



## MIDDLETOWN TEACHER CENTER

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### Registration Procedures for Long Island University Courses

Please use the following guidelines when registering for LIU post-graduate courses through the Teacher Center.

- From the Teacher Center website ([www.middletowntc.org](http://www.middletowntc.org)), click on the **My Learning Plan** link for Online Registration.
- Choose the course you wish to register for. If this is the first time you are using MyLearningPlan and you do not already have an account, you will be registering as a new user. Follow the instructions for setting up an account. There is no cost to you; it's free and easy to do.
- Select the **Click to Enroll** button and follow the steps for online registration. When you get to the "Registration Summary" page, print out the **Enrollment Form**. Please submit the enrollment form along with the \$110.00 administrative fee to the Teacher Center. Make checks payable to "Middletown Teacher Center." (*Please note: the administrative fee is \$110.00 per course*).
- The Teacher Center will mail out the following documents to students that have registered on My Learning Plan:
  - LIU Enrollment Form
  - Financial Aid Information packets

Tuition costs for the program, when taken through the MTC are 50% of the on campus fee. Tuition bills will be sent directly to the student from Long Island University.

**Please note:** It is the student's responsibility to notify the Teacher Center of any change in address, telephone number, or email address. Thank you.