

# Metropolitan College

## CHECKLIST

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 NOW

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- Indicate Interest in the MC Program**  
Go to [metro-college.com/interest](https://metro-college.com/interest) to sign up for updates.
- Verify Your School Selection Meets MC Eligibility Requirements**  
Attending JCTC or UofL? We cover both!

**MC UofL Admissions requirement** | To utilize MC benefits at the University of Louisville (UofL), you must meet one of the following criteria:

- Cumulative 3.0 high school GPA or greater (GED 530) and a 21 ACT/1060 SAT composite\* score.  
Note: MC will consider ACT Superscore of 21 or higher or the SAT Superscore equivalent of 1060, if the minimum 21 ACT or 1060 SAT composite score is not met.
  - 60 transferable college credit hours or have earned an associate degree
  - Cumulative 3.3 high school GPA, no ACT/SAT test score submitted to UofL
- If you do not meet this requirement, contact our offices.**

## COMPLETE BEFORE YOU BEGIN EMPLOYMENT AT UPS

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- Apply and Get Hired at UPS**
  - Go to [jobs-ups.com](https://jobs-ups.com) enter Keyword “Package Handler” → Location “40213” → Search Jobs.
  - Apply 30-40 days prior to desired start date. If “package handler” is not available, check back.

**Note: You must be actively employed at UPS by the established hire-by dates (Spring, 2/28; Summer, 7/1; Fall, 9/15) to receive MC program benefits. Dates are subject to change based on hiring needs.**
- Review MC Student Direct Deposit Options for UPS Pay/ Enroll in High5 Program**
  - All MC students are strongly encouraged (not required) to open a High5 savings or checking account with our partner Commonwealth Credit Union (CCU). MC students can deposit all or a portion of their weekly pay, as well as take advantage of special products to grow their wealth and implement effective budgeting skills.
  - Review High5 and apply online at [ccuky.org/highfive](https://ccuky.org/highfive) or visit a local CCU branch to meet with a Wealth Ambassador. Additional information is provided in the Student Transition Program (STP).
- File the Free Application for Federal Student Aid (FAFSA)**
  - Submit the current FAFSA at [fafsa.gov](https://fafsa.gov). | Include School Codes: JCTC (006961) or UofL (001999)
  - This is **REQUIRED** to be completed 5 days prior to completing the Student Transition Program (STP).

**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](https://jefferson.kctcs.edu/admissions)
  - UofL: [louisville.edu/admissions](https://louisville.edu/admissions)

**Note: Resolve any holds preventing enrollment (HS/college transcript, financial hold, etc.)**  
UofL students, review MC UofL admissions requirements above.

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## □ **Get Advised and Register for Classes**

- JCTC: <https://jefferson.kctcs.edu/current-students/academic-resources/advising-center/>
- UofL: <https://louisville.edu/advising>

**Note: Students who sign their first MC agreement and adhere to part-time enrollment recommendations of enrolling in 10 credit hours or less, will be eligible for payment for courses completed with a D grade during the first agreement semester only. Semester and milestone bonuses are excluded from this policy.**

## □ **Develop a Plan to Pay Tuition & Fees**

- As a prospective MC student, your tuition payment options are as follows:
  - If your first day of employment is BEFORE the semester tuition deadline and all MC checklist items are completed, you must sign an MC student agreement & pay fees\* and/or any uncovered tuition costs\*\* before the tuition deadline.
  - If your first day of employment is AFTER the semester tuition deadline, you must pay your tuition bill by the semester tuition deadline and sign an MC agreement by the MC Student Agreement Semester deadline (Spring 3/15, Summer 8/1, Fall 10/15) to be eligible for reimbursement. You typically have two payment options:
    - Pay your tuition, fees, and uncovered costs in full, or
    - Contact your school to determine if you are eligible for a payment plan.

**\*Fees not covered by MC include, but are not limited to housing, student rec fee, meal plan, health fee, course or lab fees, distance learning, book charges, parking, 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.**

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

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

- After you have your GEMS ID and registered for classes and filed FAFSA at least 5 days prior, go to <https://verify.metro-college.com/>
- Check MyMC Page login status 1-2 days after completion to complete the on-line MC orientation, STP.

### □ **Complete the Student Transition Program (STP) to Prepare to Sign First MC Agreement**

- Go to [mymc.metro-college.com](http://mymc.metro-college.com) → Login → Select STP under CAPP Requirements.
- Access to MyMC Page after course enrollment and FAFSA is completed.

### □ **Schedule an Appointment to Sign Your first MC Student Agreement**

- Upon completion of the STP you will be prompted to schedule an appointment to sign your first agreement with a Student Development Counselor.

## **QUESTIONS?**

**Contact a Student Development Counselor M-TH**

**9AM-5PM**

**UofL | 502-852-2749**

**JCTC | 502-213-4520**

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

**Contact UPS Support Staff**

**Sara Heun | HR Specialist | [saraheun@ups.com](mailto:saraheun@ups.com) | 502-416-3868 | M-F 9AM-5PM**

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