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# Newsletter

Nov. 27—Dec. 10, 2017

## MC Information

### CAPP Completion for Spring 2018

Time is running out to complete your CAPP requirements in order to sign your spring 2018 student agreement before Institutional closings at JCTC and UofL in December. The last day to complete a CAPP requirement at a JCTC MC Office will be Dec. 14 and the last day at UofL will be Dec. 21. Schedule your appointments now on your MyMC Page, to ensure you receive a convenient appointment time. Appointment availability in November and December will be less convenient for third-shift work schedules. Contact a student development counselor with any questions.

**NOTE: Beginning Jan. 2 and running through Jan. 12, opportunities to complete CAPP requirements will be offered on Fridays only by appointment at the MC Downtown office.**

### Complete the 2018-19 FAFSA Now

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.

### Spring 2018 Student Agreement Information

Once you have registered for spring 2018 classes, come into one of the MC campus offices to sign your student agreement. Student agreements must be signed prior to your school's tuition deadline in order to receive tuition deferment.

**JCTC Deadline: Jan. 5**

**UofL Deadline: Jan. 12**

Be sure your 2017-18 FAFSA is official and complete with the Financial Aid at your school. Returning MC students with outstanding checklist items will not be able to sign. In addition, returning students must be current with CAPP requirements to sign. Contact a student development counselor for details.

### 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.

### MC Specific Campus Orientation Classes for Spring 2018 at JCTC

Are you planning to take a FYE105 class at JCTC during the spring semester? Then consider the MC-cohort class. This class will help you understand JCTC's resources, academic requirements, and services while providing customized content for MC students. The course at JCTC is offered as an 8-week, hybrid course: part in-person, part online.

## Deadlines & Important Dates

### Metro College

**Dec. 18—Jan. 1**—JCTC MC Offices CLOSED

**Dec. 24—Jan. 1**—UofL MC Offices CLOSED

### JCTC

**Dec. 1**—Last day to withdraw with instructor's signature and receive "W"/End of class work

**Dec. 4-10**—Finals Week

**Dec. 18 0 Jan. 1**—Campus CLOSED

**Jan. 5**—Spring 2018 Tuition Deadline

### UofL

**Dec. 4**—Last day of classes

**Dec. 5**—Reading Day

**Dec. 6-12**—Final Exams

**Dec. 12**—Degree Date

**Dec. 15**—Commencement

**Dec. 25—Jan. 1**—Campus CLOSED

**Jan. 12**—Spring 2018 Tuition Deadline

## 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

### Winter Coat/Blanket Drive

Donate new and gently used coats and blankets to help those in area neighborhoods this winter. Drop off items in the Red Barn through Fri., Dec. 1.

### Academic Dishonesty Policy

Student Rights and Responsibilities Section 5: Academic dishonesty is prohibited at the University of Louisville. It is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who ultimately depend upon the knowledge and integrity of the institution and its students and faculty. For more information, <http://louisville.edu/dos/students/studentrightsandresponsibilities>.

### 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>.

### Have You Registered for Spring 2018 Yet?

Spring 2018 Registration began **Friday, 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 [upers.com](http://upers.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).

### Finals Fest

Relax and rejuvenate with FYI, SAB and other campus partners as you prepare for finals. FREE food and giveaways will be just the pick-me-up, as you head into the evening and your upcoming final exams. Stop by on Mon., Dec. 4 at 6:30 p.m., in the Lower Level of the Ekstrom Library.

### Calm Cafe

Health Promotion will be having Calm Café on Reading Day, **Tues., Dec. 5 in SAC W309K!** It will offer a quiet space for students to relax, study, get a free chair massage and enjoy tasty foods and drinks. All students are welcome to join anytime from 11:00 a.m. – 4:00 p.m.

### 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.

### Tell Us About Your Favorite Faculty Member

Submit a fall 2017 Faculty Favorite nomination to tell us who made a difference in your learning this semester. The nomination period closes Fri., Dec. 15. Go to <http://louisville.edu/delphi/awards/facultyfavorites/nominate> to complete the online form.

### Angel Tree Initiative

Help bring joy to some children this Holiday Season by selecting an Angel from the UofL Women's Center Student Parent Association Angel Tree Initiative. Select a name between Nov. 20 and Dec. 4. Email [womenctr@louisville.edu](mailto:womenctr@louisville.edu) for more information.



## 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.

**Tues., Nov. 28, 11:00 a.m.**  
Research Tips

**Wed., Nov. 29, 12:00 p.m.**  
Research Tips

### 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

Have you registered for spring 2018 yet? 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.

### Prepare for Institutional Closings: Sign Your Agreement Now!

Due to institutional and holiday closings at JCTC, time is running out to sign your spring 2018 student agreement by the Jan. 5 tuition deadline. If you do not have a signed student agreement or have not made payment arrangements with the Bursar's office by Jan. 5, you will be dropped from your classes and will be responsible for paying late and reimbursement fees that may exceed \$150.

All JCTC Campuses will be closed Nov. 22-24 for Thanksgiving and Dec. 18—Jan. 1 for Winter Break. JCTC will re-open on Tues., Jan. 2.

### ULtra News

#### Metroversity

Take a class at UofL through Metroversity. In order to take a class at UofL through Metroversity, you must attend a pre-advising session to ensure eligibility, be full-time JCTC student in good academic standing, meet a 2.0 GPA requirement for 200 level classes and a 3.0 GPA for 300 level classes, and complete all pre-requisites for UofL class. **Priority Registration takes place Nov. 27—Dec. 1. Schedule an appointment with an ULtra advisor before Nov. 27 for pre-registration advising.**

#### 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:

**Feb. 2**—Engineering

**Feb. 23**—Public Health

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

For more information on ULtra services and upcoming events, go to [louisville.edu/ultra](http://louisville.edu/ultra) or call 502-213-4538.

### 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.

### Contact Us

#### 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.

#### HR Representatives- UPS:

502-359-2125

#### 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.

#### Earn & Learn

EDCOR questions: 1-800-850-5181

HRSC: 1-855-877-4772