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# Newsletter

Oct. 2—Oct. 15, 2017

## MC Information

### Fall 2017 Student Agreement Deadline is Oct. 16!

If you have not signed your fall 2017 student agreement yet, time is running out. The agreement signing deadline is Monday, Oct. 16. Keep in mind, in order to sign an agreement, you must have a complete and official 2017-18 FAFSA on file with the school you are attending and if applicable, have completed any outstanding CAPP requirements.

To complete your FAFSA, go to [www.fafsa.gov](http://www.fafsa.gov) and be sure to choose the 2017-18 tab. Verify that the correct school code is listed (JCTC: 006961; UofL: 001999) and monitor your Financial Aid To-Do List items to ensure all additional procedures are complete.

### CAPP Completion for Spring 2018

It is time to complete CAPP requirements to sign your spring 2018 student agreement. Schedule your resume and/or mock interview appointments on your MyMC Page now to ensure convenient appointment times. Appointments scheduled after October are subject to be less convenient for a third-shift work schedule. Contact a student development counselor with any questions.

### The 2018-19 FAFSA is Now Available

The 2018-19 FAFSA is now available to complete. Go to [www.fafsa.gov](http://www.fafsa.gov) submit your application today! Keep in mind that you will use 2017 income tax data for this application. Metro College students who have signed at least one student agreement, must have an official and complete FAFSA in order to sign student agreements. Be sure to monitor your Student Self-Service or ULink account to complete additional steps with the Financial Aid office to prevent a delay in signing your agreement.

### Do You Know About the MC Online Career Guide Program?

Interested in connecting with industry professionals for career guidance? Whether you're seeking career advancement opportunities at UPS or desire career opportunities outside of UPS, one of the best ways to prepare for your next career goal is to gain insight from industry professionals. Connect with industry professionals in your career field for valuable career advice: Resume Review, LinkedIn Profile Review, and/or Career Portfolio Review. To learn more, log in to your MYMC page at [www.metro-college.com](http://www.metro-college.com) or contact a Student Development Counselor.

### Fall 2017 Book Reimbursement Submission Information

The book reimbursement form is now available for submission on your MyMC Page. Once you complete the form, print the summary page, sign and date it, and turn it in, along with your original receipts to one of the MC drop boxes located at each entrance to the UPS Air Park. The summary page and receipts must be submitted to the drop box by **midnight, Oct. 16.**

JCTC Students: Check your Self-Service account to see if you have a Digital Content or MyLab Plus charge(s) on your semester bill. These charges are NOT tuition charges covered under MC benefits, however the charges are eligible for book reimbursement. Contact the Bursar's office to either pay or to verify your financial aid award(s) will cover the charges. You will need to get an itemized receipt from the Bursar's Office to turn in for reimbursement.

## Deadlines & Important Dates

### Metro College

Oct. 16—Fall 2017 Student Agreement Signing and Book Reimbursement Deadline

### JCTC

Oct. 1—Spring 2018 Registration begins

Oct. 2-3—Fall Break (no classes; offices open)

Oct. 9—Mid-Term/Last day to change from Credit to Audit/Last day to withdraw without instructor's signature and receive a "W"

### UofL

Oct. 9-10—Mid Term Break (no classes; offices open)

Oct. 20—Last day to withdraw

Nov. 3—Spring 2018 Registration begins

## Check Your MyMC Messages!

Have you logged on to your MyMC Page lately? Did you know we send you messages throughout the year that serve as reminders, provide information, and identify actions you need to take to receive MC benefits?

We encourage you to check your messages at least once a week throughout the year. Now is the time to review your messages to ensure you receive your MC benefits. In addition, if you have any questions about the MC program, school, or work, you can send a student development counselor a message through the "Ask A Counselor" section. The counselors can provide you with the correct information or refer you to the appropriate department or person. Responses will be provided within one business day.



## UofL Information

### University Writing Center Open

The Writing Center is now open to serve all UofL students, faculty, and staff. Our consultants provide feedback on writing at any point of your writing process. Visit <http://louisville.edu/writingcenter> to schedule appointments, view the writing group schedules, and browse our writing resources.

### Get Your Flu Shot Today!

Students, faculty, and staff can get free flu shots through UofL Campus Health Services now! Visit <http://louisville.edu/campushealth/services/flu-care-shots/flu-shot-schedule> for a schedule of times and locations and to download the consent form. Flu shots are also available on a walk-in basis at the Cardinal Station Center Clinic and the Health Sciences Center Clinic.

### Cards Career Connection Powered by Handshake

Need a career counseling appointment? Looking for a federal work study position, internship, or job? The Career Development Center (CDC) introduces Cards Career Connection powered by Handshake to replace Cards CareerLink. The all-encompassing interactive web platform connects students and alumni with jobs, employers, and CDC staff members. Login today at <https://louisville.edu/career/cards-career-connection>.

### Student Orientation Staff is Recruiting

Become an SOSer! The Student Orientation Staff is now hiring our team for 2018. Visit [UofL.me/sosers](http://UofL.me/sosers) for information about upcoming Interest Sessions and the application process. Applications will be accepted Oct. 2—12.

### Spring 2018 Registration is Coming!

Spring 2018 Registration begins **Nov. 3**. Now is the time to meet with your academic advisor to select the classes you need. Go to <http://louisville.edu/registrar/registration-information/pspring> to view the registration rotation schedule listed in alphabetical and classification order (i.e. freshmen, sophomore, junior, senior) to register as soon as possible.

Once you register for classes, come in and sign your student agreement. Keep in mind, all outstanding financial aid and/or CAPP requirements must be completed prior to signing.

### Finance and Accounting Internship Opportunities at UPS

UPS Finance and Accounting currently has openings for internships. If interested, you will need your most current and updated resume to apply. Contact a Student Development Counselor to ensure your resume is formatted appropriately for these positions. Please keep the following in mind, intern positions are paid positions; the commitment is generally 1 year; and part-time and full-time positions may be available.

To apply, you can go to [upsers.com](http://upsers.com) and search for career opportunities or you can follow this [link](#), click on UPS internal job site and select Co-op/Intern.

For more direct communication, please reach out to Katina Barbee at 502-359-7869 or [kbarbee@ups.com](mailto:kbarbee@ups.com).

### Graduating Cards, It's Time to Order Your Cap and Gowns

The ordering website is open for students to place an order for academic apparel for the December 2017 Commencement Ceremony. The deadline to order apparel is at **midnight, Tues., Oct. 31**. Graduation participants should visit the commencement website, <http://louisville.edu/commencement>, to place order and to view information on the ceremony.

### Homecoming 2017 Information

Homecoming Week is fast approaching! Show your Cardinal Pride by participating in the numerous Homecoming events leading up to the football game on Oct. 14. against Boston College. For a full list of Homecoming events, visit <http://www.uoflumni.org/homecoming>.

### UofL Student Complaints

Students are encouraged to resolve complaints with the person or department with whom they have a dispute. However, should this approach fail or be inappropriate, students may submit written complaints through the online complaint form, at <http://louisville.edu/student/form/studentcomplaintform>. Once received, the complaints will be forwarded to the appropriate academic area or administrative unit for review. If you have questions regarding the process, please contact Samantha MacKenzie, Student Advocate at (502) 852-5787.

### Living Away from Home for the First Time?

Living away from home for the first time? Feeling the freedom or already homesick? Make sure to get involved in campus activities. It's a way to build new friendships that may just fill that void if you miss your family. If you are experiencing overwhelming sadness being away from home, please contact the Counseling Center at 502-852-6585. If you're not sure how to get the help you may need, contact the Dean of Students Office at 502-852-5787 or [dos@louisville.edu](mailto:dos@louisville.edu).

### Cards Speak

Have you ever been concerned about a friend in crisis and not sure what to say to help them? Kognito At Risk is an online suicide prevention training program available for the UofL community. Kognito uses an interactive and visual format, allowing students to practice conversation skills in a safe environment. This training helps students promote mental health and prevent suicide. Anyone can complete the program 24/7. Learn more by visiting <https://louisville.edu/dos/facultystaff/kognito-online-training>.



## JCTC Information

### JCTC-DT Academic Success Workshops

The JCTC-DT Campus Library is offering free academic success workshops throughout the fall semester. All workshops take place on the 1st floor of the library.

**Wed., Oct. 4, 1:00 p.m.**

Getting Started with PRIMO for Research Papers

**Thurs., Oct. 5, 2:00 p.m.**

Databases A-Z

**Mon., Oct. 9, 12:00 p.m.**

Databases A-Z

**Tues, Oct. 10, 2:00 p.m.**

Presentations that Impress: Learning to Use PowerPoint

**Wed., Oct. 11, 1:00 p.m.**

Cite Your Sources

**Thurs., Oct. 12, 12:00 p.m.**

Do I Really Need to Write That Down? Tips for Note-taking

**Thurs., Oct. 12, 2:00 p.m.**

Cite Your Sources

### JCTC Parking and Transportation Info

Have you requested your parking pass yet? Parking passes are \$25 each semester and will NOT be covered by your Metropolitan College benefits. You must request the pass on your Self-Service account. Instructions are posted on your MyMC Page.

Also beginning fall 2017, JCTC students, with a valid Student ID, will be able to ride TARC for free!

### Spring 2018 Registration

As of Oct. 1, all currently enrolled students are able to register for spring 2018 classes. If you are not sure of what classes you need to take, visit the Advising Center on your campus. Visit [https://jefferson.kctcs.edu/academics/advising\\_center/index.aspx](https://jefferson.kctcs.edu/academics/advising_center/index.aspx) for campus-specific hours and locations.

Once you register, come into the on-campus MC office to sign your spring agreement. Keep in mind, that any outstanding Financial Aid procedures and/or CAPP requirements must be completed prior to signing.

### ULtra News

#### Transfer Day

Get connected to an advisor from your UofL major by attending the ULtra Transfer Day, taking place at JCTC Southwest Campus on **Mon., Oct. 16, in the Lobby of the Social Science Building from 10:30 a.m.—1:30 p.m.** Speak with UofL advisors from your major to build your academic plan, learn about additional courses to take before transferring, and get an official transcript evaluation. Bring a copy of your unofficial transcript, if you have attended another institution other than JCTC.

#### L.E.A.D.

L.E.A.D. stands for Leaders Exploring Advanced Degrees. This series of programs is designed to expose students to the realities of admission to graduate and professional programs at the University of Louisville. Each L.E.A.D. visit usually includes an admissions presentation and tour of facilities. Some programs may include a mock lecture and/or a student panel. Lunch with the program representatives is provided for an informal Q&A session. **All events are held from 10:00 a.m.—1:00 p.m.**

Upcoming L.E.A.D. visits:

**Oct. 13**—Nursing

**Oct. 27**—Business

**Nov. 10**—Law

**Nov. 17**—Education

To register, go to [louisville.edu/ultra/lead](http://louisville.edu/ultra/lead).

### JCTC Tutoring Services

JCTC offers tutoring services at the Learning Commons and in each of its math labs. Tutoring services and hours vary by campus, so go to <http://jefferson.kctcs.libguides.com/free-tutoring> to learn more about this academic resource available to you.

Interested in becoming a tutor at JCTC? You must have received an “A” in ENG 102, MAT 150, BIO 112 or BIO 137; Obtain two professional recommendations, at least one from your professor; and have successfully completed at least one semester of college coursework at JCTC. Applications are accepted throughout the year at each campus Learning Commons. If an opening is available that meets your qualifications, you will be contacted for an interview. For more information, go to <http://jefferson.kctcs.libguides.com/free-tutoring/apply-to-tutor>.

### Contact Us

#### HR Representatives- UPS:

502-247-1875

#### Available:

Mon.-Fri. 10 p.m. – 3 a.m.

#### UPS Support Staff:

Kim Saylor

Office: 213-4525

ksaylor@ups.com

Available: Mon.-Fri. 9 a.m.—5 p.m.

#### Student Development Counselors:

MC On-campus offices

JCTC DT: 502-213-4520

JCTC SW: 502-213-7376

UofL: 502-852-2749

#### Available:

Mon./Thurs. 9 a.m.-5 p.m.

Tues./Wed. 9 a.m.-6 p.m.

#### Earn & Learn

EDCOR questions: 1-800-850-5181

HRSC: 1-855-877-4772