department at 908-852-1400

Step 2 – Review and Sign the Centenary University Dual Enrollment Agreement Form: Please sign the **Centenary University Dual Enrollment Agreement Form** that is part of this packet. Return the completed form to the Guidance Department no later than 12pm on **Friday, September 9, 2022.**

Step 3 - Register for the course at Centenary University: Complete the **Centenary University Undergraduate Part-Time Registration Form** that is part of this packet. Your STUDENT ID number is not required on this form. Return the completed form to the Guidance Department no later than 12pm on **Friday, September 9, 2022.**

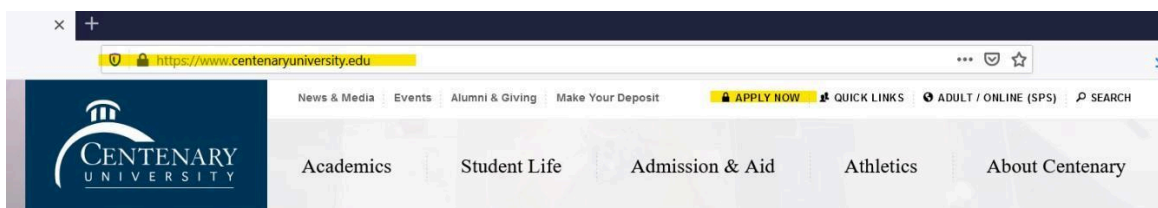
Step 4 - Tuition payment to Centenary University: Once you are on the class roster, Centenary will contact you via email with information relating to tuition payments. You will make payment electronically in your self-serve account.

Mrs. Patricia Mahaffey is your contact at Centenary University. She can be reached at Patricia.Mahaffey@CentenaryUniversity.edu or 908-892-9522 ex 2147 should you have additional questions.

Please visit our [GUIDANCE WEBSITE](https://collegefair.wixsite.com/lvhs-guidance) for additional concurrent course information and links.
<https://collegefair.wixsite.com/lvhs-guidance>

Creating and Submitting a High School Dual Enrollment Application on the Centenary University Website

1. Go to www.centenaryuniversity.edu and click on Apply Now.



2. You will need to create an account in order to submit an application. If you already have an account, enter your credentials and click Sign In. Otherwise, click Create Account.



3. Enter the following information:
 - First and Last Name
 - Email Address
 - Confirm email address
 - Phone number
 - Your address, including city, state, and zip code
 - Academic Level – Undergraduate - Freshmen
 - Academic Program – select High School Dual Enrollment
 - When would you like to start - select Traditional Fall if your class is starting August/September, and Traditional Spring if your class is starting January/February. If the term you want is not available on our website, select the next available “traditional” term.
4. Account Information - Create and confirm your password and click create account.
5. You are now in the application form:
 - Academic Plans should be pre-populated from the Create Account page (**confirm** Academic Level – Undergraduate-Freshmen, Academic Program – High School Dual Enrollment, Entry Term – spring or fall).
 - Course load – part time
 - Location - Hackettstown
6. College Plans – the information is defaulted to No and does not need to be changed, scroll to the bottom of the page and select Save & Continue.
7. The next tab in the application is “Personal”. This information is pre-populated from the Create Account page. Confirm the data is correct, then scroll to the bottom and click on Save & Continue.

8. Next is Demographics

- Country of Residence – leave blank • Social Security Number – leave blank
- Additional Demographics, **enter**:
 - Birthdate ○ Gender
- Optional Ethnic Information – Your choice if you would like to provide
- Save & Continue

9. Additional Contacts

- Enter information for a parent or legal guardian
- Save & Continue

10. Academics

- High School Academic History ○ Click on the down arrow and select “Graduated or Currently Attending High School”
- High School Credit (**YOU MUST ENTER SCHOOL NAME SO BILLING IS CORRECT**) ○ Click +Add High School ○ Enter your current high school in School Name or City box ○ Click on school name to select

High School Credit

Select Add High School to list each high school you have attended.

High School 1

[Delete High School](#)

High School

School Name or City (full or partial)

Hackettstown

Country

Search Results

Hackettstown High School - 310465
(**Hackettstown**, New Jersey, United States)

- No additional information is required on this page, scroll to the bottom of the page, Save & Continue.

11. Activities – No information is needed on this page, Save & Continue.

12. Writing & Signature –

- The only information required on this page is the Certification section. Scroll down and answer yes to all three questions. Your application will not be submitted if you do not answer yes to all questions.
- Type your name in the signature box.

- If you would like to review your application before submitting, click “Preview Before Submission.”
- Otherwise, click “Submit Application.”

Certification

Please affirm the following before you submit your application.

Do you certify the following? *

I understand that once my application has been submitted it may NOT be altered in any way.

☒ Yes ☐ No

Do you certify the following? *

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

☒ Yes ☐ No

Do you certify the following? *

I understand that an offer of admission is conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based.

☒ Yes ☐ No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature: *

Jill Gerlach

Signature Date *

12/14/2021

[Previous Page](#)

[Save Application](#)

[Preview Before Submission](#)

[Submit Application](#)

Once you submit your application, you must complete the **Dual Enrollment Agreement Form** and a **Centenary University Undergraduate Part-Time Registration Form** before your registration can be finalized. These forms should be returned to the Lenape Valley Guidance Department by **Friday, September 9, 2022.**



Dual Enrollment Agreement Form

We the undersigned acknowledge and agree that:

- The courses attempted and grades obtained in post-secondary courses are permanent records on the student's university transcript.
- All grades will be recorded on the Centenary University transcript, inclusive of non-passing grades.
- Students may withdraw from the course only if they notify both their high school teacher and Centenary University in writing by the withdrawal deadline as outlined in the University catalog.
- The student and/or parents of the student promise to pay any amount which is not covered by the student's home high school.
- The Centenary University Registrar's office has permission to mail a copy of the student's transcript to the high school counselor at the end of each academic term (if applicable).
- The student's high school has permission to share the student's final grade with Centenary University, to be posted to Centenary's official transcript.
- The Registrar's Office has the right to discuss any academic progress with the high school, regardless of the age of the student.
- Centenary University cannot guarantee transferability of any course. Acceptance of courses is completed by the accepting institution. Students will need to request an official Centenary University transcript to be sent for evaluation to the school of interest.
- Your school has the right to disclose information as it pertains to your progress in the course, inclusive but not limited to your final grade.
- This document serves as a counselor recommendation for the herein-named student to participate in Centenary University dual enrollment program.

High School Student

Date

Parent/Guardian of High School Student

Date

High School Counselor, High School

Date

Please mail original form to the Registrar's Office. Faxed forms can not be accepted. Thank you. **Term:** _____

CENTENARY UNIVERSITY UNDERGRADUATE PART TIME REGISTRATION FORM (11 credits or less)

400 Jefferson Street, Hackettstown, NJ 07840 (908) 852-1400 x2214

NAME: _____

STUDENT ID# _____

ADDRESS: _____

TEL: (Home) _____ (Business) _____

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Post-Bac

BILLING ADDRESS: _____

EMPLOYER: _____

DEPT.	COURSE #	SECTION	DAYS/TIME	COURSE TITLE	INSTRUCTOR	CREDITS	TUITION
						X	
						X	

Are you a previous Centenary University Student? Yes ☐ No ☐

Are you an employee, spouse or dependent of a Centenary employee? Yes ☐ No ☐

Are you a Senior Citizen (62 or older)? Yes ☐ No ☐

Are you a sworn Law Enforcement Officer majoring in Criminal Justice or Sociology? Yes ☐ No ☐

PAYMENT OPTIONS:

1. Please refer to the Tuition and Billing page of the Centenary University website for due dates and late fee information.
2. Direct billing: applicable only if employer makes direct payment to the University prior to receiving grades. (Employee Voucher required at time of registration)
3. Deferred Payment: Employer Re-imbursement: proof from employer required and must be included with Deferred Payment Form at time of registration.

You can view, print, and pay your bill through your my.centenary, under "My Billing Ledger"

* Note: all changes to your registration are to be made on an Add/Drop Form available in the Registrar's Office.

P/T TUITION REFUND SCHEDULE: Tuition refunds are based on the date the Add/Drop Form is received in the Registrar's Office, whether or not you have attended the class. Part-time students receiving Federal Aid should contact the Financial Aid Office at Ext. 2350, before withdrawing or dropping below six (6) credits.

WITHDRAWAL:

Credit for Semester Charges will be made in accordance with the following schedule:*

Withdrawal Prior to the 1 st day the Semester	100%
Withdrawal During the 1 st 5 days of Add/Drop and Late Registration	100%
Withdrawal After Add/Drop and Late Registration	0%

I have read and agree to abide by the policies on this registration form and those stated in the University catalog.

Signature: _____ Date: _____

Revised 07.28.2021

Technology Fee - \$12 Per Credit N/A for Summer Sessions	
Lab Fee	
TOTAL	
Please refer to the Tuition and Billing page of the Centenary University website for due dates and late fee information.	
TUITION ENCLOSED	

Payment Method: Check# _____
To pay online by check or credit card, go to:
<https://my.centenaryuniversity.edu/web/guest>. All credit/debit card payments will be subject to a 2.65% service fee.

