



Not sure where to begin? Scan here to schedule your Metro Momentum Appointment today!

- 30 minutes
- Virtual or in person (UofL, Downtown, or Southwest campuses)
- Meet with a Student Success Counselor to go over your specific situation
- Review, FAFSA, balances, admissions processes and more!



Step 1: Get started!

☐ **Reactivate your status at UofL or JCTC**

- **JCTC:** Submit a new application to JCTC: jctc.me/apply
- **UofL:**
 - **Last attended less than two years ago (4 fall + spring semesters or less)**
 - Submit request to re-enroll - student.louisville.edu/registrar/registration/student-forms/request-reenroll
 - **Last attended more than two years ago**
 - Submit a new application to UofL: louisville.edu/admissions/apply
 - Been out for two (or more) years and have an overdue balance? Ask about the Comeback Cards program
 - louisville.edu/admissions/comeback-cards

☐ **Register for classes at UofL or JCTC.**

- **JCTC** For enrollment guidance, visit jefferson.kctcs.edu/enrollment-checklist.aspx.
- **UofL** For registration guidance, visit student.louisville.edu/registrar/registration.
 - **If this will be your first semester at UofL:**

Requirements to participate in Metro College at UofL are as follows:

 - Cumulative high school GPA of 3.3 (GED 660) OR
 - Cumulative high school GPA of 3.0 (GED 600) **AND** a 21 ACT or 1060 SAT composite or Superscore OR
 - 60 earned or transferable college credit hours **OR** an associate degree.

☐ **Submit and complete the Free Application for Federal Student Aid (FAFSA) every academic year.**

- Submit the FAFSA at **StudentAid.gov** using code 001999 for UofL or 006961 for JCTC. Because of the FAFSA requirement, MC eligibility is limited to U.S. citizens and eligible noncitizens as defined by the Federal Student Aid Office.
- Participants enrolled in fewer than 7 credit hours must submit the FAFSA and notify their MC Student Success Counselor that their FAFSA may not be eligible for review by the Financial Aid Office. (This is not a disqualification from MC participation.)
- For MC participants, awards of federal grants will be applied to no more than 50% of tuition.

Step 2: Re-submit Employment Verification at **Forms.Metro-College.com/VerifyEmployment.**

☐ **Returning MC participants must re-submit the UPS MC Employment Verification form.**

- Once you are (1) working in an MC-eligible position at UPS, are (2) enrolled in classes, and have (3) submitted the FAFSA, the next step is to **re-submit the MC UPS Employment Verification form at Forms.Metro-College.com/VerifyEmployment.**

Step 3: Schedule an appointment and sign your MC agreement!

☐ **Log into the MyMC portal at MyMC.Metro-College.com and schedule an agreement appointment!**

- Schedule the first available in-person or virtual appointment to sign your next agreement. As a returning MC participant, you are **not** required to complete the online MC orientation, called the Student Transition Program (STP).

IMPORTANT DATES BY SEMESTER

FALL SPRING SUMMER

TUITION DEFERMENT AGREEMENT DEADLINES	metro-college.com/benefits/tuition		
Returning and New participants with agreements signed by the institution's payment due date are guaranteed deferment of MC-eligible tuition.	See the JCTC and UofL Bursar websites for institution payment due dates by semester.		
Current MC participants who have signed agreements within the previous 12 months are guaranteed deferment with agreements signed by the dates indicated. **	July 25	Dec. 15	Apr. 25
TUITION REIMBURSEMENT AGREEMENT DEADLINES	metro-college.com/benefits/tuition		
Participants with agreements signed after the tuition deferment deadline and by dates indicated are expected to pay all charges by their institution's payment due date. MC-eligible charges will be eligible for reimbursement after MC benefits are paid. *	Oct. 15	March 15	Aug. 1
TUITION BENEFIT	metro-college.com/benefits/tuition		
WORK COMMITMENT UPS employment must be maintained through dates indicated.	Dec. 31	May 31	Sept. 1
TIMING OF PAYMENT MC-eligible tuition is paid directly to the institution.	Feb.–Mar.	Aug.–Sept.	Nov.–Dec.
FEE PAYMENT ASSISTANCE	metro-college.com/benefits/fee-payment		
WORK COMMITMENT UPS employment must be maintained through dates indicated.	Dec. 31	May 31	Not Applicable
TIMING OF PAYMENT Fee Payment Assistance is paid directly to the institution.	JCTC After 4/30 UofL After 2/10	JCTC After 9/10 UofL After 6/2	
SEMESTER COMPLETION ACADEMIC BONUS	metro-college.com/benefits/academic-bonuses		
WORK COMMITMENT Active employment must be maintained through dates indicated.	Dec. 31	June 30	Not Applicable
TIMING OF PAYMENT Academic bonuses are paid on the UPS paycheck. metro-college.com/benefits/academic-bonuses	After March 1	After Aug. 15	

* The "Hire By" Employment deadline and the Tuition Reimbursement Agreement deadline may be extended depending upon UPS hiring needs.

** Returning and Current participants transferring from JCTC to UofL (or from UofL to JCTC) are expected to notify their MC Student Success Counselor before the tuition-deferment agreement deadline to confirm eligibility and to request updates to the MC database.

Resources

	Admissions	Financial Aid	Bursar	Student Support	Advising
JCTC	jctc.me/admissions (855) 246-5282 Jefferson-admissions@kctcs.edu	jctc.me/financialaid (855) 246-5282 jefferson-financialaid@kctcs.edu	jefferson.kctcs.edu/affording-college/bursar/ (855) 246-5282 Jf-bursaroffice-main@kctcs.edu	Learning Commons jctc.me/learningcommons jf-learning-commons@kctcs.edu 502-213-2154	jctc.me/advising JF-Advising-Center@KCTCS.edu
UofL	louisville.edu/admissions/ admitme@louisville.edu 502-852-6531	louisville.edu/financialaid/ 502-852-5511 finaid@louisville.edu	louisville.edu/bursar/ 502-852-6503 bursar@louisville.edu	REACH Center reach.louisville.edu/ Student Success Center louisville.edu/studentsuccess succeed@louisville.edu	louisville.edu/advising/centers/ >>>Your specific advisor determined by college/major.

CONTACT US!

Metropolitan College metro-college.com askmetro@kctcs.edu 502.213.4520 or 502.852.2749

MC Portal mymc.metro-college.com (MC participants can log in with GEMS ID and date of birth.)

UPS Education Programs Specialist Sara Heun saraheun@ups.com | 502.416.3868