



## METROPOLITAN COLLEGE CHECKLIST



### OBTAIN EMPLOYMENT AT UPS IN LOUISVILLE'S NEXT DAY AIR OPERATION:

Apply on-line at [www.upsjobs.com](http://www.upsjobs.com) for a package handler position in Louisville, Kentucky. For additional employment questions, call 502-359-1877.

### COMPLETE THE METROPOLITAN COLLEGE PLANNING SESSION:

The Planning Session is a brief overview of the requirements, benefits and services of the MC program. Students who are new to the program, or are returning after being out for a year or more, must complete the 15-20 minute Planning Session before getting started in the program.

- **What You Need:** You will need the following to complete the planning session: UPS Employee ID, Social Security Number, UPS Start Time, UPS Hire Date
- **How to Complete the Session:**
  - ✓ Log on to [www.metro-college.com](http://www.metro-college.com)
  - ✓ Select "Students"
  - ✓ Select "UPS"
  - ✓ Select "Planning Session"

At the conclusion of the planning session, you will receive instructions on how to complete the On-line Student Transition Program (STP) through the My MC Page. Please allow 1 week for your My MC Page account to be created and to begin the STP.

### FILE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA):

Complete the application on-line at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (Note: This is the only free website to file the FAFSA). You will need your tax information to complete this form. If you are under 24 years of age, you will need your parents' tax information. If possible, we encourage you to file the FAFSA by the March 15<sup>th</sup> priority deadline each year.

### APPLY AND BE ADMITTED TO ONE OF THE MC PARTNER INSTITUTIONS:

**University of Louisville Application:** <http://admissions.louisville.edu/apply/>

Students with less than 60 transferable college credit hours who plan to attend UofL must have at least a 21 composite ACT score and a high school grade point average of **3.0 or greater** to participate in the UofL MC program.

**Jefferson Community and Technical College Application:** <https://www.applyweb.com/apply/kctcs/>

Students must have a high school diploma or GED. ACT and Compass scores must meet individual program requirements.

### BE ADVISED AND REGISTERED FOR CLASSES

MC students must be advised and registered for classes prior to signing a MC student agreement

- **University of Louisville Advising:** <http://louisville.edu/advising/students>
- **Jefferson Community and Technical College Advising:** <http://www.jefferson.kctcs.edu/Advising/>

### COMPLETE THE STUDENT TRANSITION PROGRAM (STP)

STP is a series of on-line modules where you will be introduced to the Metropolitan College Student Development Team as they guide you through the information and resources needed to help you succeed as a Metropolitan College participant. Wait one week after completing the MC Planning Session and then follow these steps to log on to STP. (Note: STP takes 2-3 hours to complete):

- ✓ Log on to [www.metro-college.com](http://www.metro-college.com)
- ✓ Select My MC (last tab located at the top of the page)
- ✓ Type in your Employee ID and date of birth
- ✓ Once you are logged on to your My MC Page, select the STP icon

Once you complete the STP, you will receive instructions on how to sign your MC student agreement.

### SIGN YOUR MC STUDENT AGREEMENT

You must sign a student agreement each semester by the MC Student Agreement Deadline (October 15 for fall, March 15 for spring, August 1 for summer). In order to have your tuition deferred, you must sign your student agreement prior to your school's tuition deadline for each semester. All checklist items must be completed before signing your student agreement at one of the MC offices on campus.

# METROPOLITAN COLLEGE PROGRAM OVERVIEW

Updated 4-2010

Metropolitan College was established as a Louisville, Kentucky based partnership among Jefferson Community and Technical College, the University of Louisville and charter business partner UPS. This nationally recognized partnership provides eligible Kentucky residents access to a tuition-free post-secondary education and outstanding employment opportunities. To be eligible for the program, you must be an active employee working part-time in the Louisville Next Day Air Operation and have a shift start time between 9:00 pm and 4:00 am. (**Note:** Active employee is defined as being employed by September 15 for the fall semester; February 1 for spring semester; and July 1 for summer semester). Program benefits include the following:

*All benefits have specific eligibility requirements. Visit our website, ask a Student Development Counselor at one of the MC offices on campus or ask your Metro-College Representative at work for additional eligibility information.*

- Tuition:** For students taking undergraduate courses and earning grades of “C” or better, the Metro College tuition benefit per semester is up to 100% of the regular per credit hour undergraduate KY resident tuition applicable for the institution in which the student is enrolled. Tuition is deferred with the signing of the MC student agreement each semester prior to the school’s tuition deadline.
- Book Reimbursement:** Up to \$65 per course for required books and software. Students must turn in book reimbursement forms, receipts and grades by posted deadlines to receive reimbursement.
- Academic Bonuses:** For detailed bonus information and eligibility requirements, please visit the Metropolitan College website at: <http://www.metro-college.com/ups/benefits/academicbonus.aspx>
  - **Semester Completion Bonus** (Fall and Spring only): Receive upon successful completion of 6 or more credit hours\*
  - **Milestone Bonus:** Receive upon completion of 30, 60 and 90 credit hours while in the MC program.\*
  - **Graduation Bonus:** Receive upon completion of an associate degree, bachelor degree, or both.\*

\*Please note that there are specific eligibility requirements for each of these bonuses. Please visit our website or contact Kim Saylor, UPS Benefits Administrator, at 213-4525 with any questions.

## FOR MORE INFORMATION

### Student Development Counselors- MC offices on campus

UofL: 502-852-2749 • JCTC Downtown: 502-213-4520 • Available Mon/Th 9am-5pm and Tue/Wed 9am-6pm  
JCTC Southwest: 502-213-7376 • Available Mon/Wed/Th 9am-5pm and Tue 9am-6pm

### MC Representatives- UPS

359-2123 • 359-2124 • 359-2106 • Available M-TH 10 pm-4am and Fri 11pm-3am

### MYMC PAGE

Available 24/7 once you have completed the Student Transition Program (see reverse)  
Send an email directly to a Student Development Counselor through your MyMC Page.  
See reverse side for log on instructions.

### Metropolitan College Website

View program policies, benefits and other important information by logging on to the MC website at:  
[WWW.METRO-COLLEGE.COM](http://WWW.METRO-COLLEGE.COM)

***MC and UPS reserve the right to change terms, conditions and benefits provided under the Metropolitan College Program***