



# METROPOLITAN COLLEGE CHECKLIST



## Not Currently Employed at UPS

Revised 1/2017

*The Metropolitan College benefit applies only to part-time UPS employees who are actively working as Next Day Air part-time hub, ramp and freight employees in the Louisville Air District (2265) and whose shifts start between 9:00 p.m. and 4:00 a.m.*

[www.metro-college.com](http://www.metro-college.com)

### STEPS TO COMPLETE RIGHT NOW!

#### Indicate Your Interest in the Metropolitan College (MC) Program

Once you complete the MC Interest Form, you will begin to receive important information regarding UPS employment, MC program requirements, benefits, important deadlines, etc. Parents and/or supporters of prospective MC students can also submit their contact information to keep up to date on important information. Complete the interest form by visiting [metro-college.com/interest](http://metro-college.com/interest).

#### Select Your School Based on MC Eligibility Requirements

If you have less than 60 transferable college credit hours or have not earned an Associate Degree, you must have at least a 21 composite ACT score **and** a cumulative high school grade point average of 3.0 or greater to participate in the University of Louisville (UofL) MC program. MC strictly adheres to these requirements. If you do not meet the MC UofL eligibility requirements, you can either attend Jefferson Community and Technical College (JCTC) to participate in the MC program or take advantage of UPS' Earn and Learn program until you reach the 60 transferrable hours or have obtained an associate degree. To learn more about Earn and Learn benefits, visit [ups.managehr.com/earn-and-learn-program.htm](http://ups.managehr.com/earn-and-learn-program.htm).

### STEPS TO COMPLETE BEFORE YOU BEGIN EMPLOYMENT AT UPS

#### Get Hired

To become a MC participant, you must be hired by UPS for a part-time, 3rd shift job in Louisville's Next Day Air Operation. To apply:

1. Go to [upsjobs.com](http://upsjobs.com).
2. Select "Search by Radius".
3. Enter "40213" as the zip code and "Package Handler" as the keyword.

**Note: Apply 30-40 days prior to desired start date. And, if "Package Handler" positions are not available for Louisville, KY, please check back periodically for updates. For any questions regarding the application process, call 502-359-1877.**

#### File Your Free Application for Federal Student Aid (FAFSA)

Complete the current year FAFSA by going to [fafsa.gov](http://fafsa.gov). You will need your tax information and, if you are under 24 years of age, your parents' tax information as well, along with your school code (JCTC 006961; UofL 001999).

**Note: This is the only free website to file the FAFSA and you must be a U.S. citizen or federal student aid eligible non-citizen to participate in the Metropolitan College program.**

#### Apply to School

##### Jefferson Community and Technical College Application

[jefferson.kctcs.edu/Admissions](http://jefferson.kctcs.edu/Admissions)

You must have a high school diploma or GED to apply. ACT and Compass scores must meet individual program requirements. Visit the above website for semester application deadlines and/or required fee information.

##### University of Louisville Application

[louisville.edu/admissions/apply](http://louisville.edu/admissions/apply)

If you have less than 60 transferable college credit hours or have not earned an Associate Degree, you must have at least a 21 composite ACT score and a cumulative high school grade point average of 3.0 or greater to participate in the UofL MC program. Visit the above website for semester application deadlines and/or required fee information.

## Get Advised and Register

### Jefferson Community and Technical College Advising:

[jefferson.kctcs.edu/en/Academics/Advising\\_Center.aspx](http://jefferson.kctcs.edu/en/Academics/Advising_Center.aspx)

### University of Louisville Advising:

[louisville.edu/advising](http://louisville.edu/advising)

### New MC Students should limit first semester enrollment to the following:

- JCTC students: 9 credit hours (3 of these 9 hours should include your orientation course)
- UofL students: 9 credit hours or less + 1 credit hour orientation course

## Make a Tuition and Fee Payment Plan

It is important that you know the tuition deadline when you register for classes.

### Jefferson Community and Technical College:

[jefferson.kctcs.edu/en/Costs\\_and\\_Financial\\_Aid/Tuition\\_and\\_Fees.aspx](http://jefferson.kctcs.edu/en/Costs_and_Financial_Aid/Tuition_and_Fees.aspx)

### University of Louisville:

[louisville.edu/finance/bursar/tuitionfee](http://louisville.edu/finance/bursar/tuitionfee)

As a prospective MC student, your options for tuition payment are as follows:

- A. If your first day of employment is BEFORE the tuition deadline and you have completed all checklist items you should sign a MC agreement and pay fees\* and/or uncovered tuition costs\*\* before the payment deadline.
- B. If your first day of employment is AFTER the tuition deadline you must pay your tuition by your school's tuition deadline and then sign your agreement by the MC Student Agreement semester deadlines (October 15 for fall, March 15 for spring, August 1 for summer) to be eligible for reimbursement. You typically have two payment options:
  - a. Pay your tuition, fees, and uncovered tuition costs in full.
  - b. Contact your institution to determine if you are eligible to enter into a payment plan.

\*Fees not covered by Metropolitan College include, but are not limited to: housing, student recreation fee, meal plan, health fee, course fees, lab fees, Build Smart Fees, etc.

\*\*Tuition costs not covered by Metropolitan College include, but are not limited to: All or a part of UofL on-line course tuition, undergraduate tuition which is charged at a rate higher than the in-state per credit hour course fee, etc.

## AFTER YOU BEGIN EMPLOYMENT AT UPS

### Employment Verification

We need to verify that you're working at UPS, in the correct position and get some basic information from you.

Employment will be verified within 5 business days and you will receive an email to complete the Student Transition Program (STP). You can also check your MyMC Page login 1-2 days after completion.

Complete the Employment Verification form at [metro-college.com/verification](http://metro-college.com/verification).

### Complete the Student Transition Program (STP)

The STP is a series of online modules that provide you with program information and campus resources. Note, you must have completed the employment verification and received email notification to access the STP.

- Go to [metro-college.com/mymc](http://metro-college.com/mymc) > Enter your login information > Select "STP" under the CAPP requirement section.
- You will need to complete each online module, being sure to print the TypeFocus Assessment Results report and the STP Completion Verification form to bring with you to sign your MC agreement.

### Sign an MC Agreement

All checklist items must be completed before signing your student agreement at one of the MC offices on campus. You may visit any location during regular office hours with no appointment needed.

**New MC students must visit the office Mon.-Thurs., 9AM—12PM to sign their first agreement.**

Questions? Contact a Student Development Counselor at one of the following locations:

UofL: 502-852-2749 • JCTC Downtown: 502-213-4520 • JCTC Southwest: 502-213-7376