

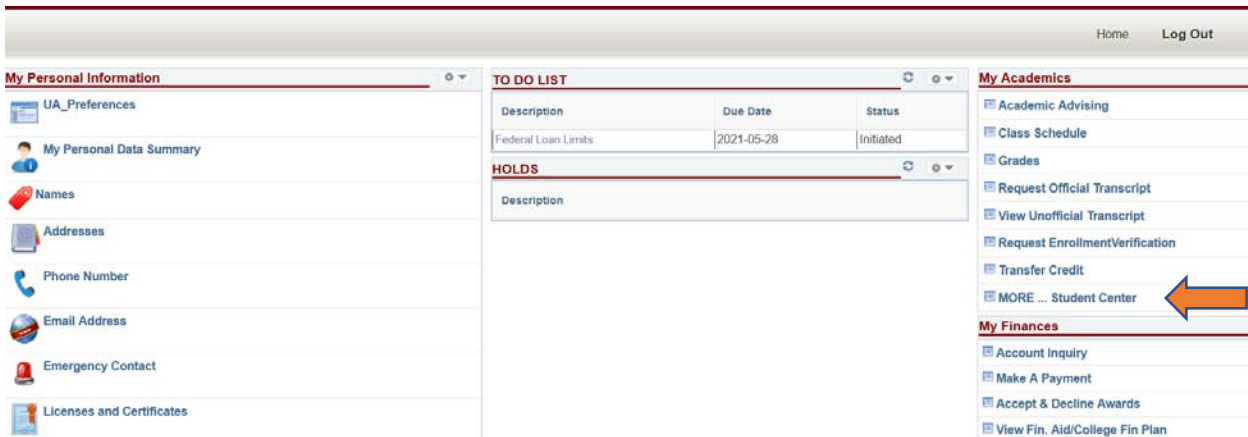
GUS Annual Student Data Verification

Overview

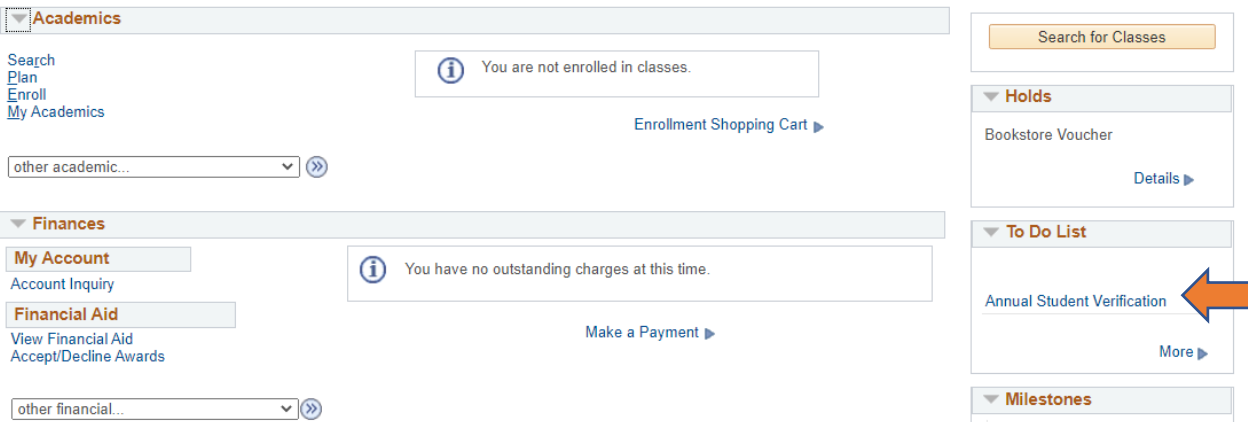
Each year, students are required to complete the Annual Student Data Verification assigned to them via the GUS Student Center. The annual verification allows the student to update and verify addresses, phone numbers, email addresses and emergency contacts. In addition, students must annually review and confirm the UAMS Financial Agreement, confirmation of access to the Academic Catalog and Student Handbook, and other college-specific requirements where applicable.

Steps to complete the Annual Student Data Verification

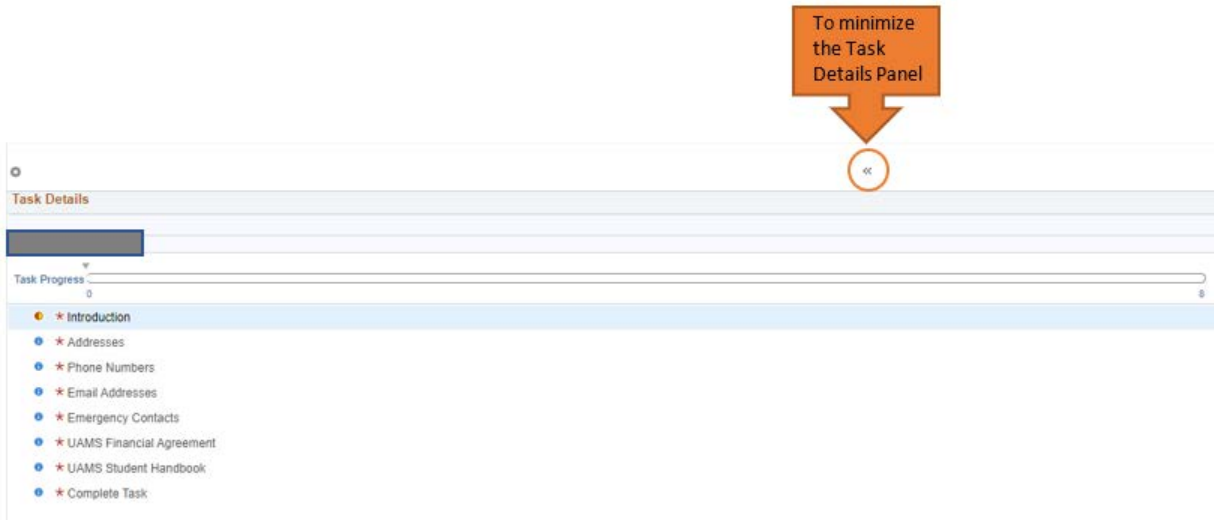
1. Login to [GUS \(https://gus.uams.edu\)](https://gus.uams.edu) using your UAMS Domain User ID and password (the same login credential used for your UAMS email).
2. After you have successfully logged in, click the “More... Student Center” under My Academics to proceed to the Student Center.



3. Under the “To Do List”, look for the Annual Student Data Verification and lick the link to launch the task.



After you launch the task, you will see the list of tasks on the left. Use the button to show “Task Details” and allow the screen to properly display.



4. Once you’ve read the Introduction, click “Mark as Read” on the top right corner of the Introduction page.



5. Click “Next” to proceed to the next task:





6. You are now on the Address task. Review the addresses listed. To update an existing address, click the pencil icon on the right of that particular Address Type.

» UAMS Annual Student Data Verification 2023-2024

UAMS Student

Addresses

View, add, change or delete an address.

Address Type			
Home			
Permanent			

[Add a new address](#)

[Go to top](#)

7. The address will be displayed. Make any updates as needed and click OK. On the following page, click Save to finish the changes.

Edit Address

Country United States [Change Country](#)

Address 1 4301 W Markham

Address 2

Address 3

City Little Rock

State AR [Arkansas](#)

Postal 72205

County

[OK](#) [Cancel](#)

8. To add a new address, use the “Add a new address” button at the bottom of the page. A blank address page will appear. Enter all the details.

UAMS Annual Student Data Verification 2023-2024

UAMS Student

Addresses

View, add, change or delete an address.

Address Type	Address		
Home			
Permanent			

[Add a new address](#)

[Go to top](#)

9. Select the Address Type to add and click Save.

Addresses

[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 to add another address of the same type, it will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable.

[Add a new address](#)

4301 W Markham
Little Rock, AR 72205 [Edit Address](#)

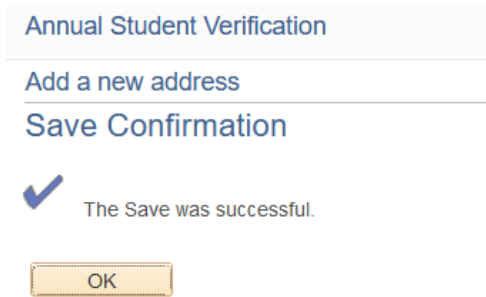
Address Types

- Home *
- Mail *
- Dorm
- Other
- Permanent *
- Preferred
- Veteran
- Post Grad

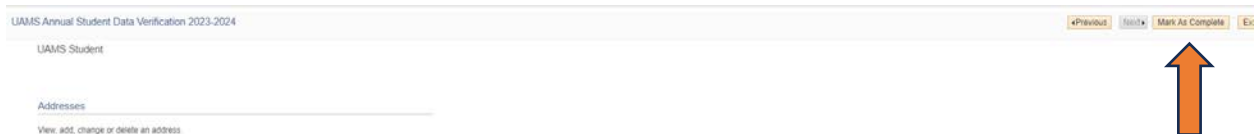
Date new address will take effect: 09/17/2021 (example: 12/31/2000)

[Save](#)

10. Click OK after the Save was successful.



11. After you complete the updates, use the “Next” or “Mark As Complete” button to move to the next task.



12. Follow the same approach shown above in steps 6-12 to verify/update your Phone Numbers, Email Addresses and Emergency Contacts.

13. Review and acknowledge the UAMS Financial Agreement using the checkbox provided. Click Save to complete this task. Then click “Next” to go to the next agreement. You will follow this process for any other required agreements.

UAMS Financial Agreement

Each academic year, every student is required to accept the UAMS terms and conditions of the student financial agreement.

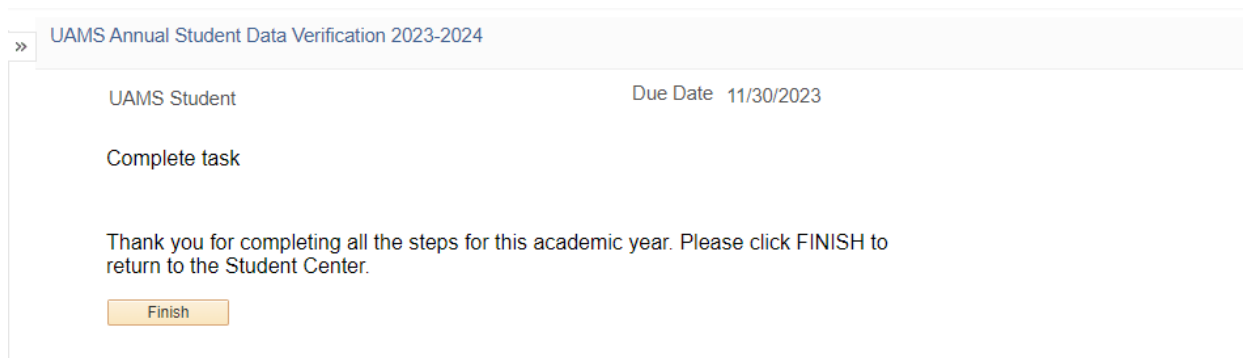
- I understand that upon my registration, I have made a contractual financial obligation to pay all charges on my student account associated with any classes in which I register, unless I drop/withdraw by the refund dates listed on the Bursar's website. Students withdrawing after the stated refund dates remain liable for full tuition and fee charges.
- I am responsible for reading and following the drop/withdrawal policy of the university, as posted on the Bursar's website. I understand that if I'm not planning to attend, it is my responsibility to drop my classes as the University will not automatically cancel my registration.
- I authorize UAMS to apply any financial aid I receive toward my account balance. If my aid is reduced or canceled, I understand that I will be fully responsible for all charges not covered by financial aid and am required to make payment arrangements. Payment arrangements will be required to reserve your class selections each semester. You may pay your balance in full, set up an installment payment plan, provide documentation to the Bursar's Office of a potential third party payment or tuition waiver, or accept financial aid to cover the balance due on your account.
- UAMS official method of correspondence with students, including billing, is via the UAMS assigned email address. I accept my responsibility to access my UAMS assigned email account regularly and to take any required action.
- I understand and agree that UAMS will assess financial penalties on any past-due accounts. At semester end, I understand and agree that if I have a past-due account, my account may be placed with an outside collection agency and on the Arkansas Debt Setoff Program. I will be responsible for all associated collection costs. I also understand that the University reserves the right to cancel any registration because of a delinquent unpaid debt.
- Electronic signature by Student is considered binding and hold the same effect as a manual signature.

I acknowledge that I have read and understand this agreement.

Date 09/17/2021

Save

14. When all required tasks are completed, access the “Complete Task” page. Use the “Finish” button to exit the Activity Guide.



15. Once you complete the Annual Student Verification, you will receive an email confirmation that you have completed the task and it will no longer be available in the “To Do List”. If you exit the Activity Guide while you are working on a task, you can always return to the same task when you log back in to GUS again later.

Questions:

Contact the Office of the University Registrar at registrar@uams.edu or 501-526-5600.