Graduate Studies in Education
Online Registration Procedures

1. Go to www.furman.edu/gradstudies.

2. This takes you to the Office of Graduate Studies homepage. Towards the bottom of the page, click on the purple “myFurman” tab and then type in your username, preceded by “fu\", and your password.

IF AT ANY POINT, YOU GET AN “ERROR” MESSAGE, IT MAY JUST MEAN THAT THE SYSTEM IS BUSY. WAIT A SECOND AND TRY AGAIN.

3. Once you have successfully logged in, you will see the My Services menu on the left side of the screen, which is a menu of various support services that you will be able to access. In addition to online registration, these options include checking your grades and/or financial aid information, or printing an unofficial transcript. You will also be able to register your vehicle.

4. Under “ARMS for students” click on “Select course sections to add for CAP.” On this screen, you will click on the arrow under “Subject.” Here you will find a drop-down menu.

- Education/Early Childhood
- Education/Extended Program
- Education/Exceptionalities
- Education/Foundations
- Education/Literacy
- Education/TESOL
- Education/School Leadership
- Education/Special courses

Next, fill in the course number and section number (if applicable). Then choose the appropriate term from the drop-down menu (“2011G1 Fall 2010-Graduate”). Click “submit.”

5. The next screen allows you to verify and/or change the class(es) you just selected. If you get a message in red at the top of this page, please contact the Office of Graduate Studies (864-294-2213) to determine why your online registration is being denied. If there is no message in red and the information you have entered is correct, go to “Preferred Section”; click on “Action.” A pull-down menu will appear. Click on “Register.” You will then automatically go to a “Registration Results” screen. Please check the information on this screen carefully. If everything is correct, click “OK.” This brings you back to the main menu.

IF YOU ARE USING FINANCIAL AID, GO ON TO STEP 6. IF YOU ARE NOT USING FINANCIAL AID, SKIP STEP 6 AND PROCEED TO STEP 7.
6. If you are using financial aid, please make sure that you have filled out the FAFSA (at http://www.fafsa.ed.gov/) for the academic year and the Furman Grad Studies FA application (available at the Grad Studies website and in our office). If you have additional questions, please call the Financial Aid office directly at 864-294-2204.

7. To make payment for your class(es), click on “Make a Payment” and then choose “Payment Amount.” **Please note that all course registration fees must be paid in full at the time of registration.** Next, click on “Payment Type.” The drop-down menu allows you to use credit card or e-check. Make your choice and click “submit.”

8. The next screen will request your credit card or e-check information. Please be sure that each box is filled in accurately and completely.

9. You will then receive a “Payment Confirmation” and an email confirming your registration. It is a good idea to print these for your records.

   You may check your registration by going back to the “Students Menu.” Under “Academic Profile,” click on “My Class Schedule” to view the classes for which you just registered.

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**IMPORTANT NOTE**

Your registration for classes is not confirmed in Graduate Studies until payment has been received in full. If payment cannot be verified within the succeeding 24 hours, your online course registration will be invalidated, your space in the class will be forfeited, and you will have to re-register.