> ### The College Opportunity Fund (COF) provides a stipend each semester to <u>eligible undergraduate students paying in-state tuition</u>

<u>Action Steps for the College Opportunity Fund (COF) Stipend:</u>

1. **Make sure you meet eligibility requirements**

   - Must be an undergraduate student classified as an <u>in-state resident</u> for tuition purposes.
   - Must be taking main campus courses only (courses offered through Online & Academic Outreach, Extended Studies, auditing, continuing-ed are not eligible).
   - Must register for courses prior to course's census date.

2. **Create your lifetime COF account online at: https://cof.college-assist.org**

   - Make sure ALL personal information with UCCS matches your COF account, including your social security number.
   - If you have already applied and used COF at another college/university, you do <u>not</u> need to apply again. Accounts only need to be created once in a student's college career.

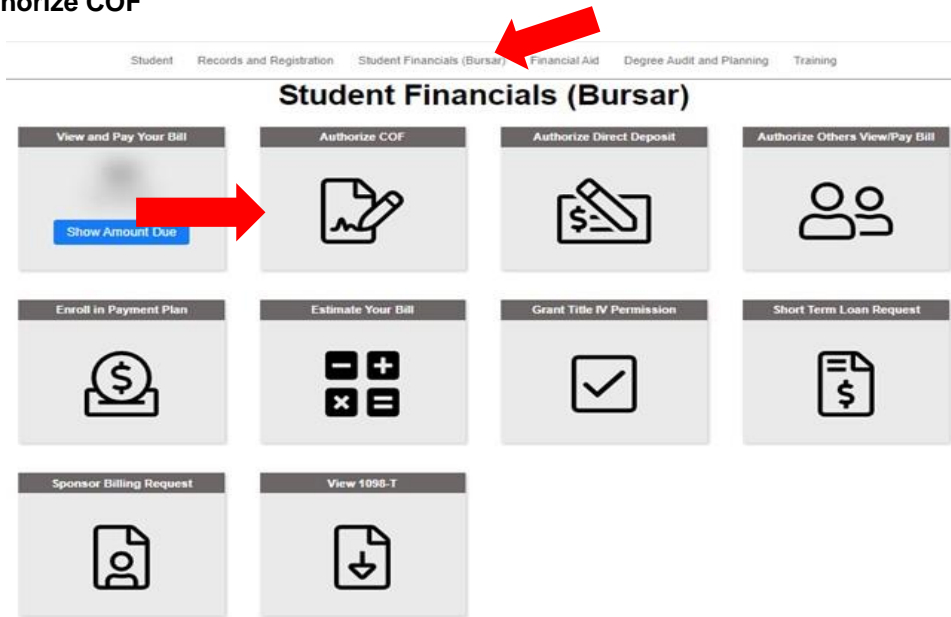3. **Authorize your COF funds in your myUCCS portal**

   - Must wait 24-48 hours after creating your COF account in Step #2.
   - Students must authorize the funds in their myUCCS portal approximately one week before the end of the term.
   - Once authorized you will <u>not</u> need to authorize again, unless you become an inactive student and need to reapply to UCCS.

<u>Important COF Information</u>

➤ Any course dropped <u>before</u> the course's posted census date will not use any COF hours. A course withdrawn from <u>after</u> census date will receive a 'W' grade and the COF hours will not be refunded to a student's lifetime total.

➤ Students receive a lifetime limit of 145 COF hours/credits to complete an undergraduate degree. Any extra hours needed can be requested through a one-time institutional waiver through the Office of the Registrar. After using the institutional waiver, additional hours can be requested through the State of Colorado.

➤ After receiving their first undergraduate degree, a student returning for a second undergraduate degree will receive 30 additional COF hours

➤ You may check your amount of remaining hours and/or change your authorization status at any time in your myUCCS portal

➤ Your personal information with UCCS must always match your COF account (SSN, DOB, Name) or else your authorization will be revoked

➤ COF stipend amount changes based on the State of Colorado. Always check each term at: **https://cof.college-assist.org**

➤ Contact COF directly at: 720-264-8553 or cof@college-assist.org

Office of the Registrar
Main Hall 108 • 1420 Austin Bluffs Pkwy • Colorado Springs, CO 80918
719-255-3361 • registrar@uccs.edu

How to Authorize COF

1. **Log in to your myUCCS portal: http://uccs.edu/portal**
2. **Click on the Student Financials (Bursar) tab at the top**
3. **Select Authorize COF**

4. **Select the term and click Update Authorization then make your selection and click Submit**