



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

UPS IT PROFESSIONALS PROGRAM

Student Checklist



The UPS IT Professionals Program – As you get started, you can use this checklist to assist you in completing the MC program requirements to stay on track.

The Metro College UPS IT Professionals Program is designed with flexible start times, enabling students to begin the program at various points throughout the year.

For questions or support, please reach out to George Scott at george.scott@kctcs.edu

✓	BEFORE YOU START!	DUE DATE
	Apply for an MC-eligible position at UPS	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. Hire by date for Fall: September 15th Hire by date for Spring: February 28th
	Apply for UofL admissions OR Apply for JCTC admissions	Priority Application Deadline: Feb 15th Contact Admissions office for final application deadline. admitme@louisville.edu Contact Admissions office for final application deadline. jefferson-admissions@kctcs.edu
	Submit and complete the Free Application for Federal Student Aid (FAFSA) every academic year. UofL Code: 001999 JCTC Code: 006961	File ASAP. Opens Oct 1st prior to Academic Year every year.
	Visit Achieve your goals with Metropolitan College! to request a preliminary check of your academic eligibility to utilize MC benefits. Eligibility Requirements UofL MC Students: (Must meet one of the below requirements)	Enrolling in Fall: Request during summer Enrolling in Spring: Request during Fall

	OR - Cumulative high school GPA of 3.3 (GED 660). OR - Cumulative high school GPA of 3.0 (GED 600) AND a 21 ACT (1060 SAT) composite or Superscore. OR 60 earned or transferable college credit hours OR an associate degree. If you have outstanding circumstances for why you do not meet these requirements You can Submit a petition if you do not meet one of the three criteria above. If you don't initially meet the University of Louisville's Metro College requirements, you still have a strong pathway to your degree. You can start with the 2+2 option by enrolling at Jefferson Community and Technical College (JCTC), completing your associate degree, and then transferring to UofL to finish your bachelor's degree	
	2+2 Degree Path: Start at JCTC and finish at UofL JCTC Students Enroll in Classes: - Complete the optional online orientation. - Watch for registration email that includes instructions and a link to connect with the Advising Center. - Meet with advising to register for Classes. UofL Students Register for New Cards Orientation!	Summer and Fall Semester: March 1st Spring Semester: Oct 1st Register by March 1st
	Use the Benefits Calculator to see how your Financial Aid and MC Benefits Work together.	After class enrollment and bills have been generated.
	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, and, (3) submitted the FAFSA
	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 JCTC: Payment Information UofL: Paying Your Bill — Office of the Bursar.

✓	Step One – Initiate Interest	DUE DATE
	Review UPS IT Professionals Program webpage to review: ▪ Program Overview and Requirements ▪ Interest Form ▪ Info Session dates	
	Current Metropolitan College students must be enrolled in one of the following majors to participate in pathway: <u>University of Louisville</u> ▪ Computer Information Systems ▪ Computer Science (course flexibility for a third shift employee) ▪ Computer Science and Engineering <u>Jefferson Community and Technical College</u> ▪ Computer and Information Technology	
	• Complete a minimum of 3-4 IT courses • It is not a requirement to receive co-op or internship credit to participate in this pathway • While not required, students are encouraged to connect with the JCTC/UofL Academic Advisor to learn about opportunities to earn credit	○ Complete courses during your first and/or second semester at JCTC or UofL ○ Complete advising during February for the Fall and Summer semesters and September for the Spring
	Complete the UPS IT Professionals Interest Form	○ Fall deadline - September 15th ○ Spring deadline - February 5th
	2+2 JCTC to UofL Pathway Options Interested in the JCTC 2+2 Pathway through Metropolitan College? 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. Computer Science AA-BA Computer Science AS-BA Computer Engineering and Computer Science - AS-BS	Meet with ULtra at least once during the semester for: ○ Custom Transfer Degree Map ○ Credit Maximation ○ Transcript Review ○ Building Campus Connections During this meeting, we recommend you discuss the following topics: ○ Identify yourself as a Metropolitan College student ○ Ask to join ULtra (no cost) ○ 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. ○ Discuss MC UofL Eligibility Requirements for transfer: ○ 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. ○ Ask how often you should check-in with your Ultra advisor
✓	Step Two – Attend Interest Session	DUE DATE
	Attend a UPS IT Professionals Info Session Virtually	Date for event will be posted to the UPS IT Professionals Webpage . There will be one session in the Spring and one in the Fall
	Create a customized IT resume and online career portfolio • Begin to work with your Metropolitan College Student Success Counselor to customize an IT resume and online career portfolio so you are ready to apply to the UPS IT Professional Program. You can contact your assigned Student Success Counselor via your MyMC page • You can use the CREW career service website to view sample Computer and Information Technologies resume.	○ Spring Due Date: September 25th ○ Fall Due Date: February 25th
	Explore Mentorship & Skill-Building Opportunities <u>MC Career Guide Online Mentorship Program</u> The MC Career Guide Online Mentorship Program gives Metro College students a direct connection to professionals in their field of interest. <u>Career Kickstart Resource Guide</u> The Career Kickstart Resource Guide is a comprehensive, easy-to-use collection of tools designed to help you build career readiness from the ground up <u>LinkedIn Learning</u>	Can be started as early as your first or second semester at JCTC or UofL

	If you are a UofL MC participant, you also receive free access to LinkedIn Learning, a powerful online platform offering thousands of expert-led courses. JCTC participants can also access LinkedIn Learning using a Louisville Free Public Library Card. Recommended LinkedIn Learning Courses can be found on the UPS IT Professionals webpage	
✓	Step Three – Participate in Experiential Learning Opportunity	DUE DATE
	Interested MC students should apply through Workday for internal internship/Co-op opportunities at UPS - Following these instructions to apply to a co-op or internship on upers.com: Applying to UPS co-ops and Internships - Students can also reach out to UPSITPathway@ups.com if you have questions about internship/co-op opportunities at UPS. - UPS employment fluctuates throughout the year. To be notified of UPS MC eligible positions when they become available, please follow these directions for UPS Job Alerts	
	Review the UPS IT Professional's webpage for external internship opportunities with local organizations under Additional Local Internship Opportunities	
	Once placed in experiential learning opportunity, complete the UPS IT Professionals Enrollment Form	Complete each semester you participate in an experiential learning opportunity
✓	Step Four – Complete Experiential Learning Experience	DUE DATE
	Complete Internship/project-based placement	Dates set by student and placement site
	Update resume and LinkedIn with internship/experiential learning	- Fall (December 1st) - Spring (May 1st)
	Meet with Student Success Counselor to review resume with internship/experiential learning experience and compile internship projects into online portfolio Complete MC Online Career Guide Mentor for resume and LinkedIn review (Optional mock interview)	- Fall (December 1st) - Spring (May 1st)

