



Metropolitan College
FREE TUITION. REAL WORLD EXPERIENCE. CAREER READY.

INDUSTRIAL MAINTENANCE TECHNOLOGY CAREER PATHWAY

JCTC Student Checklist



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 [Alex Johnson](mailto:Alex.Johnson@kctcs.edu) at awarner0047@kctcs.edu.

✓	BEFORE YOU START	DUE DATE
	Apply for MC eligible Position at UPS	Apply as early as your schedule permits to allow time to adjust to the night shift 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 JCTC Admissions!	Contact the Admissions office for final application deadline. jefferson-admissions@kctcs.edu
	Submit and complete the Free Application for Federal Student Aid (FAFSA) every academic year. Use school code 006961 .	File ASAP. Opens Oct 1st prior to Academic Year every year
	Attend JCTC Registration and Advising Day (RAD)	
	Use the Benefits Calculator to see how your financial aid and MC benefits work together.	After class enrollment and when bills have been generated.
	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

JCTC Semester One: Getting Started

✓	Step One – Initiate Interest
	Review the Industrial Maintenance Tech webpage
	Required: Attend a virtual MC Industrial Maintenance Tech information session. We will post these events on the Industrial Maintenance Tech webpage when available. Interested candidates can attend a tour of the program lab areas and see the equipment and tools that will be utilized throughout the program. To learn more, contact Tiffany Jones-Coleman; (502) 213-2528; jf-KYFAME@kctcs.edu
	Complete the Industrial Maintenance Tech Interest Form Complete the Industrial Maintenance Tech Enrollment Form - Submit by the semester deadline - Fall Admission: - July 1st (Priority Deadline) - August 1st (2nd deadline – program availability may be limited or unavailable) - First day of Classes (Program availability may not be available) - Spring Admission: - October 1st (Spring enrollment is very limited) - No Summer Admission Annual completion of the Industrial Maintenance Tech Enrollment Form is required to stay active in the pathway.
	Recommended majors for Pathway: Industrial Maintenance Technology, AAS. Engineering and Electronics Technology, AAS. 2+2 ULtra Transfer Degree Pathways: Interested in the JCTC 2+2 Pathway through Metropolitan College? MC students are strongly encouraged to join ULtra before transferring to UofL. Students can contact an ULtra advisor directly or email, ultra@louisville.edu. Students can also stop by in-person at the ULtra office located on the Second Floor of the JCTC's Smith Library. Industrial & Systems Engineering, B.S. Applied Engineering, B.S. Electrical & Computer Engineering, B.S.
	Optional: Complete one of the recommended LinkedIn Learning Professional Development Certifications. JCTC participants can also access LinkedIn Learning using a Louisville Free Public Library Card. You can earn certificates and develop industry-aligned skills at no cost. Electrical Systems: Reading Drawings and Schematics LinkedIn Learning Construction Management: Reading Drawings & Specifications LinkedIn Learning Operations Foundations: Total Productive Maintenance (TPM) LinkedIn Learning

JCTC Semester 2: Joining ULtra & First UPS Coaching Session

✓	Step One – One-on-One & ULtra (Spring Semester)
	Participate in email check-ins with Alex Johnson to discuss pathway progress
	Required: <i>This step is required if you intend to transfer to UofL after 60 credit hours or receiving your associates degree.</i> Schedule a meeting with an ULtra advisor directly or email, ultra@louisville.edu. Or students can stop by in-person at the ULtra office located on the Second Floor of the JCTC's Smith Library. ▪ During this meeting, we recommend you discuss the following topics: ▪ Identify yourself as a Metropolitan College student ▪ Ask to join ULtra (no cost) ▪ Share your education goals and use the KCTCS Transfer Degree Pathways to help guide your journey at JCTC so you can transfer to UofL easily when the time comes. ▪ Discuss MC UofL Eligibility Requirements for transfer: ○ 60 transferable college credit hours or an associate degree. ○ If you need to transfer before 60 credits or an associate degree, ask about the Ultra MC petition process. ○ Also, ask about the process to reverse transfer credits to have your associate degree awarded and the benefits of doing this. ▪ Ask how often you should check-in with your ULtra advisor
✓	Step Two: Participate in UPS Mentorship & Coaching (Spring Semester)
	UPS Industry Mentorship: Meet with UPS during either an in-person on-site or virtual session. MC students will be provided with a clear roadmap to become employed in advanced manufactory technology careers. UPS will provide guidance on required experience, skill benchmarks, internal advancement opportunities, external advancement opportunities, and employment and hiring projections. UPS will also provide MC students with exam test preparation to support your career success. • Spring 2027, Date/Time/Location TBD • Fall 2027, Date/Time/Location TBD
	Optional: Complete one of the recommended LinkedIn Learning Professional Development Certifications. JCTC participants can also access LinkedIn Learning using a Louisville Free Public Library Card. You can earn certificates and develop industry-aligned skills at no cost. Electrical Systems: Reading Drawings and Schematics LinkedIn Learning Construction Management: Reading Drawings & Specifications LinkedIn Learning Operations Foundations: Total Productive Maintenance (TPM) LinkedIn Learning

✓	Step Three: Check-ins and Enrollment (Summer/Fall Semester)
	Complete the MC Industrial Maintenance Tech CP Enrollment Form ▪ Submit by July 24th <i>Annual completion of the MC Industrial Maintenance Tech Career Pathway Enrollment Form is required to stay active in the pathway.</i>
	Complete Academic Advising for next semester Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th Metro College Academic Advising Guide 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 Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services
	Sign next agreement by tuition deferment deadline: • For Fall Semester: July 25th • For Spring Semester: December 12th - For Summer Semester: April 25th

JCTC Semester 3: 2nd UPS Coaching Session & Professional Development

✓	Step One: Participate in UPS Mentorship & Coaching (Fall Semester)
	UPS Industry Mentorship: Meet with UPS during either an in-person on-site or virtual session. MC students will be provided with a clear roadmap to become employed in advanced manufactory technology careers. UPS will provide guidance on required experience, skill benchmarks, internal advancement opportunities, external advancement opportunities, and employment and hiring projections. UPS will also provide MC students with exam test preparation to support your career success. • Spring 2027, Date/Time/Location TBD • Fall 2027, Date/Time/Location TBD
30 CR HRS	Work with Alex Johnson or your assigned Student Success Counselor to complete/update a resume to use for applying to experiential learning opportunities. UPS Team Resume Review Process: After SSC approves your edits, email your final resume to Alex Johnson and request a review by the UPS PE Belts Mechanics Team. The UPS Team sends feedback directly to your school email.

✓	Step Two: Check-ins and Enrollment (Spring & Fall Semester)
---	--

	Complete the MC Industrial Maintenance Tech CP Enrollment Form ▪ Submit by July 24th Annual completion of the MC Industrial Maintenance Tech Career Pathway Enrollment form is required to stay active in the pathway.
	Complete Academic Advising for next semester Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th Metro College Academic Advising Guide 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 Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services
	Sign next agreement by tuition deferment deadline: • For Fall Semester: July 25th • For Spring Semester: December 12th - For Summer Semester: April 25th

JCTC Semester 4: Final UPS Coaching Session, Graduation, & Employment

✓	Step One: Participate in UPS Mentorship & Coaching (Spring Semester)
	UPS Industry Mentorship: Meet with UPS during either an in-person on-site or virtual session. MC students will be provided with a clear roadmap to become employed in advanced manufactory technology careers. UPS will provide guidance on required experience, skill benchmarks, internal advancement opportunities, external advancement opportunities, and employment and hiring projections. UPS will also provide MC students with exam test preparation to support your career success. • Spring 2027, Date/Time/Location TBD • Fall 2027, Date/Time/Location TBD
60 CR HRS	Complete LinkedIn Profile and have reviewed by assigned Student Success Counselor
	Complete MC Online Career Guide Mentor for resume and LinkedIn review
	Participate in email check-ins with Alex Johnson to discuss pathway progress

✓	Step Two: Apply for Graduation/Transfer to UofL
	Apply for graduation before the end of your last semester at JCTC, Apply JCTC .

	• Graduates will receive a notification in their KCTCS .edu email in April to RSVP for the event along with all updated event information. • You may monitor this page for further commencement details: Graduation/Commencement Ceremony JCTC
	Required: <i>This step is only required for students planning to transfer to UofL upon completion of their JCTC degree.</i> • Meet with your ULtra advisor to discuss the next steps in the transfer process. Click here to review steps for Transferring to UofL. • Review and complete the TRANSFER-MC-JCTC-to-MC-UofL-Checklist-2025.08.13.pdf • Communicate your Transfer plans with your assigned MC Student Success Counselor Important: <i>Students must meet with ULtra before beginning the transfer process (see steps above on how to join ULtra). Failure to do so may result in delays in transferring or loss of MC Benefits.</i>

✓	Step Three: Apply & Interview with UPS & other Kentucky area Employers (Spring Semester)
	▪ Meet with Student Success Counselor Alex Johnson to complete final update of resume & LinkedIn Profile before applying to jobs ▪ Complete MC Online Career Guide Mentor for resume and LinkedIn review (Optional mock interview)
	Complete Industrial Maintenance Tech Career Pathway Exit Survey ▪ Feedback for involvement with career pathway
	Apply for the UPS Industry position, <i>PE Belt Mechanic</i>, and other KY area Employers as desired Important: <i>If you plan to transfer to UofL and continue to utilize MC benefits while pursuing the 2+2 Pathway, you will need to remain in your eligible MC UPS position until completing your UofL degree. The PE Belt Mechanic position is not eligible for MC benefits.</i>