



METROPOLITAN COLLEGE CHECKLIST



Not Currently Employed at UPS

Revised 6/2017

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

STEPS TO COMPLETE RIGHT NOW!

Indicate Your Interest in the Metropolitan College (MC) Program

Receive important information regarding UPS employment, MC program requirements, benefits, important deadlines, etc. by completing the MC Interest Form. Parents and/or supporters of prospective MC students can also submit their contact information to keep up to date on important information. Visit metro-college.com/interest to complete the form.

Select Your School Based on MC Eligibility Requirements

University of Louisville (UofL) MC Benefit Eligibility Requirement: 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 use MC benefits at UofL. 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's 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.

STEPS TO COMPLETE BEFORE YOU BEGIN EMPLOYMENT AT UPS

Get Hired

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

1. Go to 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. 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 or Reapply to School

Jefferson Community and Technical College Application

jefferson.kctcs.edu/Admissions

New students must submit an application with a high school diploma or GED to apply. If you attended JCTC in a previous semester, you may need to reapply and resolve any financial or academic holds. Transfer students must submit all college transcripts along with the application. Visit the above website for more details.

University of Louisville Application

louisville.edu/admissions/apply

New students must submit an application and meet specific academic requirements for admission. Previous students may need to reapply and resolve any financial or academic holds. Transfer students must submit all college transcripts along with the application. Visit the above website for semester deadlines, required fee information, and general application information.

NOTE: 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. Contact a Student Development Counselor with any questions regarding this requirement.

Get Advised and Register

Jefferson Community and Technical College Advising:

jefferson.kctcs.edu/academics/advising_center/index.aspx

University of Louisville Advising:

louisville.edu/advising

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

- JCTC students: No more than 3 classes: FYE105 and 2 proficiency areas (i.e. Math and English)
- UofL students: 9 credit hours or less + 1 credit hour orientation course = 10 total hours

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/costs_and_financial_aid/bursars_office/index.aspx

University of Louisville:

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, parking 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

If you are new to Metropolitan College (MC), have not participated in the last year, or have had an employment status change (i.e. leave, short or long-term disability, etc.), we need to obtain basic information from you to verify your eligibility status. Employment will be verified within 5 business days. New MC students, you will be provided access to your MyMC Page at that time. You may check your MyMC Page login status, 1-2 days after completion of the form.

Complete the Employment Verification form at metro-college.com/verification.

Complete the Student Transition Program (STP)

New MC students ONLY, must complete the STP, which is a series of online modules that provide you with program and campus resource information. NOTE: You must have completed the employment verification step and have access to your MyMC Page to complete the STP.

- Go to metro-college.com/mymc > Enter your login information > Select "STP" under the CAPP requirement section.
- You will need 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 complete before signing your student agreement at any of the MC on-campus offices.

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