

Metropolitan College

Agreement Checklist for **NEW** and **PROSPECTIVE** MC Participants

Through participation in Metropolitan College (MC), eligible students at Jefferson Community and Technical College (JCTC) and the University of Louisville (UofL) are eligible for up to full undergraduate tuition at the regular, resident rate for fall, spring, and summer semesters. **MC participants must sign separate agreements each semester.** Follow the steps below to become eligible to sign an agreement. Visit metro-college.com or reach us at askmetro@kctcs.edu for additional benefits and program guidelines.

Step 1: Get hired and get started!

☐ **Work at UPS in a position that is eligible for Metropolitan College benefits.**

- Apply for an MC-eligible position at <https://www.jobs-ups.com/us/en/ups-worldport>. Metropolitan College is available to eligible, active, part-time, third-shift UPS employees in Next-Day Air hub, ramp, and freight at Worldport - Louisville Air District (2265) with shifts that start between 9:00 p.m. and 4:00 a.m. **QUESTIONS? See CONTACT US! to reach a UPS recruiter.**

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

- **JCTC** Apply for admission at jefferson.kctcs.edu/admissions, then visit jefferson.kctcs.edu/enrollment-checklist.aspx.
- **UofL** First, apply for admission at louisville.edu/admissions, then visit louisville.edu/newcards.

Next, visit tinyurl.com/metro-college to request a preliminary check of your academic eligibility to utilize MC at UofL:

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

If you do not meet the MC UofL Academic Eligibility Requirement, the following options are available:

- Submit a petition at <https://Forms.Metro-College.com/Petition> requesting approval to receive MC benefits at UofL.
- Utilize MC at JCTC to earn 60 transferable credit hours or an associate degree, then transfer and utilize MC at UofL.
- Utilize UPS Earn and Learn while attending UofL, then submit a petition after earning a 2.7 GPA at UofL.

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

- Submit the FAFSA at StudentAid.gov using school 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.
- For MC participants, awards of federal grants will be applied to no more than 50% of tuition. Remaining federal grants, along with KEES and other scholarships, will be applied toward fees and billing account charges that are not eligible for MC benefits.
- 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.)

Step 2: Submit Employment Verification at Forms.Metro-College.com/VerifyEmployment.

☐ **Obtain your UPS employee (GEMS) ID number and your JCTC or UofL student ID number.**

- Once you are (1) working in an MC-eligible position, are (2) enrolled in classes, and have (3) submitted the FAFSA, the next step is to **submit the MC UPS Employment Verification form at Forms.Metro-College.com/VerifyEmployment**. Once verified, instructions for logging into the MyMC portal and important next steps will be sent to your JCTC or UofL email address.

Step 3: Complete the online MC orientation and sign your first MC agreement!

☐ **Log into the MyMC portal, complete the online orientation, and schedule an agreement appointment!**

- The online MC orientation, called the Student Transition Program (STP), is accessible at MyMC.Metro-College.com. Upon completion, schedule the first available in-person or virtual appointment to sign your first agreement.

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IMPORTANT DATES BY SEMESTER

FALL SPRING SUMMER

Apply for an MC-eligible job at https://www.jobs-ups.com/us/en/ups-worldport MC is available to eligible, active, part-time, third-shift employees in Next Day Air hub, ramp, and freight at UPS Worldport (Air District 2265) with shifts that start between 9:00 p.m. and 4:00 a.m. If there are no MC-eligible jobs available, sign up for UPS JOB ALERTS at www.jobs-ups.com/us/en/job-alerts . Select Warehouse/Package Handler as the Area of Interest and 911 Grade Ln, Louisville, KY 40213-2609 as the Location.	WHEN TO APPLY? Review the deadlines below. 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.		
UPS “Hire By” EMPLOYMENT DEADLINE Before signing their first agreement, prospective MC participants must have a UPS employee (GEMS) ID number and be actively working in a position eligible for MC benefits by the date indicated. *	Sept. 15	Feb. 28	July 1
TUITION DEFERMENT AGREEMENT DEADLINES	metro-college.com/benefits/tuition		
NEW MC PARTICIPANTS New MC participants (and returning participants after a stop out) with signed agreements by their institution’s payment due date are guaranteed tuition deferment, but are expected to pay all charges that are not eligible for MC.	See the JCTC and UofL Bursar websites for institution payment due dates by semester.		
CURRENT MC PARTICIPANTS MC participants who have signed agreements within the previous 12 months are guaranteed deferment with agreements 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 – Work Commitments & Timing of Payments	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 – Work Commitments & Timing of Payments	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.	JC After Apr. 30 UL After Feb. 10	JC After Sept. 10 UL After June 24	
ACADEMIC BONUS – Work Commitments & Timing of Payment	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.	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.

** Participants who plan to transfer from JCTC to UofL (or from UofL to JCTC) are expected to notify their MC Student Success Counselor before the Tuition Deferment Deadline to confirm eligibility and to request an MC Transfer Agreement Checklist.

CONTACT US!

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

UofL UPS Hiring & Recruiting **Lee Moody Nelson** lamoody@ups.com 502.565.9387

JCTC UPS Hiring & Recruiting **Paxton Gordon** pgordon@ups.com 502.781.0261

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

View all MC checklists online at
[Metro-College/Get-Started](https://metro-college.com/Get-Started)
or scan QR code to receive
checklist by email!

