

# GUS Registration: Student Instructions

## Overview

Welcome to the new Gateway for UAMS Students (GUS), your online home for enrollment, grades, student profile updates, and more. Beginning with the Fall 2016 semester, most UAMS students will self-enroll for coursework using GUS. Students in the Colleges of Medicine and Pharmacy will still register for coursework through previous methods, but course enrollment information will still flow into GUS.

## Registration is as easy as 1-2-3!

You've probably completed online registration at other schools, and the process at UAMS is likely very similar. Using the program of study or recommended course list created especially for you by your academic department, you will select classes from the online schedule of classes, add them to your shopping cart, and submit your enrollment request. That's it! You no longer need to send email confirmations to the Registrar's Office, and you can see your real, live enrollment online at any time. Tuition and fees are automatically calculated based on your enrollment, and Financial Aid is posted, viewed and accepted at the same site. What's more, you can now pay for coursework online rather than visiting the Bursar's Office in person or calling to make payment by phone.

## STEP 1: LOG IN

GUS is online at <https://gus.uams.edu>. Log in using your UAMS Domain user ID and password (the same login credentials used for your UAMS email).



The screenshot shows the GUS login page. At the top, there is a navigation menu with links for 'Colleges', 'Institutes', 'Research', 'Hospital & Clinics', 'Employment', 'Giving', and 'Newsroom'. Below this is a red banner with the UAMS logo and the text 'Welcome to GUS'. The main content area features a login form with 'User ID' and 'Password' input fields and a 'Sign In' button. To the right of the login form is a GUS logo and a welcome message: 'Welcome to the student information system portal. Our goal is for GUS to be simple and straightforward. We are taking a phased approach, releasing new features for you throughout the year. Visit often for the latest updates.' Below the welcome message are two photographs of students in a classroom setting. At the bottom of the page, there are links for 'Campus Map' and 'Emergency Phone Numbers'.

Once you have successfully logged in, you'll arrive at the general student portal page, which looks like this:

## STEP 2: RESOLVE ANY ENROLLMENT HOLDS

Before you can enroll, you must resolve any holds on your student account. These will be visible in the “HOLDS” section in the screenshot above. Simply click the hold directly and you’ll be taken to a screen that provides additional information about how to resolve each hold. Not all holds will block you from enrolling. In some cases a hold will block you from requesting an official transcript or performing some other action with the university. Check any holds individually to determine what action (if any) is necessary.

## STEP 3: SELECT YOUR CLASSES

From the main portal page, select the [MORE ... Student Center](#) link from the right-hand menu. That link will bring you to your Student Center, where you can enroll and see an overview of your student information. To access enrollment, click the “Enroll” link:

Here, you can search for classes to add to your “shopping cart”:

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

### Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2016 | Undergraduate | UAMS change term

Open  Closed

Add to Cart: Fall 2016 Shopping Cart

Enter Class Nbr  enter

Find Classes

Class Search  My Requirements

search

My Fall 2016 Class Schedule

You are not registered for classes in this term.

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...  go

Use the search options to find the classes you want. You can enroll in all of your classes at once, or you can do them one at a time.

**IMPORTANT NOTE 1:** Do not use the “Enter Class Number” search box; rather leave that box blank and use the “search” button below it. The class number in GUS is different from the course number you will use to enroll.

**IMPORTANT NOTE 2:** Course prefixes (subjects) and numbers changed effective with the Fall 2016 semester. This means that the class numbers you may have used for previous UAMS enrollment will be different when you enroll for the fall term. Visit <http://registrar.uams.edu/registration> for a complete concordance of new course subjects and numbers.

**IMPORTANT NOTE 3:** Some classes have multiple sections based upon instructor. If your class is specific based on the instructor, you will see instructor information in the regular class search.

**IMPORTANT NOTE 4:** Some classes are variable credit. If you class is variable credit, you need to enter the number of credit hours in which you will enroll. If you add your class and then determine you need to change the number of credit hours, you may need to drop the class, save the drop and then re-enroll in the correct hours.

Once you add classes, your enrollment page will look like this:

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ NURS 4136 has been added to your Shopping Cart.

Fall 2016 | Undergraduate | UAMS

change term

● Open □ Closed

Add to Cart:  
 Enter Class Nbr  enter  
 Find Classes  
 Class Search  
 My Requirements  
 search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	NURS 3113-001 (1051)	TBA	TBA	Staff	3.00	●
	NURS 4136-001 (1052)	TBA	TBA	Staff	3.00	●

PROCEED TO STEP 2 OF 3

If your class requires **instructor consent** for **all** students to enroll in the course, contact your instructor for a permission number. Once you receive your permission number, you will enter it on this page.

Add Classes

1. Select classes to add - Enrollment Preferences

Spring 2017 | Graduate | UAMS

NURS 5103 - Clin Pharm Ther Practice

Class Preferences

NURS 5103-001 Lecture ● Open **Permission Nbr**

Grading Graded

Units 3.00

Enrollment Information

- Instructor Consent Required to enroll in this class

CANCEL NEXT

**STEP 4: ENROLL**

Follow the prompts (click the button at the bottom labeled "Proceed to Step 2 of 3") to confirm your classes:

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
NURS 3113-001 (1051)	Health Assessment (Lecture)	TBA	TBA	Staff	3.00	Open
NURS 4136-001 (1052)	Intro to Research (Lecture)	TBA	TBA	Staff	3.00	Open

CANCEL PREVIOUS FINISH ENROLLING

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Once you click “Finish Enrolling,” you’ll get a confirmation page that either confirms your successful enrollment, or provides information if you are unable to enroll at this time.

**IMPORTANT NOTE 1:** Some classes may require permission or consent from the instructor or department before you are allowed to enroll. If you receive a warning that this consent is required, you must contact your academic department for a permission number to complete enrollment. Your department may need to work with the Office of the University Registrar to complete the consent process so that you may go back into GUS to complete your enrollment.

**IMPORTANT NOTE 2:** Some classes may also require pre- or co-requisites. You will be alerted if you have not met these requirements. If you have met all requirements as described in the course description but are still ineligible to enroll, please contact the Office of the University Registrar for assistance.

**IMPORTANT NOTE 3:** If you have any enrollment holds on your account, you may not be able to enroll. You will receive a warning message when you attempt to complete the enrollment process. You can refer directly to the hold itself for instructions for resolving the issue and having the hold released.

## STEP 5: VERIFY YOUR CLASS SCHEDULE

Once you register for your classes, you can view your schedule of classes by clicking on the My Class Schedule tab at any time.

**IMPORTANT NOTE:** You will still need to visit the R25 scheduling system or your class syllabus for the times and locations of your courses. R25 should be referenced until you receive communication from your instructor or your syllabus for each course.

# GUS Registration: Swapping Classes

## Step 1: Navigate to the Enrollment Page

From the main portal page, select the  link from the right-hand menu. That link will bring you to your Student Center, where you can enroll and see an overview of your student information. To access enrollment, click the “Enroll” link:



## Step 2: Select the “Swap” Tab



### Swap a Class



#### 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2016 | Graduate | UAMS

Use the drop down menu to designate the course you are swapping. Then use the “Search for Class” function to find the appropriate class or section you were instructed to register for.

**IMPORTANT NOTE 1:** Do not use the “Enter Class Number” search box; rather leave that box blank and use the “search” button below it. The class number in GUS is different from the course number you will use to enroll.

**IMPORTANT NOTE 2:** Course prefixes (subjects) and numbers will change for the Fall semester. This means that the class numbers you may have used for previous UAMS enrollment will be different when you enroll for the fall term. Visit <http://registrar.uams.edu/registration> for a complete concordance of new course subjects and numbers.

**IMPORTANT NOTE 3:** Some classes have multiple sections based upon instructor. If your class is specific based on the instructor, you will see instructor information in the regular class search.

## Step 3: Follow the Navigation to Finish the Enrollment Swap Process

### 2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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▼ You are replacing this class

✔ Enrolled    ✕ Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">NURS 5115-001</a> <a href="#">(1092)</a>	Clin Mgmt Adlt/Fam Theory (Lecture)	Th 9:00AM - 4:00PM Th 12:30PM - 4:30PM Th 12:30PM - 4:30PM Th 12:30PM - 4:30PM	TBA TBA TBA TBA	K. COX, D. Gullette	3.00	<span style="color: green; font-size: 1.2em;">✔</span>

▼ With this class

● Open    ■ Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">NURS 5201-003</a> <a href="#">(1068)</a>	Rsch. In Adv Nsg. Pract. (Lecture)	Mo 1:00PM - 4:00PM	TBA	D. Gullette, P. Schafer	3.00	<span style="color: green; font-size: 1.2em;">●</span>

CANCEL
FINISH SWAPPING

A successful swap will result in a page that looks similar to this.

## Swap a Class



### 3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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✔ Success: Classes were swapped
 ✘ Error: Unable to swap class

Class	Message	Status
Swap NURS 5115 with NURS 5201	<b>Success:</b> This class has been replaced.	✔

MAKE A PAYMENT

MY CLASS SCHEDULE

## Step 4: Verify Your Enrollment

Verify your enrollment at any time by checking “My Class Schedule” to see the courses you have successfully enrolled in.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#) || [term informati](#)

### My Class Schedule

Select Display Option  List View  Weekly Calendar View

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Show Enrolled Classes
  Show Dropped Classes
  Show Waitlisted Classes
 [filter](#)

BIOC 5104 - Research in Biochemistry						
Status	Units	Grading	Grade	Deadlines		
Enrolled	5.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1280	001	Lecture		TBA	Alan Tackett	08/15/2016 - 12/16/2016

NURS 5116 - Clin Mgmt Adlt/Fam Pract						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1093	001	Lecture	Th 9:00AM - 4:00PM	TBA	Donna Gulette, KARAN COX	08/18/2016 - 08/18/2016

## General GUS Information and Contact Information

Enrollment is not the only thing you'll do using GUS—you'll also confirm your contact information, review charges due, view your financial aid awards, and check out any items on your To Do List. You'll receive instructions from the various UAMS departments that manage these components, but feel free to call at any time. If you have difficulty logging into GUS, contact the UAMS IT Help Desk at 501-686-8555.

**Admissions & Academic Advising:** Contact your college directly for admission and academic advising information. This may include information about admission information that appears in GUS, your online application for admission, or your specific program of study for your academic program. Quick Links to all colleges are available at <http://registrar.uams.edu>.

**Bursar** (Financial, Student Accounts): 501-686-6128, <http://studentfinancialservices.uams.edu/>

**Financial Aid:** 501-686-5151, <http://studentfinancialservices.uams.edu/>

**Registrar** (Records, Enrollment): 501-526-5600, [registrar@uams.edu](mailto:registrar@uams.edu), <http://registrar.uams.edu>

**Blackboard:** 501-686-8555 (UAMS IT Help Desk)