

## IPE Enrollment

Students will enroll in IPE courses in GUS using the regular enrollment process. Each degree plan has specific IPE requirements and a timeline. Students should follow the guidance from their IPE Program Directors to ensure enrollment in the correct IPE classes. For more information about the IPE timeline and requirements, please visit the IPE Office website at: <https://ipe.uams.edu/student-curriculum/collegeprogram-ipe-timelines/>

All students\* will self-enroll into their IPE courses via Student Self-Service in GUS. IPE registration is open during the normal registration period, so as students register for their regular classes, they will enroll in IPE classes at the same time. The enrollment process for IPE is the same as it is for regular courses, where students select the IPE course(s) required for that semester, add to the GUS shopping cart and finish enrolling.

\*College of Medicine students will be administratively enrolled into their IPE courses by the Office of the University Registrar. Their IPE enrollments will coincide with the enrollment for their regular classes.

### Enrolling in IPE courses via Student Self-Service

When searching for IPE Courses in GUS, please use the following search criteria:

**Subject** – University Wide Course

**Course Number** -

- UNIV 11000 – Exposure Workshop
- UNIV 12000 – Exposure Bridge Transition
- UNIV 13000 – Immersion Quadruple Aim Project
- UNIV 14000 – Immersion Simulation
- UNIV 15000 – Competence Workshop
- UNIV 16000 – Competence Practice Activity
- UNIV 17000 – Competence Student Educator Activity

The screenshot shows the GUS Student Self-Service interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links for My Class Schedule, Add, Drop, Swap, Edit, and Term Information. A search bar is present with the text "Add Classes" and a search icon. Below the search bar is a section titled "Enter Search Criteria". Under this section, there is a "Search for Classes" header. The search criteria are set to "UAMS | Summer 2024". A message states: "Select at least 2 search criteria. Select Search to view your search results." Under "Class Search", there are three dropdown menus: "Subject" (University Wide Course), "Course Number" (is exactly), and "Course Career". There are also two checkboxes: "Show Open Classes Only" (checked) and "Open Entry/Exit Classes Only" (unchecked). At the bottom, there are two buttons: "Clear" and "Search".

### **Incomplete IPE Class or Re-Enrolling to the Same IPE Class**

Students are only required to complete each IPE class once. Students who have previously completed the IPE class or received the transcript milestone are not able to enroll again. Students who have previously enrolled in the 001 sections of the courses but did not complete the class will be automatically re-enrolled in the next academic year. Those enrolled in the 100 (Online) sections of the courses for the 2023-2024 AY and did not complete the course, will need to re-enroll in the UNIV courses for the 2024-2025 year. If a student has previously completed the class and has the transcript milestone but needs to re-enroll, she/he should contact the IPE Office at [IPE@UAMS.EDU](mailto:IPE@UAMS.EDU).