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.
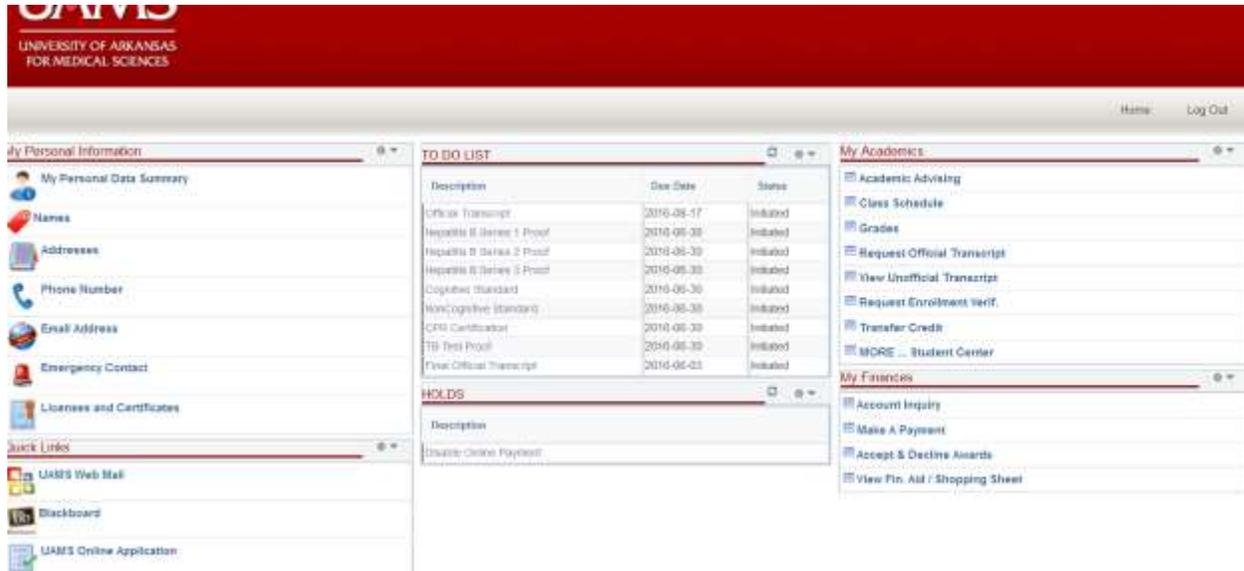
STEP 1: LOG IN

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).

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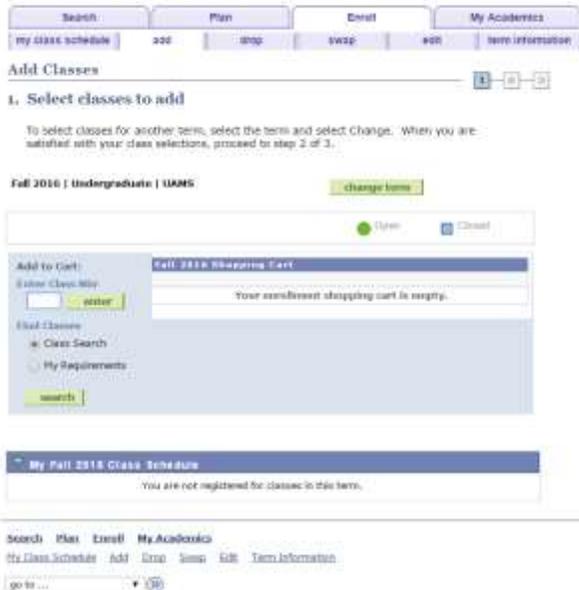

STEP 2: SELECT YOUR CLASSES

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.

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.

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, http://registrar.uams.edu

Blackboard: 501-686-8555, blackboardhelp@uams.edu