

Metropolitan College

Onboarding Checklist for Prospective MC Participants working at UPS

This checklist is for current UPS employees who are interested in attending UofL or JCTC and participating in Metropolitan College. Prospective MC participants cannot currently be participating in School To Work. MC is available to eligible, active, part-time UPS employees in Next Day Air hub, ramp, and freight at Louisville Air District (2265) with shifts that start between 9:00p.m. and 4:00a.m.

Step 1: Get enrolled at UofL or JCTC

☐ Register for classes at UofL or JCTC.

- Enrollment in at least one course at UofL or JCTC is required to sign a Metropolitan College agreement.
- **UofL:** (1) Apply at louisville.edu/admissions, then visit louisville.edu/newcards. (2) Go to www.tinyurl.com/MC-UofL-Eligibility to request confirmation that you meet 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.
 - An associate degree or 60 transferable college credit hours.
- **JCTC:** Apply at jefferson.kctcs.edu/admissions, then visit jefferson.kctcs.edu/enrollment-checklist.aspx.

☐ Submit the Free Application for Federal Student Aid (FAFSA).

- Submit and complete all steps of the FAFSA at studentaid.gov using code 001999 for UofL or 006961 for JCTC.
- Because MC participation requires a complete FAFSA every academic year, eligibility is limited to United States citizens and eligible noncitizens as defined by the Federal Student Aid Office.

Step 2: Complete Employment Verification.

☐ Use your UPS employee (GEMS) ID number and verify your eligibility for MC benefits.

- Submit the **Employment Verification** form at verify.metro-college.com using your UPS employee (GEMS) ID number.
- Once UPS verifies your employment eligibility for MC benefits, instructions for logging into the MyMC portal will be sent within 5-7 business days to the personal email you provided on the Employment Verification form.

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

☐ Complete the online MC orientation.

- The online MC orientation, called the Student Transition Program (STP), is accessible at metro-college.com. Select **MyMC** at the top of the page, then log into the portal with your UPS employee (GEMS) ID.

☐ Schedule the first available appointment to sign your MC agreement!

- Upon completion of the STP, you will be prompted to schedule an **in-person or virtual appointment** to sign your first MC agreement. It is important that you schedule the required appointment as soon as possible.
- You can contact your assigned MC Student Success Counselor by scanning the QR code here. Student Success Counselors are assigned to students alphabetically by last name.

Scan QR Code to contact
a MC Student Success
Counselor



Metropolitan College

Important Dates by Semester

Fall

Spring

Summer

	Review the deadlines below, then apply as soon as your schedule allows.		
Agreement Deadline for GUARANTEED TUITION DEFERMENT: New and returning MC participants who sign an agreement by their institution's payment due date are guaranteed to have tuition deferment and are <u>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) fees and all charges that are not MC eligible.	See UofL and JCTC Bursar Office websites for institution's payment due dates by semester		
UPS 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
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 benefits by UPS to their institution (see below).	Oct. 15	March 15	Aug. 1
Work Commitment – Tuition and Fee-Payment Assistance Benefits: Active employment must be maintained through date indicated for benefit eligibility.	Dec. 31	May 31	Sept. 1
Work Commitment – Academic Bonuses: Active employment must be maintained through date indicated for bonus eligibility.	Dec. 31	June 30	Sept. 30
Payment of Benefits: Tuition and fee-payment assistance benefits will be paid directly to the institution approximately 6 weeks after the work commitment is fulfilled, qualifying grades are earned, and all agreement terms are met. Overpayments to the institution will result in residuals or refunds to the student.	Feb. - March	Aug. - Sept.	Nov. - Dec.
Payment of Academic Bonuses: Academic bonuses will be paid on the participant's UPS paycheck approximately 6 weeks after the work commitment is fulfilled, qualifying grades are earned, and all agreement terms are met.	Feb. - March	Aug. - Sept.	Not Applicable

Visit our website to learn more!

Metropolitan College metro-college.com