

JCTC Semester 1: Getting Started

✓	Step One – Initiate Interest & Attend Info Session
	Review UPS Finance & Accounting Career Pathway webpage
	<p>Required: Attend a MC Finance & Accounting Info Session Virtually</p> <p>For Fall Semester: September 3rd, 2026, 4:00 pm – 5:00 pm For Spring Semester: February 4th, 2027, 4:00 pm – 5:00 pm</p>
	<p>Complete MC F&A Pathway Enrollment Form Complete UPS MC Finance Career Interest Form</p> <p style="text-align: center;">Submit by the semester deadline For Fall Semester: September 11th For Spring Semester: February 11th Annual completion of the MC F&A Pathway Enrollment form is required to stay active in the pathway.</p>
	<p>Eligible majors for Pathway: Associate in Arts JCTC</p> <p>Associate in Science JCTC</p> <p>2+2 ULtra Transfer Degree Pathways:</p> <p>AA - Business Administration in Accountancy</p> <p>AA - Business Administration in Finance</p> <p>AA - Business Administration</p> <p>AA - Business Economics</p>
	<p>Optional: Complete one of the LinkedIn Learning Professional Development Certifications below:</p> <ul style="list-style-type: none"> • LinkedIn Learning: Strategic Negotiation • LinkedIn Learning: Power BI for Finance


JCTC Semester 2: Joining ULtra

✓	Step Two – One-on-One & ULtra
	Participate in email check-ins with Haley Zoeller to discuss pathway progress
	<p>Required: Join ULtra: 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.</p> <p>During this meeting, we recommend you discuss the following topics:</p> <ol style="list-style-type: none"> 1. Identify yourself as a Metropolitan College student 2. Ask to join ULtra (no cost) 3. 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. 4. Discuss MC UofL Eligibility Requirements for transfer: <ul style="list-style-type: none"> • 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. 5. Ask how often you should check-in with your ULtra advisor
	Optional: Attend UPS F&A Networking Event (In-person, Spring Only)


JCTC Semesters 3-4: Professional Development

✓	Step One – Professional Document Updates
	<p>Complete MC F&A Pathway Enrollment Form</p> <p>Submit by the semester deadline For Fall Semester: September 11th For Spring Semester: February 11th Annual completion of the MC F&A Pathway Enrollment form is required to stay active in the pathway.</p>
30 HRS	<p>Work with Haley Zoeller or assigned Student Success Counselor to complete/update a resume to use for applying to experiential learning opportunities.</p> <p>Use one of the CREW Accounting Templates:</p> <ul style="list-style-type: none"> • Jane-Doe.-Accounting-Sample.-2023.pdf • Jane-Doe.-Accounting-Sample.-2023.-2.pdf <p>Air Finance Team Resume Review Process: After SSC approves your edits, email your final resume to Haley Zoeller and request a review by the UPS Air Finance Team. Haley submits your resume to AirFinancePathway@ups.com for review. The UPS Air Finance Team sends feedback directly to your school email.</p>
	Participate in email check-ins with Haley Zoeller to discuss pathway progress
	<p>Complete Academic Advising for next semester Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th</p> <p>Metro College Academic Advising Guide</p>

	<p>Enroll for next semester during priority registration (same date as registration for graduate students). See Drop/Add Dates for more information.</p> <p>For Fall/Summer: Starts as early as March 23rd</p> <p>For Spring: Starts as early as Oct 26th</p> <p>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</p>
	<p>Sign next agreement by tuition deferment deadline:</p> <p>For Fall Semester: July 25th</p> <p>For Spring Semester: December 12th</p>
	<p>Optional: Attend UPS F&A Networking Event (In-person, Spring Only)</p>

	Step Two – Transfer to UofL
	<p>Required: Meet with your ULtra advisor to discuss the next steps in the transfer process. Click here to review steps for Transferring to UofL.</p> <p>Important: 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.</p>
	<p>Communicate your Transfer plans with your assigned SSC</p>

UofL Semester 5-6: Professional Development Continued

	Step One – Check-ins and Enrollment
	<p>Complete MC F&A Pathway Enrollment Form</p> <p style="text-align: center;">Submit by the semester deadline</p> <p>For Fall Semester: September 11th</p> <p>For Spring Semester: February 11th</p> <p><i>Annual completion of the MC F&A Pathway Enrollment form is required to stay active in the pathway.</i></p>
60 HRS	<p>Complete LinkedIn Profile and have reviewed by assigned Student Success Counselor</p>
	<p>Complete MC Online Career Guide Mentor for resume and LinkedIn review</p>
	<p>Participate in email check-ins with Haley Zoeller to discuss pathway progress</p>
	<p>Optional: Attend The Ulmer Career Center's Career Fair(s)</p> <p>Fall Semester: Accounting & Finance Career Fair OR Business Internship & Career Fair</p> <p>Spring Semester: Business Internship & Career Fair</p> <p><i>*Dates are announced on Cardinal Careers</i></p>
	<p>Optional: Attend The Ulmer Career Center's Career Readiness events.</p> <p><i>*Dates are announced on Cardinal Careers</i></p>

✓	Step Two – Enrollment
	<p>Complete Academic Advising for next semester Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th</p> <p>Metro College Academic Advising Guide</p> <p>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></p>
	<p>Signs next agreement by tuition deferment deadline: For Fall Semester: July 25th</p> <p>For Spring Semester: December 12th</p>
	<p>Optional: Attend The Ulmer Career Center's Career Fair(s) Fall Semester: Accounting & Finance Career Fair OR Business Internship & Career Fair Spring Semester: Business Internship & Career Fair <i>*Dates are announced on Cardinal Careers</i></p>
	<p>Optional: Attend The Ulmer Career Center's Career Readiness events. <i>*Dates are announced on Cardinal Careers</i></p>
	<p>Required: Attend UPS F&A Networking Event (In-person, Spring Only)</p>

UofL Semester 7-8: Professional Development Continued

✓	Step One – Check-ins and Enrollment
	<p>Complete MC F&A Pathway Enrollment Form</p> <p>Submit by the semester deadline For Fall Semester: September 11th For Spring Semester: February 11th <i>Annual completion of the MC F&A Pathway Enrollment form is required to stay active in the pathway.</i></p>
90 HRS	Complete Mock Interview with Student Success Counselor
	Participate in email check-ins with Haley Zoeller to discuss pathway progress
	<p>Optional: Attend The Ulmer Career Center's Career Fair(s) Fall Semester: Accounting & Finance Career Fair OR Business Internship & Career Fair Spring Semester: Business Internship & Career Fair <i>*Dates are announced on Cardinal Careers</i></p>
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