

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 Kim Patterson at kpatterson@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 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
	Start exploring program admission criteria: Nursing, Pre-Licensure Program (BSN) Nursing BSN Admissions Requirements	Deadline February 1 st
	Apply for Admission: Apply for UofL admissions	Priority Application Deadline: Feb 15th Contact the Admissions office for final application deadline. admitme@louisville.edu
	Please check here for a preliminary check of academic eligibilty to utilize MC benefits at UofL 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 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 do not meet these requirements, you can file a petition.	Enrolling in Fall: Request during Summer Enrolling in Spring: Request during Fall
	Take Placement Tests (If Not Already Done)	Prior To Course Beginning

	Submit and complete the Free Application for Federal Student Aid (FAFSA) every academic year. Use school code 006961 for JCTC Use school code 001999 for UofL	File ASAP. Opens Oct 1st prior to Academic Year every year
	Enroll in Classes New Students: 1. Complete the optional online orientation. 2. Watch for registration email that includes instructions and a link to connect with the Advising Center. 3. Meet with advising to register for Classes. Current Students: 1. Contact your advisor for an appointment. 2. Prepare for Appointment by going to MYPATH, checking your academic requirements report, and checking program requirements. 3. Plan out your classes and self-enroll. 4. Meet with advisor to look at classes and update plans.	New Students: Summer and Fall Semester: March 1st Spring Semester: Oct 1st Current Students: Summer and Fall Semester: March 1st Spring Semester: Oct 1st <i>Visit the Registrar's web page for priority registration dates:</i> Registration Calendars Student Services
	Use the Benefits Calculator to see how your Financial Aid and MC Benefits Work together	After class enrollment and bill has been generated on your Student Self Service Account
	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, Please complete Employment Verification
	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: Paying Your Bill — Office of the Bursar
	Update personal budget to cover tuition fees and monthly expenses Meet with CCU and/or Financial Aid Office for guidance & support To open a High 5 Savings or Checking Account contact a CCU Financial Services Representative Call CCU Contact Center- 800-228-6420 Hours of Operation: M-F 8:30AM-5:00 PM and Saturdays 9:00AM-12:00 PM (click here for locations and hours) Provide code, "MCHIGH5" for CCU to deposit your initial \$5	Within 7 days of signing your first agreement with Metropolitan College.

✓	FIRST SEMESTER	DUE DATE
	Complete the Interest Form and/or Attend Norton Healthcare Symposium	Kim Patterson will contact the student within one week of completing the interest form and share upcoming symposium dates and times. Fall Symposium: October Spring Symposium: April
	CAPP Requirement – Complete Budgeting Module – Log into your MyMC portal to complete this requirement.	Within 30 Days of Signing MC Agreement.
	Advising for next semester. See MC Academic Advising Guide for assistance	Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th
	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 1st For Spring: Starts as early as Oct 1st Visit the Registrar's web page for priority registration dates: Registration Calendars Student Services
	Meet with Metro College SSC to review your account, confirm that no negative service indicators are present, and discuss any steps that can support your continued progress and success.	CAPP Requirements and Holds For Fall/Summer: Feb 1st For Spring: Sept 1st
	Meet with Norton Career Coach Camille Jackson	After Interest Form submission, students will be contacted by Camille Jackson within 20 days.
	Complete Application for Norton Scholar	Link Sent to apply by Camille once student is eligible to become a Norton Scholar camille.jackson@nortonhealthcare.org
	Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: July 25th For Spring Semester: December 12th
✓	SECOND SEMESTER and Beyond	DUE DATE
	New Students: Complete the Interest Form and/or Attend Norton Healthcare Symposium Returning Students: Complete the Norton-UPS Health Care Career Tracks Participant Semester Annual Form.	Kim Patterson will contact the student within one week of completing the interest form and share symposium dates and times. Fall Symposium: October Spring Symposium: April Complete the Annual Enrollment Form During the Spring Semester. Deadline Spring-January 30th

	CAPP Requirement – Complete Outstanding CAPP Requirements – Log into your MyMC portal to complete requirement needed. Resume, XP, and Mock Interview	Within 30 Days of Signing MC Agreement.
	Advising for next semester. See MC Academic Advising Guide for assistance	Advising completion date required for Spring: September 30th Advising completion date required for Summer and Fall: February 28th
	Professional Development Opportunities: Sign Up for the MC Career Guide Online Mentorship Program The MC Career Guide Online Mentorship Program gives Metro College students a direct connection to professionals in their field of interest. 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. Inside, you'll find resources on LinkedIn Learning Advance your future in the fast-growing world of healthcare with LinkedIn Learning, your pathway to in-demand clinical and professional skills. Norton Healthcare Opportunities: Job Shadowing or Student Placements and Experiences	Fall-September Spring-March
	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 1st For Spring: Starts as early as Oct 1st <i>Visit the Registrar's web page for priority registration dates:</i> Registration Calendars Student Services
	Meet with Metro College SSC to review your account, confirm that no negative service indicators are present, and discuss any steps that can support your continued progress and success.	CAPP Requirements and Holds For Fall/Summer: Feb 1st For Spring: Sept 1st
	Meet with Norton Career Coach Camille Jackson . Discuss IEP and Job Shadowing Opportunities at Norton Healthcare	Complete any to do list items required for their career track: For Fall/Summer: March 1st For Spring: Oct 1st

	Student Signs Next Agreement by tuition deferment deadline	For Fall Semester: July 25th For Spring Semester: December 12th
	Complete MC Graduation Survey	For Fall Graduates: Complete by Dec 1st For Spring Graduates: Complete by April 1st
	Meet Fall Work Commitment Date of Dec 31 st before ending UPS employment	You must work on or through the work commitment date to maintain tuition benefit eligibility. If Dec 31st falls on a non-workday, then the employee must work the full next workday after Dec 31st.
	Pick up MC Graduation Cord	May 7th During Metro Midnight

HAVE QUESTIONS? HERE IS WHO CAN HELP

Kimberly Patterson , <i>MC Student Success Counselor</i>	kpatterson0024@kctcs.edu	Can answer questions related to Metro College program benefits and requirements
Camille Jackson , Norton Healthcare Career and College Specialist	Camille.jackson@nortonhealthcare.org	Can answer Norton Healthcare related questions
JCTC Advising , <i>Academic Advisor</i>	JF-Advising-Center@KCTCS.edu	Can answer academic related questions and help with course scheduling.
Sara Heun , <i>High Volume Talent Acquisition Analyst</i>	saraheun@ups.com	Can answer UPS employment-related questions such as hours worked, HR issues, leave, etc.
Kristi Lauder , <i>Talent Acquisition Supervisor</i>	klauder@ups.com	Can answer UPS employment-related questions such as hours worked, HR issues, leave, etc.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

