

UPS AIR FINANCE AND ACCOUNTING CAREER PATHWAY

UofL 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 [Haley Zoeller](mailto:haley.zoeller@louisville.edu), haley.zoeller@louisville.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
	Apply for UofL admissions!	Priority Application Deadline: Feb 15th Contact the Admissions office for final application deadline. admitme@louisville.edu
	Submit and complete the Free Application for Federal Student Aid (FAFSA) every academic year. Use school code 001999 .	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) Cumulative high school GPA of 3.3 (GED 660). OR Cumulative high school GPA of 3.0 (GED 600) AND a 21	Enrolling in Fall: Request during Summer Enrolling in Spring: Request during Fall

	<p>ACT (1060 SAT) composite or Superscore.</p> <p>OR</p> <p>60 earned or transferable college credit hours OR an associate degree.</p> <p>If you do not meet one of the three criteria above, MC students can start at JCTC. KCTCS offers a 2+2 Pathway to start at JCTC and transfer to UofL, please review the JCTC Finance & Accounting Pathway Checklist</p>	
	<p>If you have outstanding circumstances for why you don't meet these requirements, you can Submit a Petition.</p>	
	<p>Submit the Employment Verification Form to confirm you are working in an eligible position at UPS to utilize MC tuition benefits.</p>	<p>Once you have:</p> <ul style="list-style-type: none"> (1) begun working in an MC eligible position (2) enrolled in classes (3) submitted the FAFSA <p>Please complete Employment Verification</p>
	<p>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.</p> <p><i>STP cannot be completed until EV has been approved.</i></p>	<p>To guarantee tuition deferment sign by the institution's payment due date which can be located here: Paying Your Bill — Office of the Bursar</p>
	<p>Register for Orientation, visit NEW CARDS!</p>	<p>Register by March 1st</p>
	<p>Use the Benefits Calculator to see how your Financial Aid and MC benefits Work together.</p>	<p>After class enrollment and when bills have been generated.</p>

Semester 1: Getting Started

✓	Step One – Initiate Interest & Attend Info Session
	Review UPS Finance & Accounting Career Pathway webpage
	Required: Attend a MC Finance & Accounting Info Session Virtually For Fall Semester: September 3 rd , 2026, 4:00 pm – 5:00 pm For Spring Semester: February 4 th , 2027, 4:00 pm – 5:00 pm
	Complete MC F&A Pathway Enrollment Form Complete UPS MC Finance Career Interest Form Submit by the semester deadline For Fall Semester: September 11th For Spring Semester: February 11th <i>Annual completion of the MC F&A Pathway Enrollment form is required to stay active in the pathway.</i>
	Eligible majors for Pathway: UofL Bachelor of Science in Business Administration in Accountancy UofL Bachelor of Business Administration UofL Bachelor of Science in Business Economics UofL Bachelor of Science in Business Administration in Finance
	Optional: Complete one of the LinkedIn Learning Professional Development Certifications below: <ul style="list-style-type: none"> • LinkedIn Learning: Strategic Negotiation • LinkedIn Learning: Power BI for Finance

Semester 2: Getting Started

✓	Step Two – One-on-One
	Participate in email check-ins with Haley Zoeller to discuss pathway progress
	Optional: Attend UPS F&A Networking Event (In-person, Spring Only)

Semesters 3-4: Professional Development

✓	Step One – Professional Document Updates
	<p>Complete MC F&A Pathway Enrollment Form</p> <p>Submit by the semester deadline For Fall Semester: September 11th For Spring Semester: February 11th Annual completion of the MC F&A Pathway Enrollment form is required to stay active in the pathway.</p>
30 HRS	<p>Work with Haley Zoeller or assigned Student Success Counselor to complete/update a resume to use for applying to experiential learning opportunities. Use one of the CREW Accounting Templates:</p> <ul style="list-style-type: none"> • Jane-Doe.-Accounting-Sample.-2023.pdf • Jane-Doe.-Accounting-Sample.-2023.-2.pdf <p>Resume Review Process: After SSC approves your edits, email your final resume to Haley Zoeller and request a review by the UPS Air Finance Team. Haley submits your resume to AirFinancePathway@ups.com for review. The UPS Air Finance Team sends feedback directly to your school email.</p>
	Participate in email check-ins with Haley Zoeller to discuss pathway progress
	<p>Optional: Attend The Ulmer Career Center's Career Fair(s) Fall Semester: Accounting & Finance Career Fair OR Business Internship & Career Fair Spring Semester: Business Internship & Career Fair <i>*Dates are announced on Cardinal Careers</i></p>
	<p>Optional: Attend The Ulmer Career Center's Career Readiness events. <i>*Dates are announced on Cardinal Careers</i></p>
	<p>Complete Academic Advising for next semester Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th</p> <p>Metro College Academic Advising Guide</p> <p>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 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i></p>
	<p>Sign next agreement by tuition deferment deadline: For Fall Semester: July 25th For Spring Semester: December 12th</p>
	Optional: Attend UPS F&A Networking Event (In-person, Spring Only)

Semester 5-6: Professional Development Continued

✓	Step One – Check-ins and Enrollment
	<p>Complete MC F&A Pathway Enrollment Form</p> <p>Submit by the semester deadline For Fall Semester: September 11th For Spring Semester: February 11th Annual completion of the MC F&A Pathway Enrollment form is required to stay active in the pathway.</p>
60 HRS	Complete LinkedIn Profile and have reviewed by assigned Student Success Counselor
	Complete MC Online Career Guide Mentor for resume and LinkedIn review
	Participate in email check-ins with Haley Zoeller to discuss pathway progress
	<p>Optional: Attend The Ulmer Career Center's Career Fair(s) Fall Semester: Accounting & Finance Career Fair OR Business Internship & Career Fair Spring Semester: Business Internship & Career Fair <i>*Dates are announced on Cardinal Careers</i></p>
	<p>Optional: Attend The Ulmer Career Center's Career Readiness events. <i>*Dates are announced on Cardinal Careers</i></p>

✓	Step Two – Enrollment
	<p>Complete Academic Advising for next semester Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th</p> <p>Metro College Academic Advising Guide</p> <p>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 23rd For Spring: Starts as early as Oct 26th <i>Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services</i></p>
	<p>Signs next agreement by tuition deferment deadline: For Fall Semester: July 25th For Spring Semester: December 12th</p>
	Required: Attend UPS F&A Networking Event (In-person, Spring Only)

Semester 7-8: Professional Development Continued

✓	Step One – Check-ins and Enrollment
	<p>Complete MC F&A Pathway Enrollment Form</p> <p>Submit by the semester deadline For Fall Semester: September 11th For Spring Semester: February 11th <i>Annual completion of the MC F&A Pathway Enrollment form is required to stay active in the pathway.</i></p>
90 HRS	Complete Mock Interview with Student Success Counselor
	Participate in email check-ins with Haley Zoeller to discuss pathway progress
	<p>Optional: Attend The Ulmer Career Center's Career Fair(s) Fall Semester: Accounting & Finance Career Fair OR Business Internship & Career Fair Spring Semester: Business Internship & Career Fair <i>*Dates are announced on Cardinal Careers</i></p>
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