GUS Registration: Student Enrollment Instructions

Overview

Welcome to the new Gateway for UAMS Students (**GUS**), your online home for enrollment, grades, student profile updates, and more. Students in the College of Medicine 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).

Once you have successfully logged in, you'll arrive at the general student portal page, which looks like this:
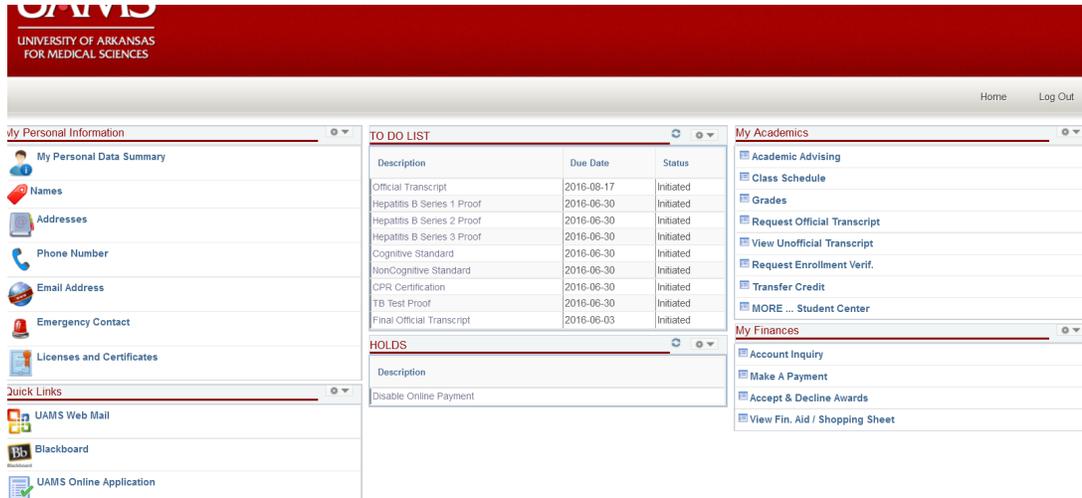
STEP 2: SELECT YOUR CLASSES

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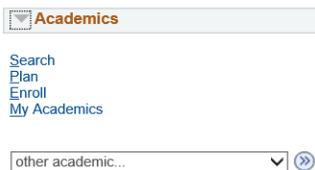
Here, you can search for classes to add to your "shopping cart":

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: 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 3: Some classes are variable credit. If your 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:

STEP 3: ENROLL

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

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:** 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.
>
> Some classes may also require pre- or co-requisites. You will be alerted if you have not met these requirements. If 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.

STEP 4: 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

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:

Academics

Search
Plan
Enroll
My Academics

[other academic... ▾] ⊗

Step 2: Select the "Swap" Tab

[go to ... ▾] ⊗

| Search | Plan | **Enroll** | My Academics |

My Class Schedule | Add | Drop | **Swap** | Edit | Term Information

Swap a Class   1 — 2 — 3

1. Select a class to swap

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

Fall 2021 | Pharmacy | UAMS

Swap This Class	
Select from your schedule	PHPR 7418: DPC Selective ▾

With This Class	
Search for Class	Class Search ▾	Search
----- OR -----		
Select from Shopping Cart	▾	Select
----- OR -----		
Enter Class Nbr	[ ]	Enter

▸ **My Fall 2021 Class Schedule**

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:** 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

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

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.

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 tuition and fee charges, 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 https://web.uams.edu/about/contact-information/

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, http://registrar.uams.edu

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