

Metropolitan College

RETURNING MC STUDENT CHECKLIST

Returning MC Students 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 p.m. and 4:00 a.m.

Scan for Online
Checklist →



COMPLETE THE FOLLOWING

- **Learn More About Academic Programs that Provide Ideal Pathways for Adult Students to Return to College and Clarify Your Goals**
 - Attend one of our [information sessions](#) to learn more.
 - MC JCTC Returners
 - Contact [JCTC advising](#) to discuss course options, learn how to enroll in courses and ask about account holds that would prevent registration so you can work through these barriers.
 - Make an appointment with the [CREW Career Center](#) to conduct a career assessment.
 - MC UofL Returners
 - Plan to stay in the same major? Skip to verify your school admission requirements.
 - Need help selecting a major? Connect with an [exploratory advisor](#).
 - Exploring on-line programs? Contact the [online enrollment counselor](#).
 - Explore the [Organizational Leadership and Learning \(BSOLL\)](#) Earn up to 48 credit hours tuition free from your UPS training, on-the-job training, professional development and/or military training.
- **Verify Your School Admissions Requirements for Re-Enrollment**
 - MC JCTC Returners
 - Contact JCTC's Admissions office to verify your standing and file a new application (if required): JCTC jf-recruitment@kctcs.edu
 - To submit a new application for JCTC visit: jefferson.kctcs.edu/admissions
 - If you were previously enrolled as a JCTC and now interested in transferring to the UofL, contact ULTRA, Office of Adult & Transfer Services <https://louisville.edu/admissions/apply/transfer/ultra> UofL MC students must meet our program admission requirements.
 - 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
 - MC UofL Returners
 - Students enrolled within the past two years who are returning to the same program, can [request to re-enroll](#).
 - Students who have been away for two or more years, re-apply with the [Take Flight Application](#)*.
 - Students who were visitors, academically suspended, or who have attended another university or college since leaving UofL must also re-apply using the [Take Flight Application](#)*.
 - *Contact your assigned MC Student Development Counselor for your waived application fee for MC returners

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- **Complete Employment Verification to Confirm Eligibility to Receive MC Benefits**
 - At least 5 days prior to signing an MC agreement, go to <https://verify.metro-college.com/>. If it has been more than 12 months since you signed an agreement, this process will verify your UPS employment status.

- **File the Free Application for Federal Student Aid (FAFSA)**
 - Submit the current FAFSA at fafsa.gov. | Include School Codes: JCTC (006961) or UofL (001999)
 - This is **REQUIRED** to be completed before you sign your MC agreement. 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.

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

- **Financial Holds? Want to Build Wealth as an MC Student? Enroll in High5 Program and speak to a Wealth Ambassador**
 - All MC students have access to this unique program through Commonwealth Credit Union to assist in connecting to resources and removing financial barriers in order to return to school.
 - Review High5 and apply online at ccuky.org/highfive or scheduling meeting with a Wealth Ambassador through your My MC page.

- **Get Advised and Register for Classes**
 - JCTC: <https://jefferson.kctcs.edu/current-students/academic-resources/advising-center/>
 - UofL: <https://louisville.edu/advising>

- **Develop a Plan to Pay Tuition & Fees**
 - As a Returning MC student, your tuition payment options are as follows:
 - If you plan to return 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 you plan to return 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.*

- **Schedule an Appointment to Sign Your MC Student Agreement**
 - Upon completion of the above checklist items visit your [MyMC Page](#) and click “Schedule an Office Visit” to sign your MC agreement with a Student Development Counselor.

QUESTIONS?

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

- Log on to metro-college.com
- Select **MyMC** in upper right corner
- Enter your GEMS ID and Date of Birth
- Connect to your SDC in the upper right corner

Contact UPS Support Staff

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