

Metropolitan College

CURRENT MC STUDENT CHECKLIST

This checklist is for current UofL and JCTC students who have signed an MC agreement within the past 12 months, intend to continue enrollment at the same school, and need to sign a new agreement for the upcoming semester. The Metropolitan College (MC) benefit applies only to part-time UPS employees who are actively working as Next Day Air, 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 your ULink or your JCTC 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 <http://www.studentaid.gov> opening October 1st every academic year. Include School Codes: JCTC (006961) or UofL (001999).
 - A complete FAFSA at your institution is **REQUIRED** before you sign your agreement.
- **Complete CAPP Requirements**
 - View your MyMC Page for outstanding CAPP requirements you need to complete to sign your agreement. Schedule appointments by clicking the appropriate box under “CAPP Requirements”.
 - Complete your CAPP requirement for the following semester agreement timeframes:
Summer: February – April | Fall: February – June | Spring: September – November
 - *Regardless of your CAPP requirements, register for classes as soon as possible.*
- **Meet with an Academic Advisor and Register Early for Classes**
 - JCTC**
 - Meet with an advisor one month before the start of registration.
 - Register for upcoming semester courses within the first month of registration.
 - UofL**
 - Meet with an advisor one month before UofL Priority Registration for MC students.
 - Register for upcoming semester courses on the first day of UofL Priority Registration.

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- **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 Metropolitan College include, but are not limited to, housing, student recreation fee, mealplan, 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.*
 - 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.

- **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 you have an ineligible grade, 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.

- **Schedule a Meeting with a Wealth Ambassador to Discuss High 5 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.***

QUESTIONS?

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

Contact UPS Support Staff
Sara Heun | HR Specialist | saraheun@ups.com |
502-416-3868 | M-F 9AM-5PM