GUS Graduation Application: Student Instructions

Overview

Every degree or certificate-seeking UAMS student is required to submit a graduation application for the semester in which he/she intends to graduate. The graduation application serves as a notification to university and college administrators of your intent to graduate and will initiate the process of reviewing your record for the completion or anticipated completion of all degree requirements. Once you have submitted the graduation application, you will begin to receive important emails and information regarding graduation from you college and student services offices like the Office of Financial Aid, the Bursar's Office, and the Office of the University Registrar. You may also start receiving information regarding Commencement activities.

Applying to Graduate Takes a Few Minutes at Most!

Your last semester can be stressful, but applying to graduate only takes a few moments to complete!

1. Submit your application
2. Provide your Post-Graduation contact information and "degree" or diploma name that you want to appear on your diploma
3. Complete the graduation survey

Submitting the Application for Graduation

Step 1: Log into your GUS account (https://gus.uams.edu) with your UAMS user ID and password (the same as your UAMS email).

Once you have successfully logged in, you'll land on the general student portal page. From the main page, select the

 link from the right-hand menu.
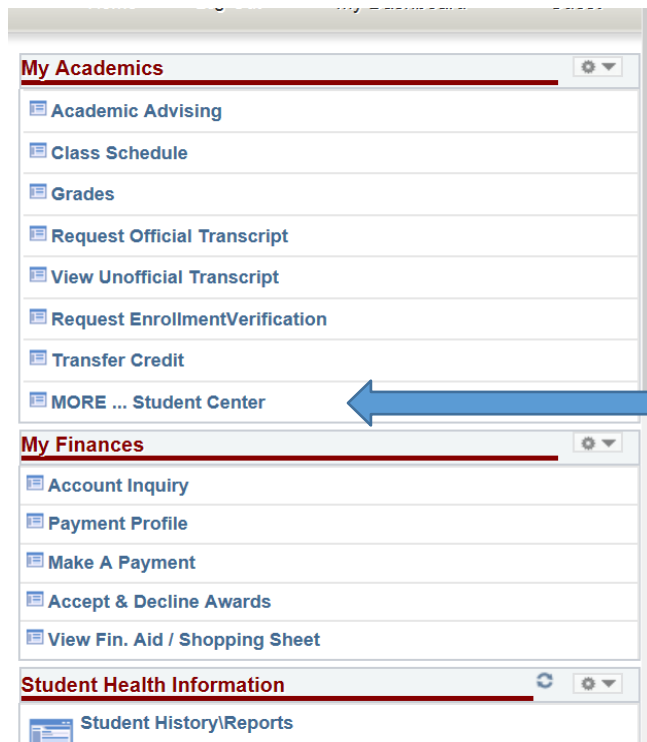
Step 2: Next, use the drop down menu in the middle of the My Academics area and select Apply for Graduation.
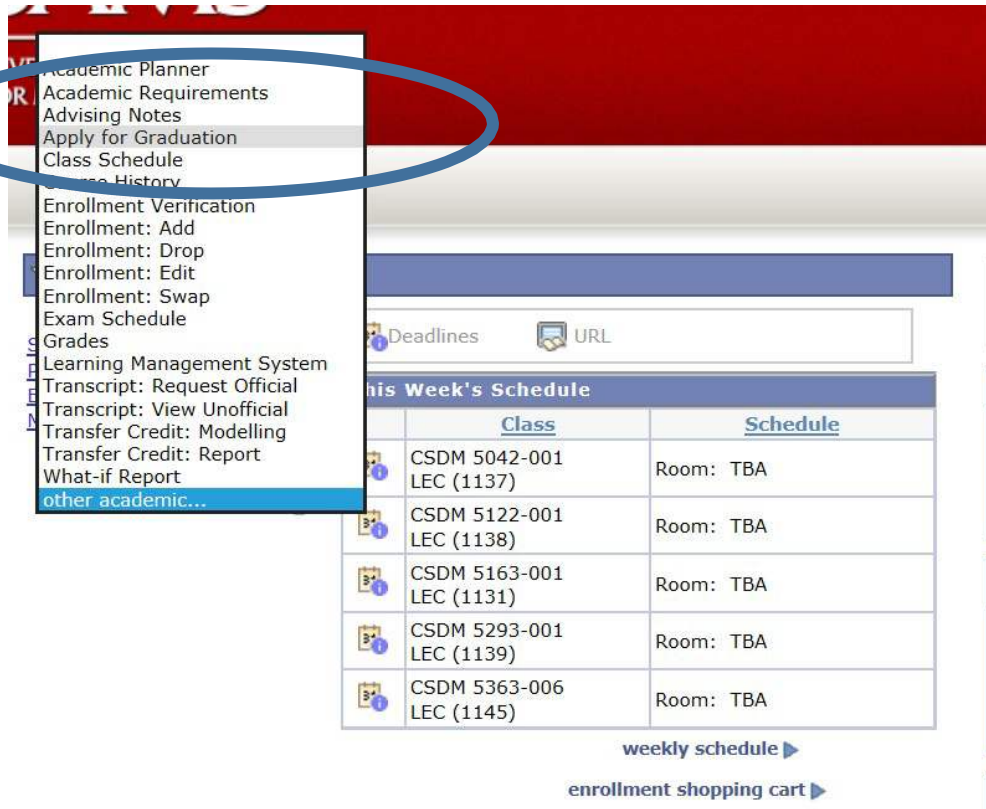
Step 3: The Apply for Graduation page should look like the example below. Click Apply for Graduation next to the degree in which you intend to graduate from. Note: If you are in a dual degree program, you will need to apply to graduate for both degree programs in order for both records to be reviewed. Check with your colleges' policies about whether you must graduate from both programs in the same semester.

Step 4: Provide your Post-Graduation Address and Phone Number by selecting the "Add/Update Post-Graduation Contact details". **Note**: This step is required before you can proceed to apply for graduation.

Apply for Graduation

Select Graduation Term

You selected the academic program below to apply for graduation. If this is incorrect, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the drop-down. Only terms in which you are able to apply for graduation will be displayed.

Please see detailed instructions on how to complete the graduation application at https://registrar.uams.edu/graduation.

Post-Graduation Contacts

Post-Graduation Address, Phone Number, Email Address and degree name are required prior to applying for graduation. Please use the link below to add the information. You will not be able to proceed further without providing the contact details.

The link will direct you to the Personal Information Section. You can navigate to the address, phone numbers, email address and names tabs to add/update the post-graduation information. After you complete your updates, use the "Return to Apply for Graduation" link at the bottom of the page to proceed to the next step.

Add/Update Post-Graduation Contact details

Post-Graduation Address	Post-Graduation Phone	Degree Name
Not Available	Not Available	Not Available

Step 5: Add your Post-Graduation Address by clicking the "Add a new address" button. The Post-Graduation Address is the address the University will use for all future communications and will be the address used to mail your diploma:

Personal Information	Credentials	Participation

Addresses | Names | Phone Numbers | Email Addresses | Internet Addresses | Emergency Contacts |

Addresses

View, add, change or delete an address.

Address Type	Address		
Home	AR 72432	✎	
Mail	Searcy, AR 72143	✎	
Permanent	Searcy, AR 72143	✎	

Add a new address

⬅ (arrow)

Step 6: Make sure to **c**heck the "Post Grad" Address Type checkbox before you save:

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address		Address Types
West Markham Little Rock, AR 72205	Edit Address	☐ Home ＊ ☐ Mail ＊ ☐ Dorm ☐ Other ☐ Permanent ＊ ☐ Preferred ☐ Veteran ☑ Post Grad

➡ (arrow pointing to Post Grad)

Date new address will take effect   06/29/2020 📅 (example: 12/31/2000)

Save

Edited: 2/2/2024

When you successfully saved the Post-Graduation Address, you will see the following message. Click OK to continue to the next step:

Add a new address

Save Confirmation

✔ The Save was successful.

OK

Step 7: Add the Degree Name by selecting the "Name" Tab on the top, and then select "Add a new name". This is the name that will be displayed on your diploma.

| Personal Information | Credentials | Participation |

Addresses | **Names** | Phone Numbers | Email Addresses | Internet Addr

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with name's use.

Name Type	Name
Primary	
Preferred	

Add a new name

Step 8: Select the Name Type "Degree" and enter all the other information.

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type Degree
Format Using English   Change Format
Prefix
*First Name
Middle Name
*Last Name
Suffix
Date new name will take effect   02/02/2024   (example: 12/31/2000)

Save

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When you successfully saved the Degree Name, you will see the following message. Click OK to continue to the next step.

Add a new name

Save Confirmation

✔ The Save was successful.

OK

Step 9: Add the Post-Graduation Phone Number by selecting the "Phone Number" Tab on the top:

Personal Information	Credentials	Participation

Addresses | Names | **Phone Numbers** | Email Addresses | Internet Addresses | E

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type		*Telephone	Ext
Mobile	⌄	501/	
Home	⌄	501/	

Add a Phone Number

Save

Step 10: Add your Post-Graduation Phone Number by clicking the "Add a Phone Number" button, then select the "Post-Graduation" Phone Type and enter the Phone Number:

Personal Information	Credentials	Participation

Addresses | Names | **Phone Numbers** | Email Addresses | Internet Addresses | Emergency Contacts

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type		*Telephone	Ext	Country
Mobile	⌄	501/		
Home	⌄	501/		
Post Graduation	⌄	501/		

Add a Phone Number

Save

Edited: 2/2/2024

When you successfully saved the Post-Graduation Phone Number, you will see the following message. Click OK to continue to the next step:

Phone Numbers

Save Confirmation

✔ The Save was successful.

OK

Step 11: Use the "Return to Apply for Graduation" link at the bottom of the page to proceed to the next step:

Personal Information	Credentials	Participation

Addresses | Names | **Phone Numbers** | Email Addresses | Internet Addresses | Emergency Contacts

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type		*Telephone	Ext	Country
Mobile	⌄	501		
Home	⌄	501		
Post Graduation	⌄	501		

Add a Phone Number

Save

* Required Field

Go to top

Return to Apply for Graduation

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Step 12: Select the "Apply for Graduation" link to continue:

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

Apply for Graduation

Submit an Application for Graduation

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: College of Nursing GRAD

UAMS | Graduate

Degree: Master of Nursing Science
    Specialization: Family Nurse Pract MNSc   Apply for Graduation

Step 13: Select the term for which you are applying. If your term is not yet available, DO NOT select a term that is prior to your graduation term. If you accidentally apply to graduate for the wrong term, email registrar@uams.edu and we will remove your application for that term. Press Continue.

Post-Graduation Contacts

If you wish to update your post-graduation contact, please use the link below.

The link will direct you to the Personal Information Section. You can navigate to the address, phone numbers, and email address tabs to add/update the post-graduation information. After you complete your updates, use the "Return to Apply for Graduation" link at the bottom of the page to proceed to the next step.

Add/Update Post-Graduation Contact details

Post-Graduation Address	**Post-Graduation Phone**
West Markham Little Rock AR 72205 USA	501/526-5600

Program: College of Nursing GRAD

UAMS | Graduate

Degree: Master of Nursing Science
    Specialization: Family Nurse Pract MNSc

    Expected Graduation Term | select term ... ⌄ |

| Select Different Program | | Continue |

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Step 14: Complete the Graduation Survey. Please note that all the questions on the survey are required. After you complete the survey, click "Continue":

Apply for Graduation

Submit Graduation Survey

Program: College of Nursing GRAD

UAMS | Graduate

Degree: Master of Nursing Science
Specialization: Family Nurse Pract MNSc

Expected Graduation Term Fall 2020

Degree/Diploma Name

First Name [   ]   Middle Name [   ]

Last Name [   ]

The "Degree/Diploma Name" above will be used to print your Diploma and shown in all graduation related publications.

UAMS Email Address [   ]
Post-Graduation Email Address [   ]

Note: Official graduation communications for current students will only be sent to your UAMS email address.

Will you attend GradFest?   [∨]

Will you participate in your college convocation?   [∨]

Step 15: Review the information you selected and press Submit Application.

Verify Graduation Data

Program: College of Nursing GRAD

UAMS | Graduate

Degree: Master of Nursing Science
    Specialization: Family Nurse Pract MNSc

        Expected Graduation Term Fall 2020

Graduation Instructions

Note: The availability and format of the 2021 UAMS Commencement and college convocation events have not been determined at this time. More details will be provided as they become available.

The deadline to submit a graduation application and the graduation survey is 10/31/2020. The graduation application and graduation survey are REQUIRED in order for your academic record to be reviewed for graduation standards.

Diplomas: Diplomas are available approximately 6-8 weeks after the degree conferral has been processed for Summer and Fall, and are usually available the Thursday following Commencement for Spring. Diplomas may be picked up directly from the Office of the University Registrar, located in CHP Building 2, Room 100. Diplomas not picked up by July 1 will be mailed to the student's permanent address on record. The diploma indicates the student's degree and major field of study but not the concentration or specialization. However, the concentration or specialization is indicated on the official transcript. The size of the diploma is 11" x 14".

Select Different Program	Submit Application

Select Different Term

The following page will inform you that you have successfully completed the application. You can also use the "Download Graduation Survey application" to get a PDF copy of your responses to the Graduation Survey.

Apply for Graduation

Submit Confirmation

✔   You have successfully applied for graduation.

Download Graduation Survey application

Step 16: An email will be sent to your UAMS email as well as your Post-Graduation email to confirm that you have successfully submitted your graduation application.

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Questions?

For questions about the graduation application, degree audits, and general graduation timelines, contact the Office of the University Registrar by emailing registrar@uams.edu or calling 501-526-5600.

For questions about the graduation fee(s), contact the Office of the Bursar by calling 501-686-6128.

For questions about Commencement, please email commencement@uams.edu

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