

Metropolitan College

MC-JCTC TRANSFER TO MC-UofL AGREEMENT CHECKLIST

This onboarding checklist is for MC participants at JCTC who are interested in utilizing MC benefits at UofL in an upcoming semester. Metropolitan College is available to eligible, active, part-time, third-shift UPS employees in Next Day Air hub, ramp, and freight at UPS Worldport - Louisville Air District (2265) with shifts that start between 9:00 p.m. and 4:00 a.m.

☐ **Confirm that you meet the Academic Eligibility Requirement to receive MC benefits at UofL.**

- Visit tinyurl.com/metro-college to request confirmation that you meet the MC UofL Academic Eligibility Requirement and that you are eligible to receive MC benefits at UofL.
- The MC UofL Academic Eligibility Requirement with any one of the following:
 - 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.
- Prospective MC-UofL participants who do not meet the MC UofL Academic Eligibility Requirement have the following options:
 - Participate in 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.
 - Submit a petition requesting approval to receive benefits at UofL without meeting the academic-eligibility requirement. The MC petition form is available at the bottom of every page of the metro-college.com website.

☐ **Meet with an ULtra (UofL Transfer Services) advisor, apply to UofL, and register for classes.**

- Schedule a meeting (in-person or virtual) with ULtra to determine when you should transfer to UofL as an MC student. Plan ahead, as it may be 24 hours or more before an appointment is available.
 - Go to <https://louisville.edu/admissions/apply-now/transfer-applicants/ultra-transfer-services/contact-ultra> to book an appointment. Select “Book Now” under an ULtra staff member.
 - In the booking form, indicate that the reason for your appointment is “assistance with transferring to UofL as a Metropolitan College participant” or “assistance with submitting a petition to receive MC benefits at UofL.”
 - During your meeting with an ULtra staff member, ask that they submit the following form to Metropolitan College: <https://forms.office.com/r/rm9UNw6Fm8>. (Students do not have access to this form.)
 - If you do not meet the MC UofL Academic Eligibility Requirement, submit the MC petition form at <https://forms.metro-college.com/petition> immediately following the ULtra appointment.
- Follow guidance provided ULtra to secure necessary transcripts and records from JCTC, apply for admission to UofL, meet with an academic advisor, and register for classes.

☐ **Confirm that your Free Application for Federal Student Aid (FAFSA) has been received by UofL.**

- Submit and complete all steps of the FAFSA at studentaid.gov using code 001999 for UofL.

☐ **Submit the UPS Employment Verification form, if needed.**

- If you do not have a signed agreement for the fall or spring semester preceding your first UofL MC agreement, you need to submit the **UPS Employment Verification** form at verify.metro-college.com using your UPS employee (GEMS) ID number.

☐ **Provide your MC Student Success Counselor with your UofL ID number and email address.**

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Important Dates by Semester	Fall	Spring	Summer
Agreement Deadline for GUARANTEED TUITION DEFERMENT: Current and continuing MC participants who sign an agreement by date indicated <u>are not</u> expected to pay MC-eligible charges by the payment due date. Participants <u>are</u> expected to pay (or set up a payment plan for) all charges that are not MC eligible.	July 25	Dec. 15.	April 25
Agreement Deadline for TUITION REIMBURSEMENT: Participants who sign an agreement after the tuition deferment date (see above) and by this date are expected to pay (or set up a payment plan for) all charges by their institution's payment due date and will be eligible for reimbursement of MC-eligible charges upon payment of MC benefits.	Oct. 15	March 15	Aug. 1
WORK COMMITMENT for Tuition Benefits: Active employment must be maintained through the date indicated for benefit eligibility.	Dec. 31	May 31	Sept. 1
WORK COMMITMENT for Fee-Payment Assistance Benefits: Active employment must be maintained through date indicated for benefit eligibility.	Dec. 31	May 31	Not Applicable
WORK COMMITMENT for Academic Bonuses: Active employment must be maintained through the date indicated for semester-completion bonus eligibility.	Dec. 31	June 30	NA
PAYMENT of Tuition Benefits: Tuition benefits for fall, spring, and summer semesters are paid to the institutions after the work commitment is fulfilled, qualifying grades are earned, and all agreement terms are met. Learn more at metro-college.com/benefits/tuition .	Feb. – Mar.	Aug. - Sept.	Nov. - Dec.
PAYMENT of Fee-Payment Assistance Benefits: Fee-payment assistance benefits for fall and spring semesters are paid to the institution after the work commitment is fulfilled, qualifying grades are earned, and all agreement terms are met. Learn more at metro-college.com/benefits/fee-payment .	JCTC: After Apr. 13 UofL: After Feb. 10	JCTC: After Aug. 23 UofL: After June 24	Not Applicable
PAYMENT of Academic Bonuses: Semester-completion bonuses are paid on the participant's UPS paycheck after the work commitment is fulfilled, qualifying grades are earned, and all agreement terms are met.	Feb. – Mar.	Aug. - Sept.	NA

Questions?

Contact your designated Student Success Counselor via your [MyMC](#) page.

If you do not have access to the MyMC portal, contact us at askmetro@kctcs.edu or visit metro-college.com.