On-Line Enrollment
GUS Advisor Instructions

Faculty: Use your ID # and GUS Pin to login. If you have forgotten your GUS Pin or have lost it, there is a link on the GUS login page that you may use to obtain another GUS Pin number. Make sure your "Caps Lock" key is off when you try to login or an error will occur.

Advisement:
To view a student's transcript, degree audit or class schedule: at the GUS Home menu, click Advisement Menu link. Enter the student's ID# or refer to your list of advisees. If you are advising for another advisor within your department, enter the student ID. If the student is transferring from another major, it will be necessary to first change the student's major to gain access to their student record. To return to the previous menu, click the Back key at the top of the screen.

To view a student's advisement number: May be viewed while in the advisement menu – advise individual student OR click Advisement Number Access link and entering the student's ID # and click **View** button. This is the Advisement Number a student will need to enroll/add/drop classes. IMPORTANT: the advisement number is case sensitive and changes each semester or when students change majors.

To give a student a Special Permission override: click Special Permissions link. Enter the student's ID #, the complete course id, and highlight the correct override. If you are giving permission that is not offered on the menu, enter in the box on the screen the code listed for the course in the On-Line Schedule of Classes. Codes must match those given as a footnote in the Schedule of Classes. Click the **Submit** button. Instructors have access to Closed Class, Time Conflict, Late Enrollment, Special Permission of Instructor and Co-requisite required. You may also use this screen to view the list of students for which override permission has been given to students to enroll in your class.

Course Overload Permission: contact or ask student to contact the Dean of their College's office for override permission.

Prerequisite Override: contact or ask student to contact the department chairperson.

Change major and/or degree: the student, advisor, or department can change a student's major on-line. Click Change Student's Major. An e-mail message will be sent to the new department and to the old department and the Advisement Number will change.

Change advisor: the student or advisor may contact their major department office for new advisor assignment.

Reminder: Student records are confidential. Do not share student information with parents, spouses, or other students. If anyone other than university personnel with a need to know or the student wants information about a student, please refer him or her to the Registrar's Office. We will respond appropriately to these requests.

Enrollment:
1. Begin at the PSU Home Page and click GUS. At GUS Home, (http://go.pittstate.edu/gus) click Online Enrollment link. Choose appropriate semester.
2. Enter your advisee's student ID# and click **Start Enrollment** button. Click Degree Audit link at the left toolbar.
3. Scroll down the degree audit. You will find an **Add** button next to the courses offered for the selected semester. Choose one of these buttons and click.
4. Scroll down the list of sections offered for the course you chose and click the **box** at the left of the course number. Click **Add Course** and if there are no restrictions, the student is enrolled in the course. Repeat these steps, 3 & 4, until enrollment is complete.

    Writing To Learn Courses: Can be viewed by clicking on the University Class Schedule link at the top of the enrollment page or at the GUS Home page. (By right clicking, you may open an additional browser session to view the schedule while remaining in the enrollment screen). The student's degree audit will reflect number of WL courses still needed to complete degree.

End Enrollment:

When the enrollment is complete with either method, click **End Enrollment** button. The student's schedule may be printed from this screen. Click **GUS Home** at the bottom of the page. **(These are important steps. This will end the enrollment session for one student before you begin a new session for the next student. If you are using a computer to which other students have access, click End Enrollment and then click the Quit GUS link (instead of GUS Home) and follow instructions to clear the Cache. This will insure privacy of student records.)**