

Metropolitan College

CURRENT MC STUDENT CHECKLIST

Current MC students attending UofL or JCTC who have signed an MC agreement within the past 12 months.

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 p.m. and 4:00 a.m.

Scan for Online
Checklist →



COMPLETE THE FOLLOWING | Throughout the semester

- Check Your MyMC Page Every Two Weeks**
 - Stay informed about your MC benefits by checking your MyMC Page regularly to review your benefits status, message alerts, to-do items, etc.
- Contact Your Student Development Counselor for Help**
 - Have questions about MC, school, or UPS? Your designated Student Development Counselor is here to help! Just log onto your MyMC Page and send a message.
- Check Your School Email Account Weekly**
 - Not only will you receive information from your instructors, MC will send you messages pertaining to your benefits. Checking for updates on a weekly basis will ensure you stay ahead!
- File and Complete the FAFSA**
 - Check ULink or Student Self Service account for any to-do list or pending items to complete your Financial Aid (ex: verification, admissions holds, etc.).
 - Submit the upcoming FAFSA at fafsa.gov opening October 1st every academic year | Include School Codes: JCTC (006961) or UofL (001999).
 - This is **REQUIRED** to be completed at your institution before you sign your MC agreement for the upcoming semester.
- Schedule a Meeting with a Wealth Ambassador to Discuss High5 Program Benefits.**
 - All MC students have access to this unique program through Commonwealth Credit Union (CCU) to help build wealth and lay the foundation for a future of financial security and success. A Wealth Ambassador can connect you to financial resources, assist in updating your budget, identify products to support financial goals, and help remove financial barriers that may block registration.
 - Schedule a meeting with a Wealth Ambassador through your MyMC page to learn more about the benefits of High5 or apply online to open a High5 account at ccuky.org/highfive.

Note: If you owe a past due balance to JCTC or UofL, contact your assigned Student Development Counselor through your MyMC page for High 5 MC Gap Loan information.
- Complete CAPP Requirements**
 - View your MyMC Page for any outstanding CAPP requirements you need to complete to sign your semester student agreement. Schedule your CAPP requirement appointments by clicking the appropriate numbered box under “CAPP Requirements”.
 - Complete your CAPP requirement for the following semester agreement timeframes:
 - Summer: February - April | Fall: February – June | Spring: September – November

Note: If you have any questions regarding CAPP requirement completion, contact your Student Development Counselor on your MyMC Page.

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□ Meet with an Academic Advisor and Register Early for Classes

- JCTC: ○ Meet with an advisor one month before the start of registration JCTC: [Advising Link](#).
- Register for upcoming semester courses within the first month of registration. JCTC: [Registration Link](#).
- UofL: ○ Meet with an advisor one month before UofL Priority Registration for MC students UofL: [Advising Link](#).
- Register for upcoming semester courses on the first day of UofL Priority Registration. UofL: [Registration Link](#).

□ Sign Student Agreement on [MyMC Page](#)

- After you register for classes each semester, check your [MyMC Page](#) to sign your student agreement virtually. You must have a signed student agreement for each semester you intend to receive MC benefits.
- If you are having difficulties accessing your agreement, from your [MyMC Page](#) reach out to your Student Development Counselor or schedule an office visit to meet.

□ Pay Fees and Uncovered Tuition Costs by Payment Deadline

- Now that you have signed your agreement, you will need to pay fees and any uncovered tuition costs by your school's tuition payment deadline.
- Fees not covered by MC include, but are not limited to, housing, student recreation fee, meal plan, health fee, course or lab fees, distance learning, book charges, parking, etc.
- Review your financial account through your school's student portal (JCTC – Student Self Service, UofL – Ulink) or reach out to your Student Development Counselor with any account questions.

**Fees not covered by Metropolitan College include, but are not limited to: housing, student recreation fee, meal plan, health fee, course fees, lab fees, parking fees, JCTC distance education fees, etc.*

***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, Winter Term courses at UofL, etc.*

□ Check Grades to Determine If You Owe a Balance for Ineligible Grades

- At the end of each semester, check your grades to determine if you earned eligible grades for the MC program. If not, you may owe a balance to the school you are attending which may prevent registration.
- If you have a financial barrier and are not able to pay the balance, contact your Student Development Counselor to review your options and resources.

QUESTIONS?

Contact your Student Development Counselor (SDC) by visiting your [MyMC Page](#)

Contact UPS Support Staff

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