



## REGISTRATION INSTRUCTIONS

### Online Classes

Education to Go (ED2GO) offers a wide range of highly interactive courses that you can take entirely online. All of the courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient and geared just for you.

### How to Get Started:

1. Visit our Online Instruction Center:  
[www.ed2go.com/Monroe](http://www.ed2go.com/Monroe)
2. View the catalog. Once you choose the course title you are interested in, select the "Add to Cart" button, and continue to checkout. Here, you will enter your e-mail address and choose a password that will grant you access to the classroom.
3. Pay for your course by calling MCCC's Office of Lifelong Learning at 734.384.4127. You cannot pay for your course on ED2GO's website.
4. When your course starts, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the e-mail address and password you selected during enrollment.

### Selection of Starting Dates:

#### Winter 2017

Wed., Jan. 18

Wed., Feb. 15

Wed., Mar. 15

Wed., Apr. 12

#### Spring 2017

Wed., May 17

Wed., June 14

Wed., July 12

Wed., Aug. 16

### Online Career Training Programs

(Formerly Gatlin Education Services)

View the variety of open enrollment online programs at [www.gatlineducation.com/mccc](http://www.gatlineducation.com/mccc).

Classes are designed by a team of professionals from each respective field who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience and respond to any questions or concerns, as well as motivate you to succeed. Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer-graded tests.

### How Gatlin online courses work:

- Begin when you wish
- You are assigned an instructor for one-on-one assistance
- Move at your own pace
- Your work is evaluated, and 70 percent proficiency is required for a certificate of completion.
- You should complete the course within 180 days, but you may request an extension if necessary.
- You will receive a certificate from MCCC upon successful completion.

Please call the Office of Lifelong Learning at 734.384.4127 to register and learn more about these programs.

## PAYMENT PLAN



### NBS e-Cashier Automatic Payment Program

To help you meet your educational expenses, MCCC is offering FACTS as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. Enrolling online is simple, secure and easy. Down or monthly payments are deducted immediately from your account on the fifth of each month until the balance is paid in full.

- Arrange for monthly payments
- Make a down payment immediately and arrange for monthly payments
- Automatic payments from your checking or savings account
- \$30 non-refundable enrollment fee (an additional \$2 will be charged for full payments)

### Deadlines to Enroll in

#### e-Cashier Payment Plan - Winter 2017

Opens January 3

January 27

No down payment, 4 monthly payments (September - December)

February 23

25% down payment processed IMMEDIATELY, 3 monthly payments (October - December)

March 24

50% down payment processed IMMEDIATELY, 2 monthly payments (November - December)

### Steps to Enroll in FACTS

1. Register for your Lifelong Learning class(es). See inside the front cover.
2. Obtain your seven-digit student ID number as assigned by the college. If you do not know your student ID number, please contact the Office of Lifelong Learning at 734.384.4127.
3. Log on to the college's website at [www.monroeccc.edu](http://www.monroeccc.edu), and click on "New Lifelong Learning Schedule - <http://www.monroeccc.edu/ccs/LLSchedule/WISP17/index.htm>."
4. Click on "New Tuition Payment Plan for Select classes in this schedule" under the e-Cashier symbol.
5. Carefully read terms and conditions provided by FACTS. Then, click on "Proceed" and complete the "Personal Information" page.

**\*NOTE: Not all Lifelong Learning classes are eligible for the tuition plan.**



Look for this symbol next to the classes that are eligible for the payment plan.