

# **UAMS Student Records - GUS**

## **College Administration**



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## UAMS Student Records- Registrar

### Student Services Center

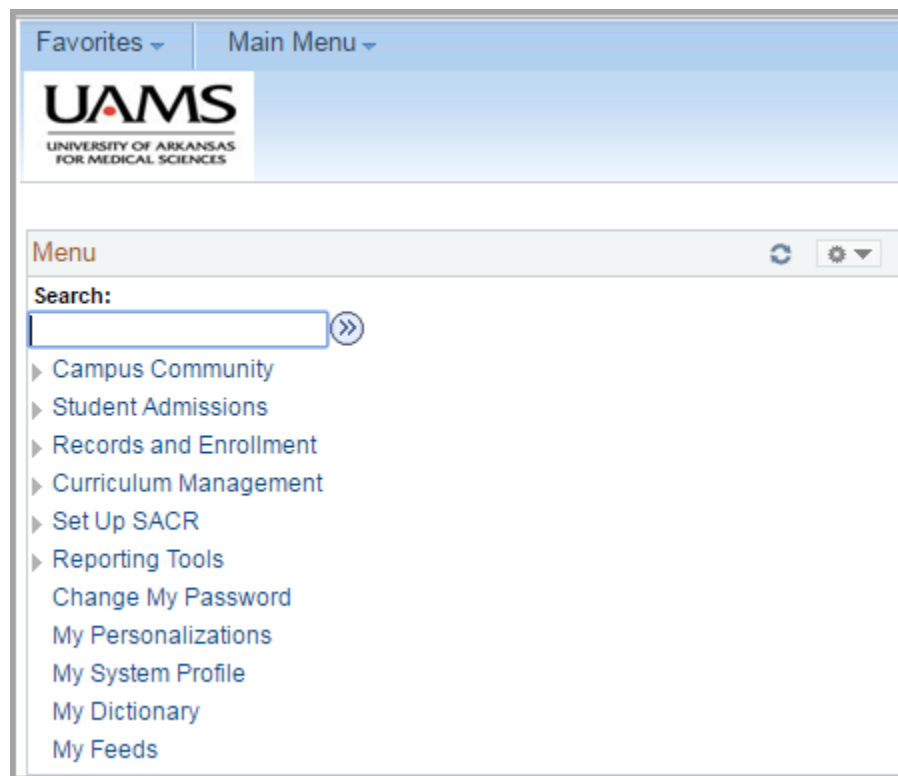
#### Reviewing Student Data via Student Services Center

##### Procedure

In this topic, you will learn how to view student data; such as, demographic information, enrollment, student schedule, checklists, service indicators, etc., by navigating to the Student Services Center in GUS.

**Note:** The screenshots in this document depict that of an AD Director with only student records, transfer credit and academic advising security roles. As additional roles (Admissions, Financial Aid and/or Student Financials) are added the component and related tabs/pages will change.

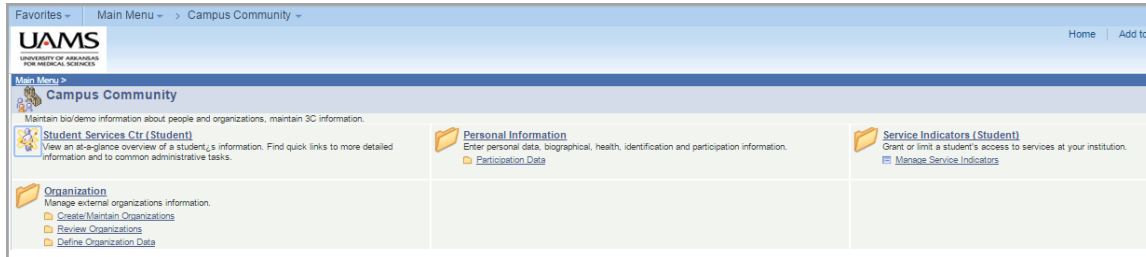
**Navigation:** Main Menu>Campus Community>Student Services Center



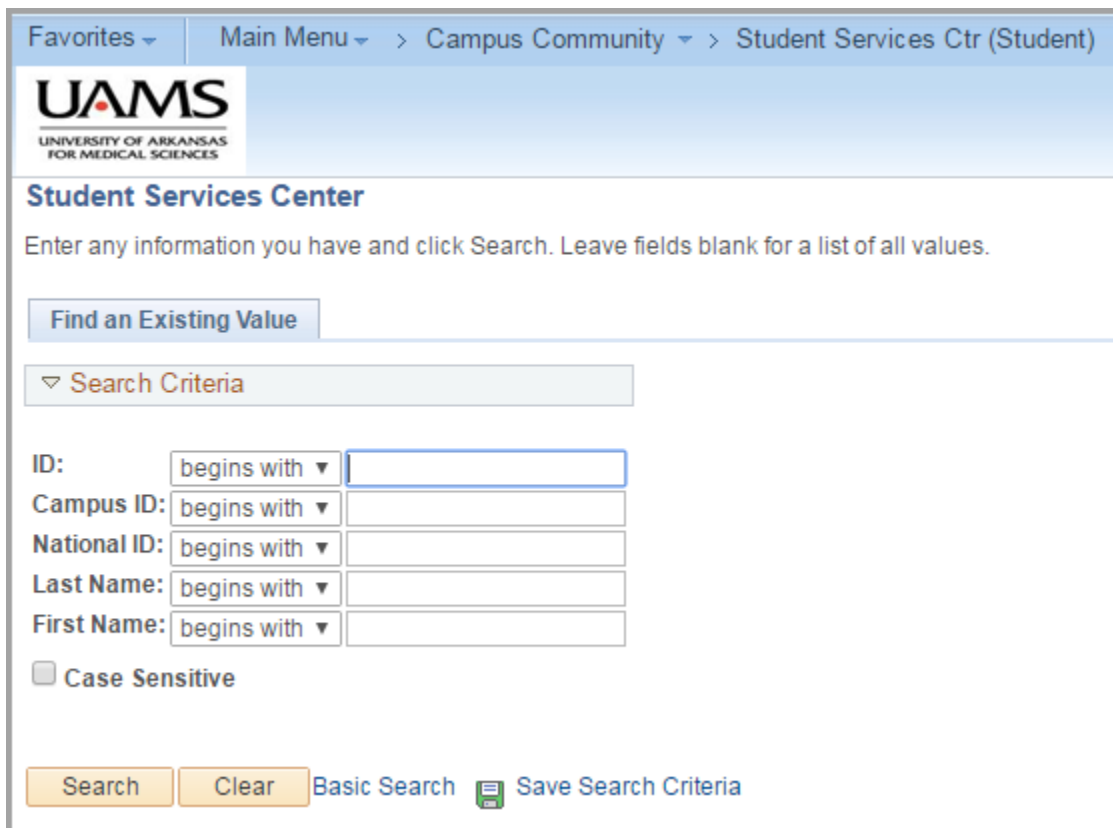
Step	Action
1.	Click the <b>Campus Community</b> link.

# Training Guide

## UAMS Student Records - GUS


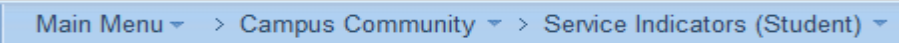

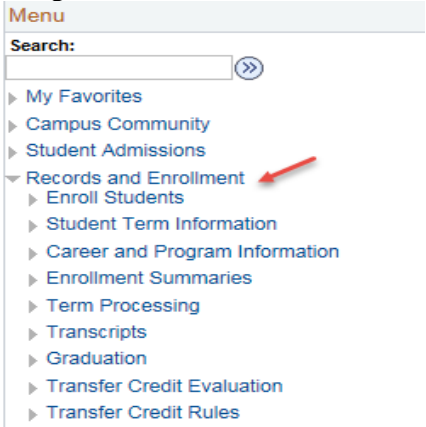



Step	Action
2.	Click the <b>Student Services Ctr (Student)</b> link.

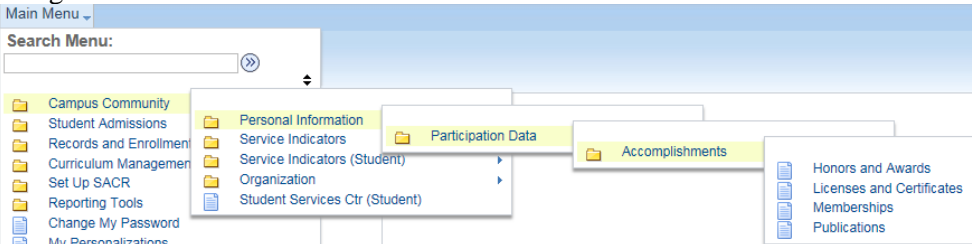


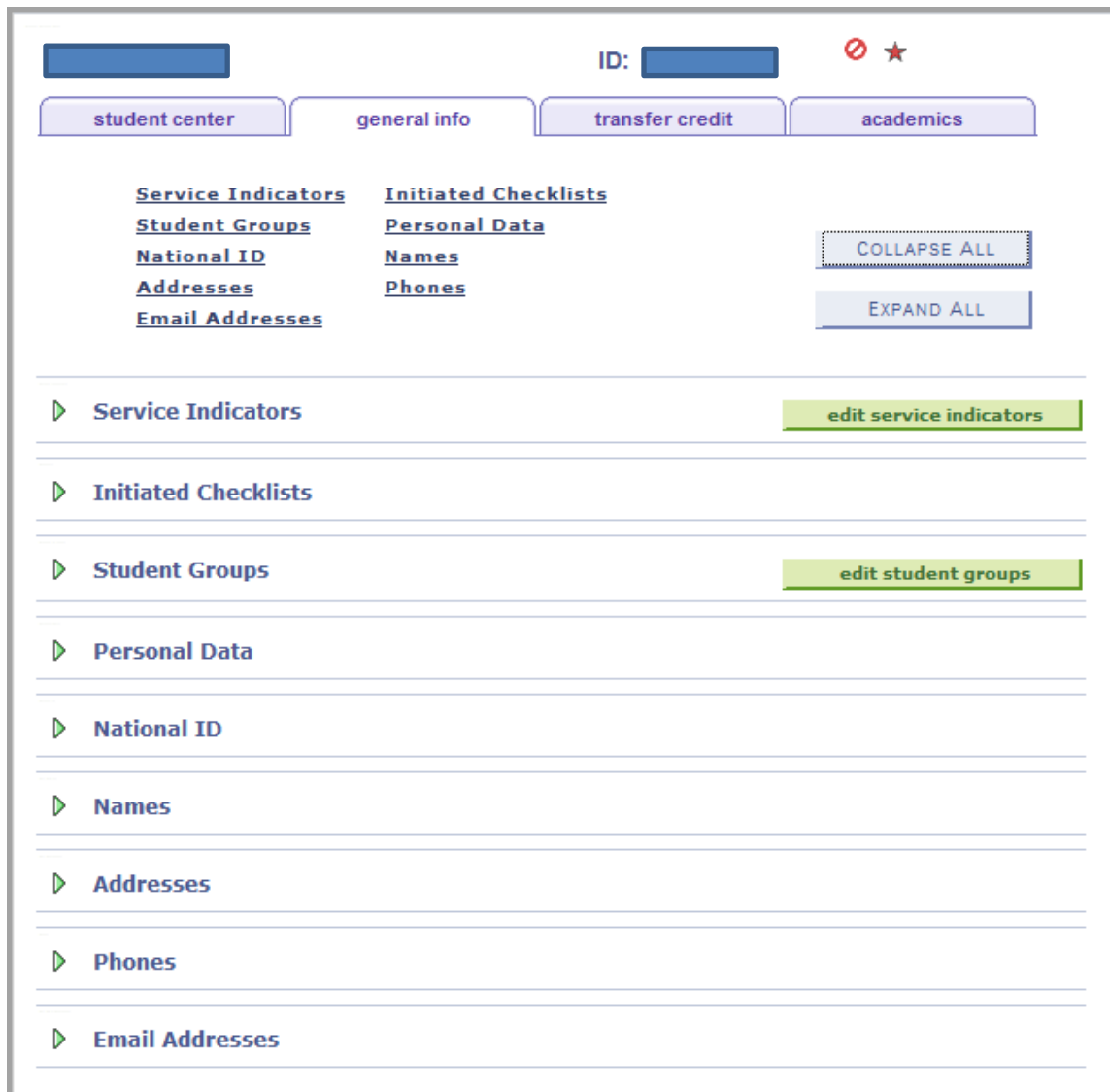
Step	Action
3.	Enter any of the <b>Search Criteria</b> for the student on the <b>Find an Existing Value</b> tab.  For this example, enter <span style="background-color: #4f81bd; color: white; padding: 2px 10px;">          </span> in the <b>ID</b> field and then click the <b>Search</b> button.

Step	Action
4.	<p>1 The <b>Student Services Center</b> page contains multiple tabs and data boxes within each tab. The tabs and the data displayed varies and is dependent upon the security assigned to the user. These are also links at the bottom of the page that take you to the same tab.</p>

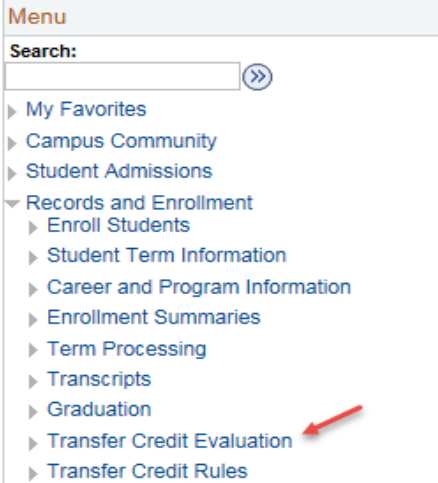


Step	Action
5.	<p> If a positive or negative <b>Service Indicator</b> (Hold) is placed on a students record a positive or negative icon will display in the upper right hand corner of the page. Clicking on either of the icons will bring you to the <b>Service Indicator</b> page where, depending on your security, you can either view additional information about the SI, add a new SI, or release the existing SI. The SI's are also displayed in the <b>Holds</b> box on the right side of the page which contains a <b>details</b> link to access the SI information. SI's can also be seen on the <b>general info</b> tab.</p> <p>Service Indicators can also be viewed and maintained at the following navigation:</p> 
6.	<p> The <b>Academics</b> section contains students current course schedule information and (depending on your security) other academic information; such as, grades, course history, and academic requirements. Some of this information can also be see on the <b>academics</b> tab.</p> <p>With the proper security, the academic information contained in this section and additional student record information can also be found at the following navigation:</p> 
7.	<p> The <b>Finances</b> section contains a student's financial information for the University; however, most financial information is limited to those in the Bursars office.</p>

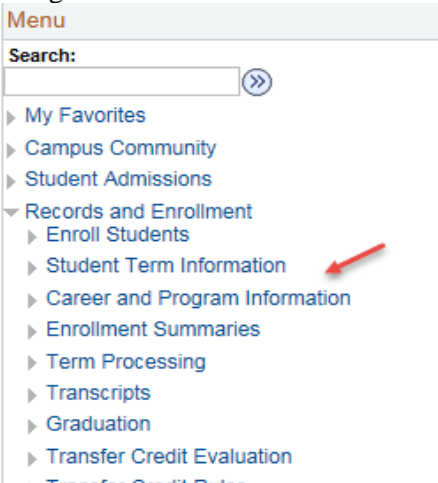




Step	Action
8.	<p>5 The <b>Personal Information</b> section contains contact and demographic information for the student. This information is also available on the <b>general info</b> tab.</p> <p>Additional student personal information can also be viewed at the following navigation:</p>  <p>The screenshot shows a navigation menu with a search bar and a tree view. The 'Personal Information' folder is highlighted in yellow. Other visible folders include Campus Community, Student Admissions, Records and Enrollment, Curriculum Management, Set Up SACR, Reporting Tools, Change My Password, My Personalizations, Service Indicators, Participation Data, Accomplishments, Honors and Awards, Licenses and Certificates, Memberships, and Publications.</p>
9.	<p>6 The <b>Admissions</b> section contains student application information and is only available to those with the proper admissions security.</p>
10.	<p>7 The <b>To Do List</b> section lists any pending <b>Checklist</b> items that are assigned to students. If your security allows it you can click on the <b>more</b> link to drill down to additional information for the <b>Checklist</b> item and update the item, if applicable. <b>Checklist</b> information is also available on the <b>general info</b> tab.</p>
11.	<p>8 The <b>Milestones</b> section displays any <b>Milestones</b> (such as IPE) that are assigned to the student. If your security allows it you can click on the <b>details</b> link to drill down to additional information for the <b>Milestone</b> item and update the item, if applicable. <b>Milestone</b> information is also available on the <b>general info</b> tab.</p>
12.	<p>9 The <b>Enrollment Dates</b> section displays any applicable enrollment dates for the student. This will be important for students when the the University begins to use <b>Enrollment Appointments</b>.</p>
13.	<p>10 The <b>Advisor</b> section displays the Advisor that is assigned to the student, when applicable. The student can drill down to get additional information about his/her advisor.</p>
14.	<p>Click the <b>general info</b> tab.</p>



Step	Action
15.	Use the <b>general info</b> tab to view additional student demographic and personal information and any applicable <b>Checklist</b> , <b>Service Indicators</b> , and/or <b>Student Groups</b> that are assigned to a student.
16.	Each section can be opened or collapsed by clicking the arrow to the left of each section heading. The COLLAPSE ALL or EXPAND ALL buttons can also be used to open or close all sections at one time. When all sections are expanded the links at the top of the page are a shortcut to the section to limit the need for scrolling.

Step	Action
17.	<p>Click the <b>transfer credit</b> tab to view any applicable transfer credit information.</p> <p>With the proper security, the transfer credit information contained in this section and additional student record information can also be found at the following navigation:</p>  <p>The screenshot shows a navigation menu with a search bar and a list of items. A red arrow points to the 'Transfer Credit Evaluation' item under the 'Records and Enrollment' section.</p> <ul style="list-style-type: none"> <li>Menu</li> <li>Search: <input type="text"/> </li> <li>▶ My Favorites</li> <li>▶ Campus Community</li> <li>▶ Student Admissions</li> <li>▼ Records and Enrollment <ul style="list-style-type: none"> <li>▶ Enroll Students</li> <li>▶ Student Term Information</li> <li>▶ Career and Program Information</li> <li>▶ Enrollment Summaries</li> <li>▶ Term Processing</li> <li>▶ Transcripts</li> <li>▶ Graduation</li> <li>▶ Transfer Credit Evaluation </li> <li>▶ Transfer Credit Rules</li> </ul> </li> </ul>

Step	Action
18.	<p>Click the <b>academics</b> tab.</p> <p>With the proper security, the academics information contained in this section and additional student record information can also be found at the following navigation:</p>  <p>The screenshot shows the same navigation menu as above, but with a red arrow pointing to the 'Student Term Information' item under the 'Records and Enrollment' section.</p> <ul style="list-style-type: none"> <li>Menu</li> <li>Search: <input type="text"/> </li> <li>▶ My Favorites</li> <li>▶ Campus Community</li> <li>▶ Student Admissions</li> <li>▼ Records and Enrollment <ul style="list-style-type: none"> <li>▶ Enroll Students</li> <li>▶ Student Term Information </li> <li>▶ Career and Program Information</li> <li>▶ Enrollment Summaries</li> <li>▶ Term Processing</li> <li>▶ Transcripts</li> <li>▶ Graduation</li> <li>▶ Transfer Credit Evaluation</li> <li>▶ Transfer Credit Rules</li> </ul> </li> </ul>

[Redacted]

ID: [Redacted]

student center

general info

transfer credit

academics

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Institution / Career / Program

edit program data

- └ UAMS1 - UAMS
- └ PHAS - Physician Assistant
- └ **CHPPA - College of Health Prof PHAS**

<b>Program:</b>	CHPPA	College of Health Prof PHAS
<b>Student Career Nbr:</b>	0	
<b>Status:</b>	Active	as of 05/27/2014
<b>Admit Term:</b>	2146	Summer 2014
<b>Expected Graduation:</b>		
<b>Approved Load:</b>	Full-Time	
<b>Load Determination:</b>	Base On Units	
<b>Level Determination:</b>	Term Progression	
<b>Plan:</b>	PA-MPAS	Physician Assistant MPAS
<b>Requirement Term:</b>	2146	Summer 2014

Step	Action
19.	<p>The <b>Institution/Career/Program</b> section provides the students current status in the associated career, program, and plan. The section also shows the students requirement term and expected graduation date.</p> <p>Use the <b>edit program data</b> button for additional program information or to edit the student’s program data, if you have the appropriate security.</p>

**Term Summary** edit term data

UAMS1 - UAMS

- PHAS - Physician Assistant
  - 2166 - Summer 2016**
  - [2163 - Spring 2016](#)
  - [2159 - Fall 2015](#)
  - [2156 - Summer 2015](#)
  - [2153 - Spring 2015](#)
  - [2149 - Fall 2014](#)
  - [2146 - Summer 2014](#)

**Summer 2016**

Eligible to Enroll: Yes

Primary Program: CHPPA College of Health Prof PHAS

Academic Standing Status: Data unavailable

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▼ **Level / Load**

Academic Level - Projected: Prof 3

Academic Level - Term Start: Prof 3

Academic Level - Term End: Prof 3

Approved Academic Load: Full-Time

Academic Load: Enrolled Full-Time

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▼ **Classes**

✔ Enrolled   
 ✘ Dropped   
 ▲ Wait Listed

Class	Description	Units	Grading	Grade	Status
<a href="#">PAS 6101-001 (1015)</a>	Summative Evaluation (Lecture)	1.00	Graded		✔
<a href="#">PAS 6201-001 (1017)</a>	Capstone Project (Lecture)	2.00	Graded		✔
<a href="#">PAS 6321-001 (1016)</a>	Elective Rotation 1 (Clinical)	3.00	Graded		✔
<a href="#">PAS 6322-001 (1018)</a>	Elective Rotation 2 (Clinical)	3.00	Graded		✔
<a href="#">PAS 6520-001 (1023)</a>	Clinical Rotation 10 (Lecture)	5.00	Graded		✔

Step	Action
20.	The <b>Term Summary</b> section provides information pertaining to specific terms associated to the student's record. The applicable terms are listed on the left of the section. Click on the term to view the student's term data to the right of the section. The term information includes the student's enrollment eligibility, the academic load, the classes enrolled, dropped and/or waitlisted for that particular term.

**Statistics**

Summer 2016	From Enrollment	Combined Term Total	Cumulative Total
<b>Units Toward GPA:</b>			
Taken			94.000
Passed			94.000
In Progress	14.000	14.000	34.000
<b>Units Not for GPA:</b>			
Taken			
Passed			
In Progress			
<b>GPA Calculation</b>			
<b>Total Grade Points</b>			342.000
<b>/ Units Taken Toward GPA</b>			94.000
<b>= GPA</b>			3.640

[Term History](#)

Step	Action
21.	The <b>Statistics</b> section contains the students GPA information for the term selected. To view additional statistics information click the <b>Term History</b> link.

Term Statistics | Cumulative Statistics | Term Withdrawal | Session Withdrawal | Academic Standing | Student Grade Review

Academic Career: Physician Assistant

Institution: UAMS | Academic Level - Term End: Prof 3  
Term: 2166 Summer 2016 | Reset Cum Stats at Term Start:

Enrollments							
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Units Taken Towards Acad Load	
For GPA	94.000	342.000	3.640	94.000	34.000	Units Earned Towards Acad Load	94.000
Not For GPA	0.000			0.000	0.000	Units Taken For Audit	0.000

Transfer Credit							
	Graded Units	Grade Points	GPA	Earned Units			
For GPA	0.000	0.000	0.000	0.000	Graded Transfer Units GPA / No GPA	0.000	
Not For GPA	0.000			0.000	For Units Only	0.000	
					Units Adjustment	0.000	
					>>> Total Adjusted Transferred Units	0.000	

Combined (Enrollment + Transfer Credit Units)							
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units		
For GPA	94.000	342.000	3.640	94.000	34.000	Combined Earned Units GPA / No GPA	94.000
Not For GPA	0.000			0.000	0.000	Transfer Credit For Units Only	0.000
						Transfer Credit Units Adjustment	0.000
						>>> Total Cumulative Units	94.000

Step	Action
22.	The <b>Term History</b> component has multiple tabs that provide Term and Cumulative Statistics, Term and Session Withdrawal information, Academic Standing, Student Grade Review, and Student Special GPA information.
23.	Navigate to the Class Roster by using the following navigation: <div style="background-color: #e6f2ff; padding: 2px; border: 1px solid #add8e6;"> <a href="#">Main Menu</a> &gt; <a href="#">Curriculum Management</a> &gt; <a href="#">Class Roster</a> &gt; <a href="#">Class Roster</a> </div>

### Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution:	begins with ▼	<input type="text"/>	
Term:	begins with ▼	<input type="text"/>	
Subject Area:	begins with ▼	<input type="text"/>	
Catalog Nbr:	begins with ▼	<input type="text"/>	
Class Nbr:	= ▼	<input type="text"/>	
Class Section:	begins with ▼	<input type="text"/>	
Session:	= ▼	<input type="text"/>	▼
Course ID:	begins with ▼	<input type="text"/>	
Course Offering Nbr:	= ▼	<input type="text"/>	

Search
Clear
Basic Search 
Save Search Criteria

Step	Action
24.	<p>Enter any search criteria that you have for the class on the <b>Find an Existing Value</b> tab.</p> <p>For this example, enter the following:            Institution = <b>UAMS1</b>            Term = <b>2163</b>            Subject Area = <b>ASP</b>            Catalog Nbr = <b>505V</b></p> <p>Click the <b>Search</b> button.</p>

**Class Roster**

Spring 2016 | Regular Academic Session | UAMS | Graduate

▼ **ASP 505V - 001 (1099)**  
Practicum (Lecture)

Days and Times	Room	Instructor	Dates	Topic
TBA	TBA	Staff	01/07/2016 - 05/17/2016	

**Enrollment Status:** Enrolled

**Enrollment Capacity:** 999      **Enrolled:** 39

Enrolled Students						
ID	Name	Grade Basis	Units	Program and Plan	Level	
1		Conversion	1.00	College of Health Prof GRAD - Com Sciences and Disorders MS	Graduate	
2		Conversion	3.00	College of Health Prof GRAD - Com Sciences and Disorders MS	Graduate	
3		Conversion	3.00	College of Health Prof GRAD - Com Sciences and Disorders MS	Graduate	
4		Conversion	1.00	College of Health Prof GRAD - Com Sciences and Disorders MS	Graduate	
5		Conversion	3.00	College of Health Prof GRAD - Auditory Based Int CERT/Com Sciences and Disorders MS	Graduate	
6		Conversion	3.00	College of Health Prof GRAD - Com Sciences and Disorders MS	Graduate	

Step	Action
25.	The <b>Class Roster</b> displays the class title and meeting pattern information. The students names are listed along with their IDs, the number of Units for the class, the Program and Plan info for each student and his/her level.
26.	Click the <b>Home</b> link in the upper right hand corner of the page.

The screenshot shows the top navigation area of the UAMS GUS system. A 'Favorites' dropdown menu is highlighted with a red box, containing options for 'My Favorites', 'Add to Favorites', and 'Edit Favorites'. The 'Main Menu' dropdown is also visible. In the top right corner, the 'Home' link and 'Add to Favorites' button are highlighted with red boxes. A search menu is also visible on the left side of the page.

Step	Action
27.	Components (pages) that you frequently use can be added as <b>Favorites</b> . <b>Favorites</b> can be added in three places as identified in the screenshot above.
28.	To set default values for fields in the search criteria use the following navigation: <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">             Main Menu &gt; Set Up SACR &gt; User Defaults         </div>



User ID: TRN\_AD\_DIRECTOR    Name: Kyle,Jenny Y

Academic Institution:      UAMS

Career Group SetID:

Facility Group SetID:

Academic Career:

Academic Group:

Subject Area:

Term:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Step	Action
29.	Click through the <b>Defaults</b> tabs to determine the fields that make sense for you to select as a default value.
30.	You have successfully completed the walk-thru of the GUS student records components associated with a college admin account. <b>End of Procedure.</b>