



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

NORTON HEALTHCARE CAREER PATHWAY

JCTC Student Checklist



As you get started, you can use this checklist to assist you in completing the Metropolitan College program requirements to stay on track.

For questions or support, please reach out to Kim Patterson at kpatterson@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
	Start exploring program admission criteria: Radiography Laboratory Science Practical Nursing Nursing-AAS Respiratory Therapy Pharmacy Technician 2+2 JCTC to UofL Pathway Options Available* Nursing AS-BS in Nursing Nursing-Associates Degree in Nursing(ADN)+Associate in Science to Bachelor of Science in Nursing(RN-BSN)	Deadline February 1st 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.
	Apply for Admission: Apply for JCTC admissions	Priority Application Deadline: Feb 15th Contact Admissions office for final application deadline. jefferson-admissions@kctcs.edu
	Take Placement Tests (If Not Already Done)	Prior To Course Beginning
	Submit and complete the Free Application for Federal Student Aid	File ASAP. Opens Oct 1st prior to academic year every year

	(FAFSA) every academic year. Use school code 006961.	
	Enroll in Classes New Students: 1. Complete the optional online orientation. 2. Watch for registration email that includes instructions and a link to connect with the Advising Center. 3. Meet with advising to register for Classes. Current Students: 1. Contact your advisor for an appointment. 2. Prepare for Appointment by going to MYPATH, checking your academic requirements report, and checking program requirements. 3. Plan out your classes and self-enroll. 4. Meet with advisor to look at classes and update plans.	New Students: Summer and Fall Semester: March 1st Spring Semester: Oct 1st Current Students: Summer and Fall Semester: March 1st Spring Semester: Oct 1st Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services
	Use the Benefits Calculator to see how your Financial Aid and MC Benefits Work together	After class enrollment and bill has been generated on your Student Self Service Account
	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 (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
	Update personal budget to cover tuition fees and monthly expenses Meet with CCU and/or Financial Aid Office for guidance & support	Within 7 days of signing your first agreement with Metropolitan College.

	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	
--	--	--

✓	FIRST SEMESTER	DUE DATE
	Complete the Interest Form and/or Attend Norton Healthcare Symposium	Kim Patterson will contact the student within one week of completing the interest form and share upcoming symposium dates and times. Fall Symposium: October Spring Symposium: April
	CAPP Requirement – Complete Budgeting Module – Log into your MyMC portal to complete this requirement.	Within 30 Days of Signing MC Agreement.
	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 1st For Spring: Starts as early as Oct 1st Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services
	Meet with Metro College SSC to review your account, confirm that no negative service indicators are present, and discuss any steps that can support your continued progress and success.	CAPP Requirements and Holds For Fall/Summer: Feb 1st For Spring: Sept 1st
	Meet with Norton Career Coach Camille Jackson	After Interest Form submission, students will be contacted by Camille Jackson within 20 days.
	Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: July 25th For Spring Semester: December 12th

✓	SECOND SEMESTER AND BEYOND	DUE DATE
	New Students: Complete the Interest Form and/or Attend Norton Healthcare Symposium Returning Students: Complete the Norton-UPS Health Care Career Tracks Participant Semester Enrollment Form.	Kim Patterson will contact the student within one week of completing the interest form and share symposium dates and times. Fall Symposium: October Spring Symposium: April Complete the Semester Enrollment Form each semester including summer. Fall-Aug 1st Spring-Jan 1st Summer-May 1st
	CAPP Requirement – Complete Outstanding CAPP Requirements – Log into your MyMC portal to complete requirement needed. Resume, XP, and Mock Interview	Within 30 Days of Signing MC Agreement.
	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
	Professional Development Opportunities: Work with Kim Patterson or your assigned Student Success Counselor to complete/update a resume to for applying to experiential learning opportunities Resume Review Process: After SSC approves your edits, email your final resume to Kim Patterson and request a review by Camille Jackson. Optional: Attend Career Fair for Nursing or Healthcare at University of Louisville. Optional:	Fall-September Spring-March
	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 1st For Spring: Starts as early as Oct 1st Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services
	Meet with Metro College SSC to review your account, confirm that	CAPP Requirements and Holds For Fall/Summer: Feb 1st

	no negative service indicators are present, and discuss any steps that can support your continued progress and success.	For Spring: Sept 1st
	Meet with Norton Career Coach Camille Jackson . Discuss IEP and Job Shadowing Opportunities at Norton Healthcare	After Interest Form submission, students will be contacted by Camille Jackson within 20 days.
	Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: July 25th For Spring Semester: December 12th
	Complete MC Graduation Survey	For Fall Graduates: Complete by Dec 1st For Spring Graduates: Complete by April 1st
	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 31 st falls on a non-workday, then the employee must work the full next workday after Dec 31 st .

HAVE QUESTIONS? HERE IS WHO CAN HELP

Kimberly Patterson , MC Student Success Counselor	kpatterson0024@kctcs.edu	Can answer questions related to Metro College program benefits and requirements
Camille Jackson , Norton Healthcare Career and College Specialist	Camille.jackson@nortonhealthcare.org	Can answer Norton Healthcare related questions
Sara Heun , High Volume Talent Acquisition Analyst	saraheun@ups.com	Can answer UPS employment-related questions such as hours worked, HR issues, leave, etc.
Kristi Lauder , Talent Acquisition Supervisor	klauder@ups.com	Can answer UPS employment-related questions such as hours worked, HR issues, leave, etc.

NOTES:

