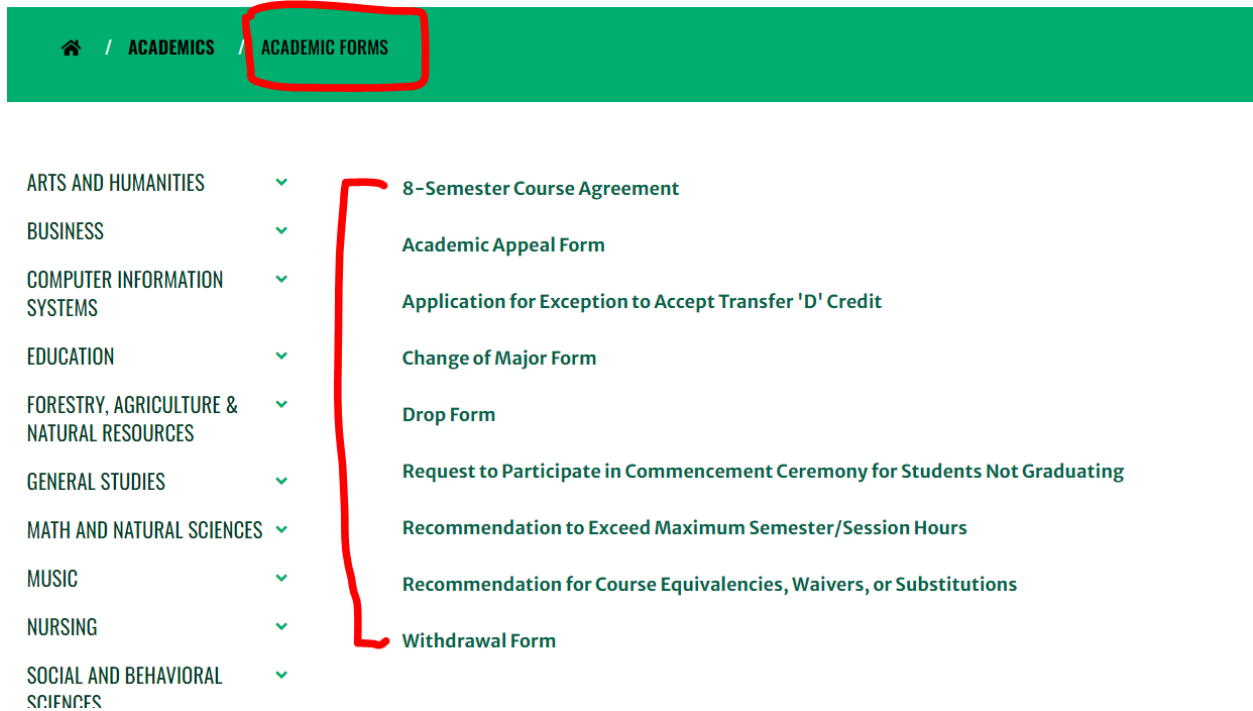


How Do Complete UAM Dynamic Forms

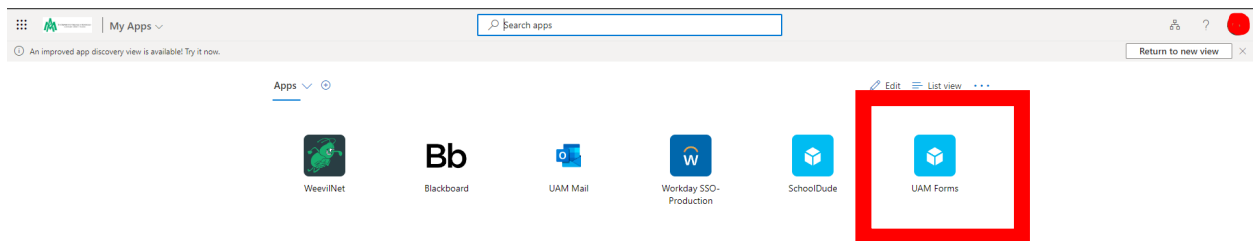
Dynamic Forms are located on different web page all over the UAM website as URL links for users to easily fill out digital forms. You can also fill out forms through your myUAM portal.



Step 1: Open Google Chrome and go to www.uamont.edu. On the UAM website, click on the myUAM portal link. Once you have entered your UAM E-Mail address, UAM password, and verified your identity with your Multifactor Authentication you will see a list of applications you have access to.

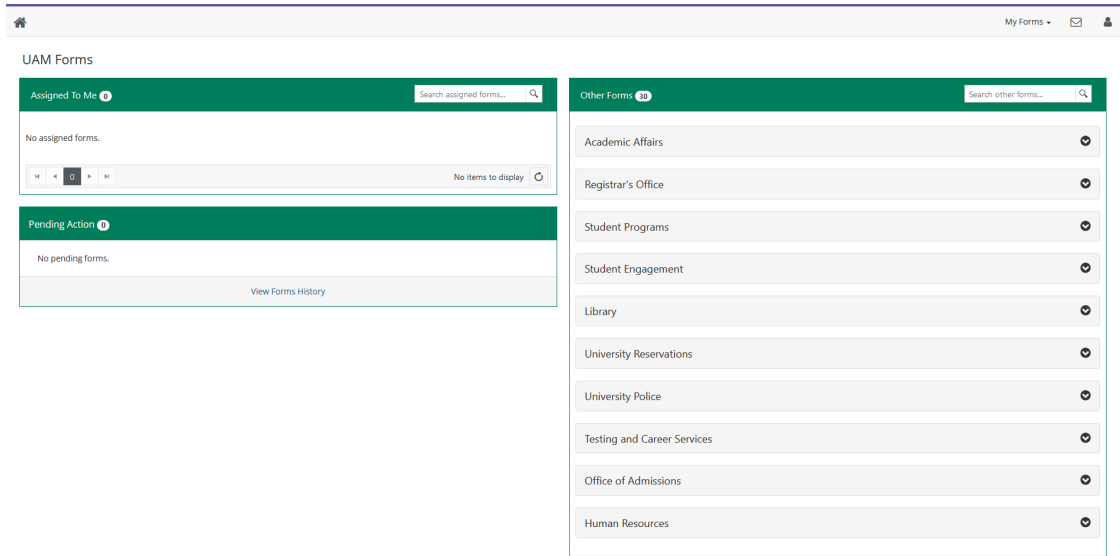


Step 2: Click on the UAM Forms application to access Dynamic Forms. If you do not see the UAM Forms app, contact IT at 870-460-1036.

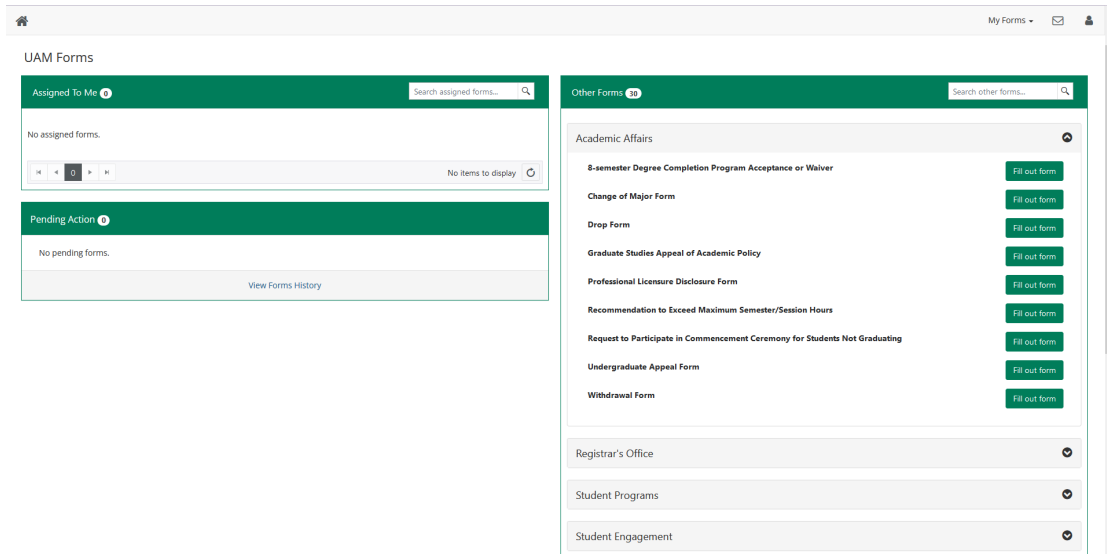


Step 3: You are now inside the Dynamic Forms portal. The Portal Page includes the following:

- Assigned forms-forms that belong individually to the user signing in
- Pending Action forms-forms that the user has in draft status or in a pending status (awaiting their signature or another person’s signature)
- Forms history-forms the user has completed already.
- Other forms-forms that are generally used and available for users to fill out if needed.

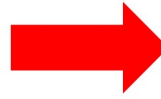


Step 4: Find the Department you need and click on the drop-down menu to view the forms for that area. Click on the Fill Out Form button to begin completing the form. NOTE: If at any point you get lost, click on the tiny home icon to go back to the portal home page



Academic Affairs

- 8-semester Degree Completion Program Acceptance or Waiver [Fill out form](#)
- Change of Major Form [Fill out form](#)
- Drop Form [Fill out form](#)
- Graduate Studies Appeal of Academic Policy [Fill out form](#)
- Professional Licensure Disclosure Form [Fill out form](#)
- Recommendation to Exceed Maximum Semester/Session Hours [Fill out form](#)
- Request to Participate in Commencement Ceremony for Students Not Graduating [Fill out form](#)
- Undergraduate Appeal Form [Fill out form](#)
- Withdrawal Form [Fill out form](#)



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Step 4: Proceed to fill out the form. NOTE: Make sure you fill out all required fields and sign it

Timer: 45 minutes

* = required field
Some content may be updated based on selection

Drop Form

Dropping a class can affect your Financial Aid, Scholarships, Satisfactory Academic Progress and/or student balance. Be informed **before you drop a class** by completing the following steps:

1. Meet with your Academic Advisor.
2. Meet with a Financial Aid Advisor.
3. **Student-athletes** meet with the Compliance Officer.
4. **International students** meet with the International Office.
5. **Residential students** review your housing contract for the required number of hours to live on campus.
6. There is a \$10.00 administrative fee for dropping a class.
7. You are not guaranteed a refund of your tuition and fees. Read the [refund policy](#) before dropping a class.

I have read and understand items 1-7 above.

[Save Progress](#) [Submit Form](#)

* = required field
Some content may be updated based on selection

Drop Form

This form should not be used to drop ALL classes.

Student Name: Student ID Number:

Term: Year:

Class #	Sec#	Course	Course Title

Current credit hours enrolled:

After drop, credit hours enrolled:

Are you an athlete?
 Yes
 No

Are you an international student?
 Yes
 No

Enter your advisor email address:

I understand that I will be assessed a \$10.00 fee for each visit to drop a class (to be paid at the Cashier's Office after the drop is processed).

(click to sign)

Student Signature: _____ Date: _____

[Previous](#) [Save Progress](#) [Next](#)



Step 5: You can see based on your selections; the form must route for approval. Click SUBMIT FORM.

SIGNATURES

Advisor Signature _____ Date _____

Financial Aid Signature _____ Date _____

SAP Appeal Exit Counseling R2T4 Other _____

Registrar Comments:

Received by Registrar Office _____ Date _____

Previous Save Progress Submit Form

Step 6: You have now successfully submitted the form. It is strongly encouraged to view the PDF version of your form and save it and/or print it for your own records



Thank you for completing your portion of the External UAM Room Reservation Request form.

[View Form PDF](#)

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

External UAM Room Reservation Request

Requester Info: Name _____ Email Address _____ Phone Number _____

Address _____ City _____ State _____ Zip _____ Phone _____

Name of Event _____ Event Dates _____ Event Description _____

Number of people attending to attend _____ Are you receiving a room for a Student Organization _____

Are you receiving a room for a Government related event? _____ Is there a fee to participate? _____

Select the following items that you will need:
 Computer/printer High speed internet Guest Wi-Fi Printer/Scanner

The guest Wi-Fi is an unsecured and open connection for guests who are making requests. IT will have to generate the appropriate accounts and passwords to access the network.

Users will use the UAMRM-Campus account on their device to access the Wi-Fi.

If you experience connecting your laptop/mobile device (Phone/Android/iPad/etc), you may need to "forget the network" and then connect on that device, and it is recommended to test specific network. Your device remembers each Wi-Fi network that the user connects to so you the connection.

Have guest account in place for 100 devices.

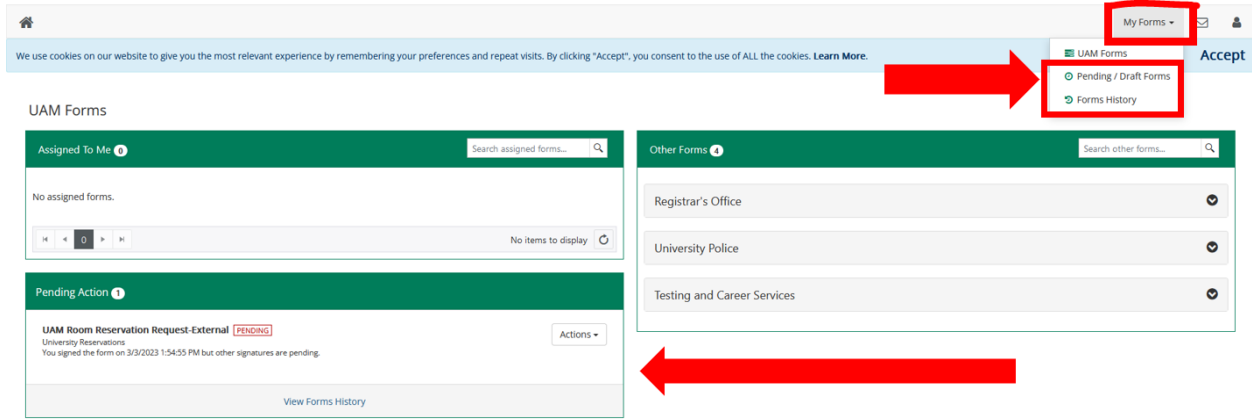
Guest login credentials will be added to the form when created by IT.

I acknowledge that I have read the information about the UAM Guest Wi-Fi.

Will you be using your own personal laptop?

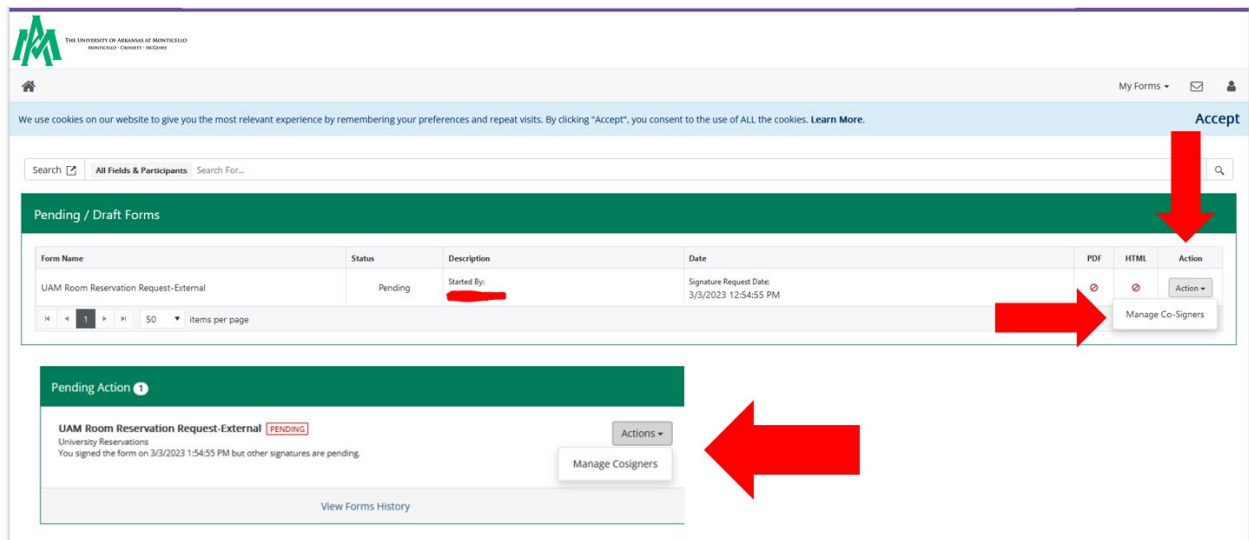
I acknowledge by clicking "View PDF" I am not responsible for any knowledge to the user's personal property as a result of the user's action. In the event of any equipment used by the user, or by any of the guests, even though such equipment is furnished, I shall be deemed to be the user of such equipment.

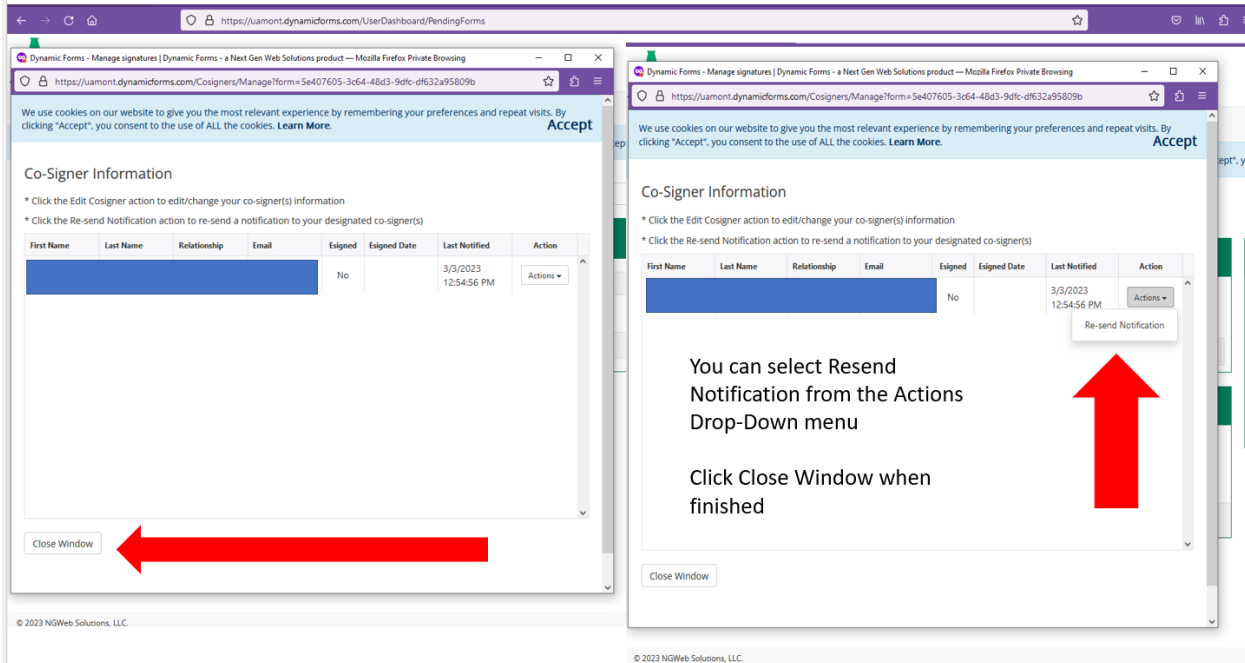
Back in your Dynamic Forms portal, You may click on My Forms to access a drop-down menu. From there you can click on Pending/Draft Forms or Forms History. *Pending Action forms-forms that the user has in draft status or in a pending status (awaiting their signature or another person’s signature). Forms history-forms the user has completed already.* You may also check the status of your form under the Pending Actions area.



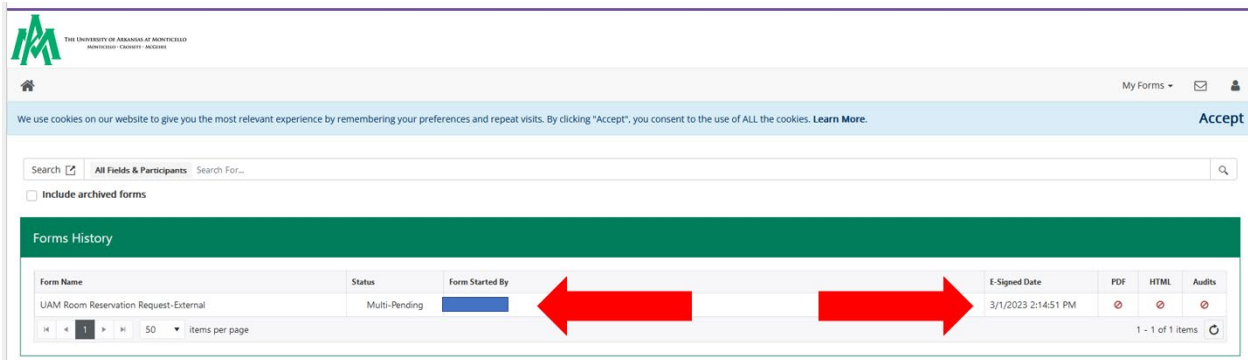
Under Pending/Draft Forms, this is where the user can see what is in draft status or in a pending status (awaiting their signature or another person’s signature)

You can also access the Manage Co-Signers option under the Pending Action area to see more details related to where the form is at in the routing process.





Under Forms History the user has completed already, and details related to when the form was submitted.



Contact Us:
Information Technology
 Student Success Center 207
 358 University Drive
 P.O. Box 3626
 Monticello, AR 71656
 Phone: 870-460-1036
 Fax: 870-460-1920

IT Support - UAM-ITHelp@uamont.edu
 Blackboard - blackboard@uamont.edu
 Report Spam - spam@uamont.edu
 WeevilNet - weevilnet@uamont.edu
 Workday - workdayhelp@uamont.edu