

Metropolitan College

RETURNER STUDENT CHECKLIST AT UOFL AND JCTC

This checklist is for Returning MC Students who signed at least one MC agreement but have not signed an MC agreement in the past 12 months or longer.

The Metropolitan College (MC) 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 pm. and 4:00 am.

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Checklist →



COMPLETE THE FOLLOWING STEPS BELOW:

Step 1: Verify Your School Admissions Requirements for Re-Enrollment

JCTC Returners:

- Contact JCTC Admissions at jf-recruitment@kctcs.edu to find out what steps you need to take to enroll.
- Reapply to JCTC if you have been out of school more than one semester.
- Submit transcripts from other college(s) you have attended.
- Submit any updated ACT/SAT scores or results of placement testing.

UofL Returners:

- Students who have not attended another university or college since leaving UofL, have been out less than two years, and are returning to the same program can contact UofL Admissions at admitme@louisville.edu to request to re-enroll.
- Students who were visitors, were academically suspended, or have attended another university or college since leaving UofL must re-apply using the [Take Flight Application \(apply.louisville.edu/register/applynow\)](https://apply.louisville.edu/register/applynow).
 - When reapplying, be sure to submit official transcripts from each institution attended.
 - Returning students who attended another institution will be required to pay a non-refundable \$25 fee.
 - Students who were suspended are required to submit an [Admission Petition \(louisville.edu/admissions/apply/petition\)](https://louisville.edu/admissions/apply/petition).
- After meeting with an academic advisor, returning students can request that the university reset their previous cumulative grade point average by submitting a [Fresh Start Application \(louisville.edu/admissions/apply/transfer/admissions/app-resrouces/fresh-start-application\)](https://louisville.edu/admissions/apply/transfer/admissions/app-resrouces/fresh-start-application)

Step 2: File the Free Application for Federal Student Aid (FAFSA)

- Submit and complete all steps of the FAFSA at studentaid.gov using code 001999 for UofL or 006961 for JCTC. If you have stopped out of our program for more than 12 months, you may bring your FAFSA confirmation page to the MC agreement signing if your FAFSA file is not yet complete with the institution.
- Because MC participation requires a complete FAFSA every academic year, eligibility is limited to United States citizens and eligible noncitizens as defined by the Federal Student Aid Office at studentaid.gov.

Step 3: Complete Employment Verification to Confirm Eligibility to Receive MC Benefits

- Submit the Employment Verification form at <https://verify.metro-college.com> using your UPS employee (GEMS) ID Number, Student ID Number, and Student Email address to complete.
- After UPS verifies your eligibility for MC benefits, a confirmation email with instructions will be sent to you 5-7 business days to your personal email you provided on the Employment Verification Form.

Step 4: Get Advised and Register for Classes

JCTC Returners:

- Contact JCTC Advising (jefferson.kctcs.edu/current-students/academic-resources/advising-center) to discuss course options, enroll in courses, and ask about account holds that prevent registration

UofL Returners:

- Plan to stay in the same major? Contact an [advisor in your academic unit](#).
- Need help selecting a major? Connect with an [exploratory advisor](#).
- Exploring online programs? Contact the [online enrollment counselor](#).
- Explore the [Organizational Leadership and Learning \(BSOLL\)](#) to earn up to 48 credit hours tuition free from your UPS training, on-the-job training, professional development and/or military training.

Step 5: Develop a Plan to Pay Tuition & Fees

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

- Returning participants who sign their agreement by their institution's payment due date are guaranteed to have tuition deferment and are not expected to pay MC-eligible charges by the payment due date. Participants are expected to pay (or set up a payment plan for) fees and all charges that are not MC eligible.
- Returning participants who sign after their institution's payment due date are expected to pay (or set up a payment plan for) all charges on their account by the institution's payment due date. They will be eligible for reimbursement for MC-eligible charges upon payment of benefits. The deadline for signing an agreement with reimbursement is October 15 for Fall, March 15 for Spring, and August 1 for Summer.

Important information about MC Benefits:

- Fees are **not covered** by Metropolitan College include, but are not limited to, housing, meal plan, health fee, course fees, lab fees, parking fees, student rec fee, JCTC distance education fees.
- Tuition costs **not covered** by Metropolitan College include, but are not limited to, undergraduate tuition charged at a rate higher than the in-state per credit hour rate, tuition that exceeds the full-time undergraduate in-state tuition rate, and Winter Term courses at UofL.

Last Step: Schedule an Appointment to Sign Your MC Student Agreement

- Upon completion of the above checklist items visit your [MyMC Page](#) to sign your agreement.
- If you prefer to meet with a Student Success Counselor, click "Schedule an Office Visit" to sign your MC agreement with a Student Success Counselor.

QUESTIONS?

Metropolitan College: metro-college.com | askmetro@kctcs.edu | 502.213.4520 (JCTC) or 502.852.2749 (UofL)

Student Success Counselor: Visit your MyMC page | Contact your designated counselor for questions.