



# Metropolitan College Checklist

Not Currently Employed at UPS

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.

For a comprehensive checklist, visit [metro-college.com/get-started/checklist](http://metro-college.com/get-started/checklist)

## STEPS TO COMPLETE NOW

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### Indicate Your Interest in the MC Program and Sign-Up for Updates

- Go to [metro-college.com/interest](http://metro-college.com/interest) to sign up for updates.
- Prospective students and supporters, don't miss deadlines and important updates. Sign up today!

### Verify Your School Selection Meets MC Eligibility Requirements

- Attending JCTC or UofL? We cover both!
- Perspective or current UofL students must meet certain admission criteria to use MC benefits. See below.

*Note: UofL Students, make sure you have a 3.0+ cumulative high school GPA and a 21+ composite ACT score, an Associate degree, or 60 transferrable credit hours. MC strictly adheres to this requirement, so no rounding up! If you don't meet this requirement, check with a Student Development Counselor to discuss your options.*

## STEPS TO COMPLETE BEFORE YOU BEGIN EMPLOYMENT AT UPS

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### Get Hired at UPS in a Part-Time, 3<sup>rd</sup> Shift Position in Louisville's Next Day Air Operation

- To apply, go to [upsjobs.com](http://upsjobs.com) and select "Search Jobs".
- Enter the keyword "Package Handler" and "40213" zip code. Select Package Handler – Part Time and apply.
- Apply 30-40 days prior to your desired start date. If "package handler" positions are not available for Louisville, KY, check back periodically for updates. Call 502-359-1877 for application questions.

*Note: You must be actively employed at UPS by the established hire-by-dates (Feb. 28 for spring, July 1 for summer, Sept. 15 for fall) to receive MC program benefits. These dates are subject to change based on hiring needs. Contact a Student Development Counselor to confirm a particular semester hire-by-date.*

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

- Go to [fafsa.gov](http://fafsa.gov) to submit the FREE, current FAFSA to JCTC (006961) or UofL (001999).
- Student and parent tax information will be needed if you are under 24 years of age.

*Note: You must be a U.S. citizen or a federal student aid eligible non-citizen to participate in MC.*

### Submit a New or Returning Student Application to JCTC or UofL

- JCTC: [jefferson.kctcs.edu/admissions/index.aspx](http://jefferson.kctcs.edu/admissions/index.aspx)
- UofL: [louisville.edu/admissions/apply](http://louisville.edu/admissions/apply)

*Note: You may need to reapply for admission, submit HS and college transcripts, and resolve any holds preventing registration to enroll in classes. UofL students, review MC/UofL eligibility requirements above.*

### Get Advised and Register for Classes

- JCTC: [jefferson.kctcs.edu/current-students/academic-resources/advising-center/index.aspx](http://jefferson.kctcs.edu/current-students/academic-resources/advising-center/index.aspx)
- UofL: [louisville.edu/advising](http://louisville.edu/advising)

*Note: To make the adjustment to night shift and college work easier, beginning fall 2019, new MC students who limit first semester enrollment to 10 credit hours or less will be eligible for payment for courses completed with a D grade during the first agreement semester only.*

□ **Develop a Plan to Pay Tuition and Fees**

- When you register for classes, you are now responsible for the tuition bill at JCTC or UofL.
- 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 student agreement and pay fees\* and/or uncovered tuition costs\*\* before the tuition deadline.
  - B. If your first day of employment is AFTER the tuition deadline, you must pay your tuition bill by your school's tuition deadline and then sign your MC student agreement by the MC Student Agreement semester deadlines (Oct. 15 for fall, Mar. 15 for spring, Aug. 1 for summer) to be eligible for reimbursement. You typically have two payment options:
    1. Pay your tuition, fees, and uncovered tuition costs in full, or
    2. Contact your school to determine if you are eligible to enter into a payment plan.

\*Fees not covered by MC include, but are not limited to: housing, student recreation fee, meal plan, health fee, course or lab fees, BuildSmart fees, book charges, parking fees, etc.

\*\*Tuition costs not covered by MC include, but are not limited to: All or part of the UofL online course tuition and undergraduate tuition which is charged at a rate higher than the resident per credit hour course fee, etc.

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## **STEPS TO COMPLETE AFTER YOU BEGIN EMPLOYMENT AT UPS**

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□ **Complete Employment Verification to Confirm Eligibility to Receive MC Benefits**

- Go to [verify.metro-college.com/](http://verify.metro-college.com/) and enter the requested information.
- Employment verification will be completed within 5 business days. You may check your MyMC Page login status within 1-2 days after completion of the form.

□ **Complete the Student Transition Program (STP)**

- Go to [metro-college.com/mymc](http://metro-college.com/mymc) > Enter your login information > Select STP under CAPP Requirements.
- New students ONLY must complete this online set of modules to provide an overall understanding of MC benefits and campus resources.

*Note: Employment verification must be completed to gain access to the MyMC Page to complete the STP.*

□ **Sign the MC Student Agreement**

- All checklist items must be complete to sign your student agreement at any of the MC on-campus offices.
- New MC students must visit the office Monday – Thursday, 9AM – 12PM to sign the first agreement. Arrival after 12PM will result in longer wait times.

□ **Enroll in the MC High Five Program and Meet with a Financial Coach**

- Not only will you graduate debt-free with MC, we want you to grow your wealth while you are in school! MC has teamed up with Commonwealth Credit Union to provide you with financial tools and resources to make the most of your MC benefits and bonus money!
- Go to your [MyMC Page](#), click on High Five Program under Quick Links, and schedule an appointment with your Financial Coach to begin the money management conversation today!

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## **Questions?**

**Contact a Student Development Counselor Mon. – Thur., 9AM – 5PM:**

**JCTC – Downtown**

JEC Building  
200 W. Broadway, 9<sup>th</sup> floor  
502-213-4520

**JCTC – Southwest**

1000 Community College Dr.  
Student Center, Room 102  
502-213-7376

**UofL**

Belknap Campus  
Houchens Bldg., LL03  
502-852-2749

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

[askmetro@kctcs.edu](mailto:askmetro@kctcs.edu)