

# 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](mailto:ashley.batliner@louisville.edu).

✓	BEFORE YOU START!	DUE DATE
	<a href="#">Apply for an MC-eligible position at UPS</a>	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: <b>September 15<sup>th</sup></b> Hire by date for Spring: <b>February 28<sup>th</sup></b>
	<a href="#">Apply for UofL admissions</a> , then visit <a href="#">NEW CARDS!</a>	Priority Application Deadline: <b>Feb 15<sup>th</sup></b>  Contact Admissions office for final application deadline. <a href="mailto:admitme@louisville.edu">admitme@louisville.edu</a>
	Submit and complete the <a href="#">Free Application for Federal Student Aid (FAFSA)</a> every academic year. Use school code <b>001999</b> .	<b>File ASAP.</b> Opens <b>Oct 1<sup>st</sup></b> prior to Academic Year <b>every year</b>
	Visit <a href="#">Achieve your goals with Metropolitan College!</a> to request a preliminary check of your academic eligibility to utilize MC benefits.  <b>Eligibility Requirements UofL MC Students:</b> <b>(Must meet one of the below requirements)</b> <ul style="list-style-type: none"> <li>• Cumulative high school GPA of 3.3 (GED 660).</li> </ul> OR <ul style="list-style-type: none"> <li>• Cumulative high school GPA of 3.0 (GED 600) AND a 21 ACT (1060 SAT) composite or Superscore.</li> </ul> OR <ul style="list-style-type: none"> <li>• 60 earned or transferable college credit hours OR an associate degree.</li> </ul> You can <a href="#">Submit a petition</a> if you do not meet one of the three criteria above	<b>Enrolling in Fall:</b> Request during summer <b>Enrolling in Spring:</b> Request during Fall
	Submit the <a href="#">Employment Verification Form</a> 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

<p>Complete the online MC orientation STP Module on your MyMC page <a href="#">Login - MyMC</a>. Upon completion, schedule the first available in-person or virtual appointment to sign your first agreement.</p> <p><i>STP cannot be completed until EV has been approved.</i></p>	<p>To guarantee tuition deferment sign by the institution's payment due date which can be located here: <a href="#">Paying Your Bill — Office of the Bursar</a></p>
<b>FIRST SEMESTER – UPS EMPLOYMENT DUE DATE</b>	
<p>Attend Education Pathway Info Session &amp; Submit <a href="#">MC Education Pathway Enrollment form</a>.</p>	<p><b>Ashley Batliner</b> will email Info Session date out to all active MC Ed Pathway Students at the beginning of each semester.</p>
<p><b>CAPP Requirement</b> – Complete Budgeting Module – <a href="#">Log into your MyMC portal</a> to complete this requirement.</p>	<p>Required Completion for Fall: <b>September 30<sup>th</sup></b> Required Completion for Spring: <b>February 28<sup>th</sup></b></p>
<p>Advising for next semester. See <a href="#">MC Academic Advising Guide</a> for assistance.</p>	<p>Advising completion date required for Spring: <b>September 30<sup>th</sup></b> Advising completion date required for Summer and Fall: <b>February 28<sup>th</sup></b></p>
<p>Enroll for next semester during priority registration (same date as registration for graduate students). See <a href="#">Drop/Add Dates</a> for more information.</p>	<p><b>For Fall/Summer:</b> Starts as early as <b>March 23<sup>rd</sup></b> <b>For Spring:</b> Starts as early as <b>Oct 26<sup>th</sup></b> <i>Visit the Registrar's web page for priority registration dates: <a href="#">Registration Calendars   Student Services</a></i></p>
<p>Student Signs Next Agreement by tuition deferment deadline</p>	<p>For Fall Semester: <b>July 25<sup>th</sup></b> For Spring Semester: <b>December 12<sup>th</sup></b></p>
<div style="display: flex; justify-content: space-between;"> <span><b>SECOND SEMESTER – UPS EMPLOYMENT</b></span> <span><b>DUE DATE</b></span> </div>	
<p>Begin PRAXIS Core/Case Exam Prep if applicable <a href="#">Praxis Practice Tests</a></p> <p>Visit UofL Libraries for PRAXIS test prep: <a href="#">Praxis exam   Search   University of Louisville Libraries</a></p>	<p><b>Required Completion:</b> First month of second semester</p>
<p>Take first PRAXIS Core/Case attempt if applicable. Visit <a href="#">How to Register for a Praxis Test</a> for more information</p>	<p><b>For Fall:</b> Take practice Praxis in September <b>For Spring:</b> Take practice Praxis in February <b>For Summer:</b> Take practice Praxis in June</p>
<p>Advising for next semester. See <a href="#">MC Academic Advising Guide</a> for assistance</p>	<p>Advising completion date required for Spring: <b>September 30<sup>th</sup></b> Advising completion date required for Summer and Fall: <b>February 28<sup>th</sup></b></p>
<p>Enroll for next semester during priority registration (same date as registration for graduate students). See <a href="#">Drop/Add Dates</a> for more information.</p>	<p><b>For Fall/Summer:</b> Starts as early as <b>March 23<sup>rd</sup></b> <b>For Spring:</b> Starts as early as <b>Oct 26<sup>th</sup></b> <i>Visit the Registrar's web page for priority registration dates: <a href="#">Registration Calendars   Student Services</a></i></p>
<p>Student Signs Next Agreement by tuition deferment deadline</p>	<p>For Fall Semester: <b>July 25<sup>th</sup></b> For Spring Semester: <b>December 12<sup>th</sup></b></p>
<div style="display: flex; justify-content: space-between;"> <span><b>THIRD SEMESTER – UPS EMPLOYMENT</b></span> <span><b>DUE DATE</b></span> </div>	
<p>Take 2<sup>nd</sup> PRAXIS Core/Case Exam attempt if needed. Visit <a href="#">How to Register for a Praxis Test</a> for more information</p>	<p><b>Priority Start:</b> Break between second and third semester <b>Required Completion:</b> First month of Third Semester</p>
<p><a href="#">Schedule an appointment with Writing Center</a> for essay support with Upper Division Application requirements</p>	<p><b>Required Completion:</b> Second month of Third Semester</p>

CAPP Requirement – Resume Review for Upper Division Application – <a href="#">Log into your MyMC portal</a> to complete this requirement.	Required Completion for Fall: <b>September 30<sup>th</sup></b> Required Completion for Spring: <b>February 28<sup>th</sup></b>
Confirm Three References for Upper Division Application References should include: <b>1. Faculty Recommendation</b> <b>2. Professional/Community Recommendation</b> <b>3. Work with Children and/or Adolescents Recommendation</b>	Required Completion for Spring: <b>September 30<sup>th</sup></b> Required Completion for Spring: <b>February 28<sup>th</sup></b>
Advising for next semester. See <a href="#">MC Academic Advising Guide</a> for assistance	Advising completion date required for Spring: <b>September 30<sup>th</sup></b> Advising completion date required for Summer and Fall: <b>February 28<sup>th</sup></b>
Enroll for next semester during priority registration (same date as registration for graduate students). See <a href="#">Drop/Add Dates</a> for more information.	<b>For Fall/Summer: Starts as early as March 23<sup>rd</sup></b> <b>For Spring: Starts as early as Oct 26<sup>th</sup></b> <i>Visit the Registrar's web page for priority registration dates: <a href="#">Registration Calendars   Student Services</a></i>
Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: <b>July 25<sup>th</sup></b> For Spring Semester: <b>December 12<sup>th</sup></b>
<b>FOURTH SEMESTER – UPS EMPLOYMENT</b>	<b>DUE DATE</b>
<b>Student Submits Upper Division Application</b> - Please review the online application materials for further information at: <a href="#">CEHD: Educator Preparation Program</a>	Fall Admission: <b>February 1<sup>st</sup></b> Spring Admission: <b>September 15<sup>th</sup></b> <a href="#">CEHD Application Link</a>
Advising for next semester. See <a href="#">MC Academic Advising Guide</a> for assistance.	Advising completion date required for Spring: <b>September 30<sup>th</sup></b> Advising completion date required for Summer and Fall: <b>February 28<sup>th</sup></b>
Enroll for next semester during priority registration (same date as registration for graduate students). See <a href="#">Drop/Add Dates</a> for more information.	<b>For Fall/Summer: Starts as early as March 23<sup>rd</sup></b> <b>For Spring: Starts as early as Oct 26<sup>th</sup></b> <i>Visit the Registrar's web page for priority registration dates: <a href="#">Registration Calendars   Student Services</a></i>
Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: <b>July 25<sup>th</sup></b> For Spring Semester: <b>December 12<sup>th</sup></b>
<b>FIFTH SEMESTER – UPS EMPLOYMENT</b>	<b>DUE DATE</b>
Advising for next semester. See <a href="#">MC Academic Advising Guide</a> for assistance.	Advising completion date required for Spring: <b>September 30<sup>th</sup></b> Advising completion date required for Summer and Fall: <b>February 28<sup>th</sup></b>
Enroll for next semester during priority registration (same date as registration for graduate students). See <a href="#">Drop/Add Dates</a> for more information.	<b>For Fall/Summer: Starts as early as March 23<sup>rd</sup></b> <b>For Spring: Starts as early as Oct 26<sup>th</sup></b> <i>Visit the Registrar's web page for priority registration dates: <a href="#">Registration Calendars   Student Services</a></i>
Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: <b>July 25<sup>th</sup></b> For Spring Semester: <b>December 12<sup>th</sup></b>
<b>SIXTH SEMESTER – UPS EMPLOYMENT</b>	<b>DUE DATE</b>

<p><b>CAPP Requirement</b> - Create LinkedIn Profile &amp; make 5 education related connections. <a href="#">Log into your MyMC portal</a> to complete this requirement.</p>	<p>Required Completion for Spring: <b>September 30<sup>th</sup></b>  Required Completion for Spring: <b>February 28<sup>th</sup></b></p>
<p>Advising for next semester. See <a href="#">MC Academic Advising Guide</a> for assistance.</p>	<p>Advising completion date required for Spring: <b>September 30<sup>th</sup></b>  Advising completion date required for Summer and Fall: <b>February 28<sup>th</sup></b></p>
<p>Enroll for next semester during priority registration (same date as registration for graduate students). See <a href="#">Drop/Add Dates</a> for more information.</p>	<p><b>For Fall/Summer:</b> Starts as early as <b>March 23<sup>rd</sup></b>  <b>For Spring:</b> Starts as early as <b>Oct 26<sup>th</sup></b>  <i>Visit the Registrar's web page for priority registration dates: <a href="#">Registration Calendars</a>   <a href="#">Student Services</a></i></p>
<p>Student Signs Next Agreement by tuition deferment deadline</p>	<p>For Fall Semester: <b>July 25<sup>th</sup></b>  For Spring Semester: <b>December 12<sup>th</sup></b></p>
SEVENTH SEMESTER – UPS EMPLOYMENT	DUE DATE
<p><b>CAPP Requirement</b> - Attend Mock Interview Session in Preparation for Option 9. <a href="#">Log into your MyMC portal</a> and schedule an appointment to complete this requirement.</p>	<p>Required Completion for Spring: <b>September 30<sup>th</sup></b>  Required Completion for Spring: <b>February 28<sup>th</sup></b></p>
<p>Advising for next semester. See <a href="#">MC Academic Advising Guide</a> for assistance.</p>	<p>Advising completion date required for Spring: <b>September 30<sup>th</sup></b>  Advising completion date required for Summer and Fall: <b>February 28<sup>th</sup></b></p>
<p>Enroll for next semester during priority registration (same date as registration for graduate students). See <a href="#">Drop/Add Dates</a> for more information.</p>	<p><b>For Fall/Summer:</b> Starts as early as <b>March 23<sup>rd</sup></b>  <b>For Spring:</b> Starts as early as <b>Oct 26<sup>th</sup></b>  <i>Visit the Registrar's web page for priority registration dates: <a href="#">Registration Calendars</a>   <a href="#">Student Services</a></i></p>
<p>Student Signs Next Agreement by tuition deferment deadline</p>	<p>For Fall Semester: <b>July 25<sup>th</sup></b>  For Spring Semester: <b>December 12<sup>th</sup></b></p>
EIGHTH SEMESTER – UPS EMPLOYMENT	DUE DATE
<p>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.</p> <p><i>You do not need to reach out to him beforehand unless you have questions.</i></p>	<p>Required Attendance: <b>Spring</b></p> <p>Contact <b>Justin Crenshaw</b> at <a href="mailto:justin.crenshaw@louisville.edu">justin.crenshaw@louisville.edu</a> for Option 9 Info Session details.</p>
<p>Advising for next semester. See <a href="#">MC Academic Advising Guide</a> for assistance.</p>	<p>Advising completion date required for Spring: <b>September 30<sup>th</sup></b>  Advising completion date required for Summer and Fall: <b>February 28<sup>th</sup></b></p>
<p>Enroll for next semester during priority registration (same date as registration for graduate students). See <a href="#">Drop/Add Dates</a> for more information.</p>	<p><b>For Fall/Summer:</b> Starts as early as <b>March 23<sup>rd</sup></b>  <b>For Spring:</b> Starts as early as <b>Oct 26<sup>th</sup></b>  <i>Visit the Registrar's web page for priority registration</i></p>

		dates: <a href="#">Registration Calendars   Student Services</a>
	Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: <b>July 25<sup>th</sup></b> For Spring Semester: <b>December 12<sup>th</sup></b>
<b>NINTH SEMESTER – UPS EMPLOYMENT</b>		<b>DUE DATE</b>
	Review <a href="#">Health Insurance Options Resource Guide</a> for Option 9 Semester	<b>Required Completion:</b> Second month of Ninth Semester
	Advising for next semester. See <a href="#">MC Academic Advising Guide</a> for assistance.	Advising completion date required for Spring: <b>September 30<sup>th</sup></b> Advising completion date required for Summer and Fall: <b>February 28<sup>th</sup></b>
	Enroll for next semester during priority registration (same date as registration for graduate students). See <a href="#">Drop/Add Dates</a> for more information.	<b>For Fall/Summer:</b> Starts as early as <b>March 23<sup>rd</sup></b> <b>For Spring:</b> Starts as early as <b>Oct 26<sup>th</sup></b> <i>Visit the Registrar's web page for priority registration dates: <a href="#">Registration Calendars   Student Services</a></i>
	Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: <b>July 25<sup>th</sup></b> For Spring Semester: <b>December 12<sup>th</sup></b>
<b>TENTH SEMESTER –UPS EMPLOYMENT</b>		<b>DUE DATE</b>
	Complete <a href="#">MC Graduation Survey</a>	<b>For Fall Graduates:</b> Complete by <b>Dec 1<sup>st</sup></b> <b>For Spring Graduates:</b> Complete by <b>April 1<sup>st</sup></b>
	Advising for next semester. See <a href="#">MC Academic Advising Guide</a> for assistance.	Advising completion date required for Spring: <b>September 30<sup>th</sup></b> Advising completion date required for Summer and Fall: <b>February 28<sup>th</sup></b>
	Enroll for next semester during priority registration (same date as registration for graduate students). See <a href="#">Drop/Add Dates</a> for more information.	<b>For Fall/Summer:</b> Starts as early as <b>March 23<sup>rd</sup></b> <b>For Spring:</b> Starts as early as <b>Oct 26<sup>th</sup></b> <i>Visit the Registrar's web page for priority registration dates: <a href="#">Registration Calendars   Student Services</a></i>
	Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: <b>July 25<sup>th</sup></b> For Spring Semester: <b>December 12<sup>th</sup></b>
	Update personal budget to cover Option 9 semester tuition fees and cover monthly expenses with new JCPS salary. (Optional) Following <a href="#">Meet with CCU</a> 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 ( <a href="#">click here for locations and hours</a> )  Provide code, " <b>MCHIGH5</b> " for CCU to deposit your initial \$5	For Fall Semester: <b>July 25<sup>th</sup></b> For Spring Semester: <b>December 12<sup>th</sup></b>
	Meet Fall Work Commitment Date of Dec 31 <sup>st</sup> before ending UPS employment	<b>You must work on or through the work commitment date to maintain tuition benefit</b>

		eligibility. If Dec 31 <sup>st</sup> falls on a non-workday, then the employee must work the full next workday after Dec 31 <sup>st</sup> .
	<b>ELEVENTH SEMESTER – JCPS EMPLOYMENT</b>	<b>DUE DATE</b>
	Begin Option 9 Student Teaching Semester - <b>Work as an Instructional Assistant at JCPS full-time to earn 12 credit hours of student teaching and complete CAP Stone project.</b> Visit <a href="#">Jefferson County Public Schools - Employment Application</a> for current JCPS IA openings	<b>Beginning of Fall or Spring semesters only.</b> Cannot Complete Option 9 during summer.
	Pay UofL tuition and fees by payment deadline.	Check <a href="#">Office of the Bursar</a> for semester due dates
	Complete <a href="#">Program Evaluation Survey</a> in MC office	<b>For Fall Graduates:</b> Complete by Dec 1 <sup>st</sup> <b>For Spring Graduates:</b> Complete by April 1 <sup>st</sup>
	Pick up MC Graduation Cord w/ Ashley Batliner in Houchens Building LL03	<b>Ashley Batliner will email all students when cords are ready for pick up.</b>

## HAVE QUESTIONS? HERE IS WHO CAN HELP

<b>Ashley Batliner</b> , <i>MC Student Success Counselor</i>	<a href="mailto:ashley.batliner@louisville.edu">ashley.batliner@louisville.edu</a>	Can answer questions related to Metro College program benefits and requirements
<b>Justin Crenshaw</b> , <i>Option 9 Program Coordinator</i>	<a href="mailto:justin.crenshaw@louisville.edu">justin.crenshaw@louisville.edu</a>	Can answer Option 9 related questions
<b>Keonna Gibbs</b> , <i>Academic Advisor (Elementary Only (INDV) and IECE Track students)</i>	<a href="mailto:keonna.gibbs@louisville.edu">keonna.gibbs@louisville.edu</a>	Can answer academic related questions and help with course scheduling for students in Elementary Only (INDV) and IECE tracks.
<b>Ty Constante</b> , <i>Academic Advisor (LBD &amp; MSD Track students)</i>	<a href="mailto:shane.constante@louisville.edu">shane.constante@louisville.edu</a>	Can answer academic related questions and help with course scheduling for students in LBD and MSD tracks
<b>Sara Heun</b> , <i>High Volume Talent Acquisition Analyst</i>	<a href="mailto:saraheun@ups.com">saraheun@ups.com</a>	Can answer UPS employment-related questions such as hours worked, HR issues, leave, etc.
<b>Kristi Lauder</b> , <i>Talent Acquisition Supervisor</i>	<a href="mailto:klauder@ups.com">klauder@ups.com</a>	Can answer UPS employment-related questions such as hours worked, HR issues, leave, etc.
<b>Mary Handiboe</b> , <i>Financial Education Assistant Manager</i>	<a href="mailto:Mhandiboe@cwcu.org">Mhandiboe@cwcu.org</a>	Can answer questions related to Commonwealth Credit Union and their savings plans options.

## NOTES:

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