

GUS Student Data Verification

Overview:

Each semester, students are required to complete the Student Data Verification assigned to them via the GUS Student Center. The verification allows the student to update and verify addresses, phone numbers, email addresses and emergency contacts; review and confirm the UAMS Financial Agreement, Academic Catalog and Student Handbook; and complete other college-specific requirements where applicable.

Steps to complete the Student Verification:

1. Login to [GUS](#) with using your UAMS Domain User ID and password (the same login credentials 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.

The screenshot displays the GUS Student Center interface. At the top right, there are links for "Home" and "Log Out". The main content area is divided into three columns:

- My Personal Information:** Includes links for UA_Preferences, My Personal Data Summary, Names, Addresses, Phone Number, Email Address, Emergency Contact, and Licenses and Certificates.
- TO DO LIST:** A table with columns for Description, Due Date, and Status. It lists "Federal Loan Limits" with a due date of "2021-05-28" and a status of "Initiated". Below this is a section for "HOLDS" with a "Description" field.
- My Academics:** Includes links for Academic Advising, Class Schedule, Grades, Request Official Transcript, View Unofficial Transcript, Request Enrollment Verification, Transfer Credit, and "MORE ... Student Center". An orange arrow points to the "MORE ... Student Center" link.
- My Finances:** Includes links for Account Inquiry, Make A Payment, Accept & Decline Awards, and View Fin. Aid/College Fin Plan.

3. Under the “To Do List”, look for the Student Data Verification and click the link to launch the activity.

Academics

Search
Plan
Enroll
My Academics

You are not enrolled in classes.

Enrollment Shopping Cart ▶

Other Academic Information

Finances

My Account
Account Inquiry
Financial Aid

You have no outstanding charges at this time.

Search for Classes

Holds
No Holds.

To Do List

UAMS Student Data Verification Fall 2024

More ▶

4. After you launch the activity, you will see the list of tasks on the left. Use the “<<” button at the top to display the task details.

To minimize the Task Details Panel

Task Details

Task Progress

- * Introduction
- * Addresses
- * Phone Numbers
- * Email Addresses
- * Emergency Contacts
- * UAMS Financial Agreement
- * UAMS Student Handbook
- * Complete Task

5. To begin the task, click “Mark as Read” on the top right corner of the Introduction page.

UAMS Annual Student Data Verification 2023-2024

UAMS Student Due Date: 11/30/2023

Introduction

Welcome to the Annual UAMS Student Data Verification! Each year, UAMS requires that students review, update and confirm personal data, and review and confirm certain institutional policies and requirements. Future enrollment may be blocked if this annual data verification is not completed by November 30, 2023.

This process will take approximately 10-15 minutes to complete, and you can stop and restart at any time. Following the on-screen instructions, please carefully review each task and save or "mark as complete/read" when finished. If needed, additional instructions are available at <https://sis.uams.edu/training/students/>.

To continue to the first task, use the navigation buttons at the top-right corner of this screen. Once you have completed all tasks, be sure to click the "Finish" button. You will receive email confirmation once you submit the completed verification.

If you have questions, feel free to email the Office of the University Registrar at registrar@uams.edu. Thank you!

◀ Previous Next ▶ Mark As Read

6. Click "Next" to proceed to the next task:

UAMS Annual Student Data Verification 2023-2024

UAMS Student Due Date 11/30/2023

Introduction


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Navigation buttons: Previous, Next, Mark As Read, Exit





7. 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](#)

8. 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



9. 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 details.


>> UAMS Annual Student Data Verification 2023-2024


UAMS Student

Addresses

View, add, change or delete an address.

Address Type	Address		
Home			
Permanent			



 [Go to top](#)

10. 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 this type, it will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for this address.

Add a new address

4301 W Markham
Little Rock, AR 72205


[Edit Address](#)

Select the
Address Type
to Save

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

11. Click OK after the Save was successful.

Annual Student Verification

Add a new address

Save Confirmation



The Save was successful.

OK

12. After you complete the updates, use the “Mark As Complete” button to go to the next task.

UAMS Annual Student Data Verification 2023-2024

[◀ Previous](#) [Next ▶](#) [Mark As Complete](#) [Exit](#)

UAMS Student

Addresses

View, add, change or delete an address.



13. Follow the same approach under Steps 6-12 to verify/update your Phone Numbers, Email Addresses and Emergency Contacts.

14. Race and Ethnicity – Add or update your Ethnicity data on this page. Make sure to select the checkbox for “The information is correct as entered”. Click “Submit” and “OK” to save the data. Then, click “Next” to proceed to the next task.

Ethnicity

There are certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, students are invited to voluntarily self identify their race or ethnicity.


The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

1) Are you Hispanic or Latino? [Explain](#)

- Yes, I am Hispanic or Latino
 No, I am not Hispanic or Latino

2) What is your race? Select one or more. [Explain](#)

- American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

*Background	Description	Primary	Percentage		
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>		

ADD BACKGROUND INFO

The information is correct as entered.

Submit



15. 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.

UAMS Financial Agreement

Each Semester, 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 confirm that I have read and understand the above.

Date 07/31/2024

Save

16. Review and acknowledge the UAMS Academic Catalog and Student Handbook using the checkbox provided. Click “Save” to complete this task. Then click “Next” to go to the next agreement.

UAMS Academic Catalog and Student Handbook

Each Semester, every student is required to acknowledge that they have access to the UAMS Academic Catalog and Student Handbook.

I confirm that I have been provided access to the UAMS Academic Catalog and the Student Handbook of my college, and that I agree to abide by all standards, requirements and policies contained within each document.

I understand that I may access the UAMS Academic Catalog and College Handbooks at <http://registrar.uams.edu/academic-catalog>.

I confirm that I have read and understand the above.

Date 07/31/2024

Save

17. Review the College of Medicine (COM) Certification of Technical Standards Agreement and select the checkbox that applies to you. If you are a COM student, select the “I am a COM student” checkbox. If you are not a COM student, select the “I am not a COM student” option. Click “Save” to complete the task.

COM Certification of Technical Standards

All College of Medicine students must complete the Certification of Technical Standards. If you are not a COM student, select the "I am not a COM student" option to complete this task.

I have read and understand the College of Medicine Technical Standards, and confirm that I have the ability to perform or learn to perform the skills and abilities specified in these technical standards.

I understand that I may access the College of Medicine Technical Standards online at [Undergraduate Medical Education Policies | UAMS College of Medicine](#)

I am a COM student - I have read and understand the Certification of Technical Standards.

I am not a COM student - The Certification of Technical Standards does not apply to me. Date

Save

18. Finally, click “Next” to go to the “Complete Task” page. Use the “Finish” button to exit the Activity Guide.

» UAMS Annual Student Data Verification 2023-2024

UAMS Student Due Date 11/30/2023

Complete task

Thank you for completing all the steps for this academic year. Please click FINISH to return to the Student Center.

Finish

19. Once you complete the Student Verification, you will receive an email confirmation that you have completed the tasks and it will no longer be available in the “To Do List”. If you exit 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.