NEW STUDENT CHECKLIST
Tuition Assistance (TA)

☐ Apply to UCCS

- Apply at uccs.edu
- Register for and attend Orientation by visiting orientation.uccs.edu
- 1st year students need to submit high school transcripts
- Students with previous college experience will need to submit all previous college transcripts

☐ TA Briefing

- Attend the TA brief at the Fort Carson Education Center located in Bldg 117 - these are held Monday's at 1000 and Tuesday's at 1400.
- Create an ArmyIgnitED account to be able to request TA

☐ Set up 3rd Party Billing

- Students must submit a Sponsor Billing Request through their student portal in order to utilize their Tuition Assistance. This form is required **EVERY** term.
- Go to you're UCCS Portal > Student Financials (Bursar) > Sponsor Billing Request

☐ Submit Military Certification Form

- This form is required **EVERY** term to be considered for classification as a Colorado resident for tuition purposes pursuant to Colorado Statute 23-7-103
- Go to military.uccs.edu > UCCS Portal > Forms > Military Certification Form

☐ Submit Joint Services Transcript/CCAF

- Step 1: Go to either jst.doded.mil or airuniversity.af.edu/Registrar/Transcript-Requests to request your official transcripts be sent to UCCS.
- Step 2: Go to military.uccs.edu > Forms > Military Transcript Evaluation Request to submit a request to evaluate your military transcript

☐ Enroll in Classes

- Enroll in classes through student portal or by visiting registrar.uccs.edu/class-registration-guide for step-by-step instructions

☐ Request for TA

- This MUST be completed **EVERY** semester and can be submitted 60 days in advance; however, you **MUST** submit this no later than 7 days before the start of the semester

UCCS Veteran and Military Affairs
UNIVERSITY OF COLORADO
COLORADO SPRINGS

Additional Information and Resources

☐ College Opportunity Fund (COF)
- The COF is a trust fund created by the Colorado Legislature that provides a tuition stipend to CO residents pursuing undergraduate degree.
- All Active Duty are classified as a CO resident and therefore qualify for COF
- Got to registrar.uccs.edu/student-resources/general-information/college-opportunity-fund to start the process

☐ Financial Aid (FAFSA)
- Students receiving TA benefits can also use financial aid
- The UCCS Financial Aid office will email your student email address with an award offer once your application is processed
- You must then accept/decline any aid on your student portal by visiting the financial aid section

☐ Textbook Affordability and Access Program (TAAP)
- All Students are automatically enrolled in the TAAP program, if you do not opt out, the book fee will be added to your student bill and will be your responsibility.
- If you choose to opt out, you must do so each semester and will be responsible for finding all required textbooks. For more information visit: www.uccs.edu/taap

☐ Active Duty Tuition Assistance Grant
- This grant bridges the gap between UCCS tuition, fees and required materials (through TAAP), and the $250/credit hour covered by TA (excludes Colorado state tuition assistance).
- There is no application required for this grant. Those eligible will automatically receive the grant applied to their student accounts on or shortly after census date.
- This grant is non-refundable.
- This grant applies to undergraduate degree-seeking students receiving in state tuition rates only and does not apply to courses not approved for TA.
- Students must apply for and authorize College Opportunity Fund (COF) to be eligible for grant. If COF has been maxed out or is not authorized, the student will be responsible for that amount.
- UCCS currently does not drop students for non-payment. Your bill is your responsibility. Bills are emailed to your student email address.
- Please be aware TA nor the ADTAG cover parking passes. You will be responsible for paying for your own parking.