

# Metropolitan College

## Onboarding Checklist for Prospective MC Participants at UofL and JCTC

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This checklist is for current and incoming UofL and JCTC students who are interested in signing their first Metropolitan College (MC) agreement and are not currently participating in School To Work. MC is available to eligible, active, part-time UPS employees in Next Day Air hub, ramp, and freight at UPS Worldport - Louisville Air District (2265) with shifts that start between 9:00 p.m. and 4:00 a.m. Contact us at [askmetro@kctcs.edu](mailto:askmetro@kctcs.edu) or visit [metro-college.com](http://metro-college.com) for full details about Metropolitan College.

### Step 1: Get hired and get started!

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#### **Work at UPS in a position that is eligible for MC benefits.**

- Apply for a part-time, third-shift position in Next Day Air hub, ramp, or freight at UPS Worldport – Louisville Air District (2265) at [www.upsjobs.com](http://www.upsjobs.com).
- Not sure when to apply? Interested in talking to a UPS recruiter? See **Important Dates** and **Contact Us** sections on page 2.

#### **Register for classes at UofL or JCTC.**

- Enrollment in at least one course at UofL or JCTC is required to sign a Metropolitan College agreement.
- **UofL:** (1) Apply at [louisville.edu/admissions](http://louisville.edu/admissions), then visit [louisville.edu/newcards](http://louisville.edu/newcards). (2) Go to [www.tinyurl.com/MC-UofL-Eligibility](http://www.tinyurl.com/MC-UofL-Eligibility) to request confirmation that you meet the MC UofL Academic Eligibility Requirement with any one of the following:
  - Cumulative high school GPA of 3.3 (GED 660).
  - Cumulative high school GPA of 3.0 (GED 600) and a 21 ACT (1060 SAT) composite or Superscore.
  - An associate degree or 60 transferable college credit hours.
- **JCTC:** Apply at [jefferson.kctcs.edu/admissions](http://jefferson.kctcs.edu/admissions), then visit [jefferson.kctcs.edu/enrollment-checklist.aspx](http://jefferson.kctcs.edu/enrollment-checklist.aspx).

#### **Submit the Free Application for Federal Student Aid (FAFSA).**

- Submit and complete all steps of the FAFSA at [studentaid.gov](http://studentaid.gov) using code 001999 for UofL or 006961 for JCTC.
- Because MC participation requires a complete FAFSA every academic year, eligibility is limited to United States citizens and eligible noncitizens as defined by the Federal Student Aid Office.

### Step 2: Start working at UPS and complete Employment Verification.

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#### **Obtain your UPS employee (GEMS) ID number and verify your eligibility for MC benefits.**

- Submit the **Employment Verification** form at [verify.metro-college.com](http://verify.metro-college.com) using your UPS employee (GEMS) ID number.
- Once UPS verifies your employment eligibility for MC benefits, instructions for logging into the MyMC portal will be sent within 5-7 business days to the personal email you provided on the Employment Verification form.

### Step 3: Complete the online MC orientation and sign your first MC agreement!

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#### **Complete the online MC orientation.**

- The online MC orientation, called the Student Transition Program (STP), is accessible at [metro-college.com](http://metro-college.com). Select **MyMC** at the top of the page, then log into the portal with your UPS employee (GEMS) ID.

#### **Schedule the first available appointment to sign your MC agreement!**

- Upon completion of the STP, you will be prompted to schedule an **in-person or virtual appointment** to sign your first MC agreement. It is important that you schedule the required appointment as soon as possible.
- MC participants sign separate MC agreements each semester. Your designated MC Student Success Counselor will provide reminders, guidance, and support throughout your participation in Metropolitan College.

# Metropolitan College

## Important Dates by Semester

Fall

Spring

Summer

<p><b>Apply for an eligible position at UPS:</b> Applications are processed as received. Applying early will allow you to adjust to the nightshift before your first semester as a MC student. For instructions, go to Metro-College.com, select Get Started, then select Onboarding Checklist for Prospective Participants. Next, select Work at UPS in a position that is eligible for MC benefits.</p>	<p>Review the deadlines below, then apply as soon as your schedule allows.</p>		
<p><b>Agreement Deadline for GUARANTEED TUITION DEFERMENT:</b> New and returning MC participants who sign an agreement by their institution's payment due date are guaranteed to have tuition deferment and <u>are not</u> expected to pay MC-eligible charges by the payment due date. Participants <u>are</u> expected to pay (or set up a payment plan for) fees and all charges that are not MC eligible.</p>	<p>See UofL and JCTC Bursar Office websites for institution's payment due dates by semester or contact AskMetro@kctcs.edu.</p>		
<p><b>UPS Employment Deadline:</b> Before signing their first agreement, prospective MC participants must have a UPS employee (GEMS) ID number and be actively working in a position eligible for MC benefits by the date indicated.</p>	<p>Sept. 15</p>	<p>Feb. 28</p>	<p>July 1</p>
<p><b>Agreement Deadline for TUITION REIMBURSEMENT:</b> Participants who sign an agreement after the tuition deferment date (see above) and by this date are expected to pay (or set up a payment plan for) all charges by their institution's payment due date and will be eligible for reimbursement of MC-eligible charges upon payment of benefits by UPS to their institution (see below).</p>	<p>Oct. 15</p>	<p>March 15</p>	<p>Aug. 1</p>
<p><b>Work Commitment – Tuition and Fee-Payment Assistance Benefits:</b> Active employment must be maintained through date indicated for benefit eligibility.</p>	<p>Dec. 31</p>	<p>May 31</p>	<p>Sept. 30</p>
<p><b>Work Commitment – Academic Bonuses:</b> Active employment must be maintained through date indicated for bonus eligibility.</p>	<p>Dec. 31</p>	<p>June 30</p>	<p>Sept. 30</p>
<p><b>Payment of Tuition &amp; Fee-Payment Assistance Benefits:</b> Tuition and fee-payment assistance benefits will be paid directly to the institution approximately 6 weeks after the work commitment is fulfilled, qualifying grades are earned, and all agreement terms are met..</p>	<p>Feb. - March</p>	<p>Aug. - Sept.</p>	<p>Nov. - Dec.</p>
<p><b>Payment of Academic Bonuses:</b> Academic bonuses will be paid on the participant's UPS paycheck approximately 6 weeks after the work commitment is fulfilled, qualifying grades are earned, and all agreement terms are met.</p>	<p>Feb. - March</p>	<p>Aug. - Sept.</p>	<p>Nov. - Dec. (Grad. only)</p>

## Contact Us!

**Metropolitan College** metro-college.com | [askmetro@kctcs.edu](mailto:askmetro@kctcs.edu) | 502.213.4520 or 502.852.2749

**UofL UPS Hiring & Recruiting** Audra Butler | [abutler@ups.com](mailto:abutler@ups.com) | 502.595.8396

**JCTC UPS Hiring & Recruiting** Bayleigh Vorbrink | [bvorbrink@ups.com](mailto:bvorbrink@ups.com) | 502.541.9980

**UPS Education Programs Specialist** Sara Heun | [saraheun@ups.com](mailto:saraheun@ups.com) | 502.416.3868

Scan to view the checklist online!

