

ELEMENTARY EDUCATION CAREER PATHWAY

UofL Student Checklist



Welcome to the Metro College Elementary Education Pathway!

As you get started, you can use this checklist to assist you in completing the MC program requirements to stay on track. For questions or support, please reach out to Ashley Batliner at ashley.batliner@louisville.edu.

IMPORTANT NOTE: [Annual MC Education Pathway Enrollment form](#) **MUST BE SUBMITTED EVERY YEAR.** Ashley Batliner will email a reminder to all active students in the pathway each Summer on July 1st.

✓	BEFORE YOU START!	DUE DATE
	Apply for an MC-eligible position at UPS	Apply as early as your schedule permits to allow time to adjust to the nightshift before your first term as an MC student. Open positions are not guaranteed. Hire by date for Fall: September 15th Hire by date for Spring: February 28th
	Apply for UofL admissions , then visit NEW CARDS!	Priority Application Deadline: Feb 15th Contact Admissions office for final application deadline. admitme@louisville.edu
	Submit and complete the Free Application for Federal Student Aid (FAFSA) every academic year. Use school code 001999 .	File ASAP. Opens Oct 1st prior to Academic Year every year
	Visit Achieve your goals with Metropolitan College! to request a preliminary check of your academic eligibility to utilize MC benefits. Eligibility Requirements UofL MC Students: (Must meet one of the below requirements) - Cumulative high school GPA of 3.3 (GED 660). OR - Cumulative high school GPA of 3.0 (GED 600) AND a 21 ACT (1060 SAT) composite or Superscore. OR 60 earned or transferable college credit hours OR an associate degree. You can Submit a petition if you do not meet one of the three criteria above	Enrolling in Fall: Request during summer Enrolling in Spring: Request during Fall
	Submit the Employment Verification Form to confirm you are working in an eligible position at UPS to utilize MC tuition benefits.	Once you have: (1) begun working in an MC-eligible position, (2) enrolled in classes, and,

		(3) submitted the FAFSA, Please complete Employment Verification
Complete the online MC orientation STP Module on your MyMC page Login - MyMC . Upon completion, schedule the first available in-person or virtual appointment to sign your first agreement. <i>STP cannot be completed until EV has been approved.</i>		To guarantee tuition deferment sign by the institution's payment due date which can be located here: Paying Your Bill — Office of the Bursar
FIRST SEMESTER – UPS EMPLOYMENT		DUE DATE
Attend Education Pathway Info Session & Submit Annual MC Education Pathway Enrollment form .		Ashley Batliner will email Info Session date out to all active MC Ed Pathway Students at the beginning of each semester. Attendance is required at LEAST ONCE to an info session Annual MC Education Pathway Enrollment form . MUST BE SUBMITTED EVERY YEAR. Ashley Batliner will email a reminder to all active students in the pathway each Summer on July 1 st .
CAPP Requirement – Complete Budgeting Module – Log into your MyMC portal to complete this requirement.		Required Completion for Fall: September 30th Required Completion for Spring: February 28th
Advising for next semester. See MC Academic Advising Guide for assistance.		Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th
Enroll for next semester during priority registration (same date as registration for graduate students). See Drop/Add Dates for more information.		For Fall/Summer: Starts as early as March 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i>
Student Signs Next Agreement by tuition deferment deadline		For Fall Semester: July 25th For Spring Semester: December 12th
SECOND SEMESTER – UPS EMPLOYMENT		DUE DATE
Begin PRAXIS Core/Case Exam Prep if applicable Praxis Practice Tests Visit UofL libraries for PRAXIS test prep: Praxis exam Search University of Louisville Libraries		Required Completion: First month of second semester
Take first PRAXIS Core/Case attempt if applicable. Visit How to Register for a Praxis Test for more information		For Fall: Take practice Praxis in September For Spring: Take practice Praxis in February For Summer: Take practice Praxis in June
Advising for next semester. See MC Academic Advising Guide for assistance		Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th
Enroll for next semester during priority registration (same date as registration for graduate students). See Drop/Add Dates for more information.		For Fall/Summer: Starts as early as March 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i>
Student Signs Next Agreement by tuition deferment deadline		For Fall Semester: July 25th For Spring Semester: December 12th

THIRD SEMESTER – UPS EMPLOYMENT		DUE DATE
Take 2 nd PRAXIS Core/Case Exam attempt if needed. Visit How to Register for a Praxis Test for more information		Priority Start: Break between second and third semester Required Completion: First month of Third Semester
Schedule an appointment with Writing Center for essay support with Upper Division Application requirements		Required Completion: Second month of Third Semester
CAPP Requirement – Resume Review for Upper Division Application – Log into your MyMC portal to complete this requirement.		Required Completion for Fall: September 30th Required Completion for Spring: February 28th
Confirm Three References for Upper Division Application References should include: 1. Faculty Recommendation 2. Professional/Community Recommendation 3. Work with Children and/or Adolescents Recommendation		Required Completion for Spring: September 30th Required Completion for Spring: February 28th
Advising for next semester. See MC Academic Advising Guide for assistance		Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th
Enroll for next semester during priority registration (same date as registration for graduate students). See Drop/Add Dates for more information.		For Fall/Summer: Starts as early as March 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i>
Student Signs Next Agreement by tuition deferment deadline		For Fall Semester: July 25th For Spring Semester: December 12th
FOURTH SEMESTER – UPS EMPLOYMENT		DUE DATE
Submit Annual MC Education Pathway Enrollment form .		Annual MC Education Pathway Enrollment form . MUST BE SUBMITTED EVERY YEAR. Ashley Batliner will email a reminder to all active students in the pathway each Summer on July 1 st .
Student Submits Upper Division Application - Please review the online application materials for further information at: CEHD: Educator Preparation Program		Fall Admission: February 1st Spring Admission: September 15th CEHD Application Link
Advising for next semester. See MC Academic Advising Guide for assistance.		Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th
Enroll for next semester during priority registration (same date as registration for graduate students). See Drop/Add Dates for more information.		For Fall/Summer: Starts as early as March 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i>
Student Signs Next Agreement by tuition deferment deadline		For Fall Semester: July 25th For Spring Semester: December 12th
FIFTH SEMESTER – UPS EMPLOYMENT		DUE DATE
Advising for next semester. See MC Academic Advising Guide for assistance.		Advising completion date required for Spring: September 30th Advising completion date required for Summer and

		Fall: February 28th
Enroll for next semester during priority registration (same date as registration for graduate students). See Drop/Add Dates for more information.		For Fall/Summer: Starts as early as March 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i>
Student Signs Next Agreement by tuition deferment deadline		For Fall Semester: July 25th For Spring Semester: December 12th
SIXTH SEMESTER – UPS EMPLOYMENT		DUE DATE
CAPP Requirement - Create LinkedIn Profile & make 5 education related connections. Log into your MyMC portal to complete this requirement.		Required Completion for Spring: September 30th Required Completion for Spring: February 28th
Advising for next semester. See MC Academic Advising Guide for assistance.		Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th
Enroll for next semester during priority registration (same date as registration for graduate students). See Drop/Add Dates for more information.		For Fall/Summer: Starts as early as March 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i>
Student Signs Next Agreement by tuition deferment deadline		For Fall Semester: July 25th For Spring Semester: December 12th
SEVENTH SEMESTER – UPS EMPLOYMENT		DUE DATE
Submit Annual MC Education Pathway Enrollment form .		Annual MC Education Pathway Enrollment form . MUST BE SUBMITTED EVERY YEAR. Ashley Batliner will email a reminder to all active students in the pathway each Summer on July 1 st .
CAPP Requirement - Attend Mock Interview Session in Preparation for Option 9. Log into your MyMC portal and schedule an appointment to complete this requirement.		Required Completion for Spring: September 30th Required Completion for Spring: February 28th
Advising for next semester. See MC Academic Advising Guide for assistance.		Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th
Enroll for next semester during priority registration (same date as registration for graduate students). See Drop/Add Dates for more information.		For Fall/Summer: Starts as early as March 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i>
Student Signs Next Agreement by tuition deferment deadline		For Fall Semester: July 25th For Spring Semester: December 12th
EIGHTH SEMESTER – UPS EMPLOYMENT		DUE DATE
Attend Option 9 Info Session with CEHD. Justin Crenshaw will reach out to you directly when you need to attend the option 9 info session.		Required Attendance: Spring

	<i>You do not need to reach out to him beforehand unless you have questions.</i>	Contact Justin Crenshaw at justin.crenshaw@louisville.edu for Option 9 Info Session details.
	Advising for next semester. See MC Academic Advising Guide for assistance.	Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th
	Enroll for next semester during priority registration (same date as registration for graduate students). See Drop/Add Dates for more information.	For Fall/Summer: Starts as early as March 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i>
	Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: July 25th For Spring Semester: December 12th
	NINTH SEMESTER – UPS EMPLOYMENT	DUE DATE
	Review Health Insurance Options Resource Guide for Option 9 Semester	Required Completion: Second month of Ninth Semester
	Advising for next semester. See MC Academic Advising Guide for assistance.	Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th
	Enroll for next semester during priority registration (same date as registration for graduate students). See Drop/Add Dates for more information.	For Fall/Summer: Starts as early as March 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i>
	Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: July 25th For Spring Semester: December 12th
	TENTH SEMESTER –UPS EMPLOYMENT	DUE DATE
	Submit Annual MC Education Pathway Enrollment form.	Annual MC Education Pathway Enrollment form. MUST BE SUBMITTED EVERY YEAR. Ashley Batliner will email a reminder to all active students in the pathway each Summer on July 1st.
	Complete MC Graduation Survey	For Fall Graduates: Complete by Dec 1st For Spring Graduates: Complete by April 1st
	Advising for next semester. See MC Academic Advising Guide for assistance.	Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th
	Enroll for next semester during priority registration (same date as registration for graduate students). See Drop/Add Dates for more information.	For Fall/Summer: Starts as early as March 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i>

	Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: July 25th For Spring Semester: December 12th
	Update personal budget to cover Option 9 semester tuition fees and cover monthly expenses with new JCPS salary. (Optional) Following <u>Meet with CCU</u> and/or Financial Aid Office for guidance & support To open a High 5 Savings or Checking Account contact a CCU Financial Services Representative. Call CCU Contact Center- 800-228-6420 Hours of Operation: M-F 8:30AM-5:00 PM and Saturdays 9:00AM-12:00 PM (click here for locations and hours) Provide code, " MCHIGH5 " for CCU to deposit your initial \$5	For Fall Semester: July 25th For Spring Semester: December 12th
	Meet Fall Work Commitment Date of Dec 31 st before ending UPS employment	You must work on or through the work commitment date to maintain tuition benefit eligibility. If Dec 31st falls on a non-workday, then the employee must work the full next workday after Dec 31st.
	ELEVENTH SEMESTER – JCPS EMPLOYMENT	DUE DATE
	Begin Option 9 Student Teaching Semester - Work as an Instructional Assistant at JCPS full-time to earn 12 credit hours of student teaching and complete CAP Stone project. Visit Jefferson County Public Schools - Employment Application for current JCPS IA openings	Beginning of Fall or Spring semesters only. Cannot Complete Option 9 during summer.
	Pay UofL tuition and fees by payment deadline.	Check Office of the Bursar for semester due dates
	Complete Program Evaluation Survey in MC office	For Fall Graduates: Complete by Dec 1st For Spring Graduates: Complete by April 1st
	Pick up MC Graduation Cord w/ Ashley Batliner in Houchens Building LL03	Ashley Batliner will email all students when cords are ready for pick up.

HAVE QUESTIONS? HERE IS WHO CAN HELP

Ashley Batliner , MC Student Success Counselor	ashley.batliner@louisville.edu	Can answer questions related to Metro College program benefits and requirements
Justin Crenshaw , Option 9 Program Coordinator	justin.crenshaw@louisville.edu	Can answer Option 9 related questions
Keonna Gibbs , Academic Advisor (Elementary Only (INDV) and IECE Track students)	keonna.gibbs@louisville.edu	Can answer academic related questions and help with course scheduling for students in Elementary Only (INDV) and IECE tracks.
Ty Constante , Academic Advisor (LBD & MSD Track students)	shane.constante@louisville.edu	Can answer academic related questions and help with course scheduling for students in LBD and MSD tracks
Sara Heun , High Volume Talent Acquisition Analyst	saraheun@ups.com	Can answer UPS employment-related questions such as hours worked, HR

