

Graduate Studies in Education Online Registration Procedures

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



2. Click on the logo.
3. Click on “Log In” at the bottom of page.* **

*If you do not know your username, click on “What is my User ID.” Type in your last name and social security number or Furman ID number and click on “submit.” Your username will be displayed. Click “OK.” This brings you back to the “Log In” screen.

**If you do not know your password, click on “What is my Password.” Enter your name and Furman ID number. Your password will then be emailed to the email address that we have on file. If you have not sent us your current, valid, long-term email address, you will not have access to WebAdvisor because the system will not be able to email the password to you.

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

4. Once you have successfully logged in, you will see a personalized welcome page, where you will click on “Students.”
5. On this page, you will see a menu of various support services that you will be able to access in WebAdvisor. 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.
6. Under “ARMS advising and registration made simple,” click on “Choose Sections to Add.” On this screen, you will click on the arrow under “Subject.” Here you will find a drop-down menu.

Under “Education,” click on your concentration area: ***

- 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 click on arrow under “Term.” Choose the appropriate term from this drop-down menu (“2009G1 Fall 2008-Graduate”). Click “submit.”

***Concentration Area/Course Prefixes:

Early Childhood (EDEC)	Literacy (EDRD)
Extended Program (EDEP)	TESOL (EDOL)
Exceptionalities/Special Education (EDEX)	School Leadership (EDSL)
Foundations (EDFD)	Special Courses (EDSP)

7. The next screen (“Add and Drop Sections”) 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 “RG 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 8. IF YOU ARE NOT USING FINANCIAL AID, SKIP STEP 8 AND PROCEED TO STEP 9.

8. If you are using financial aid, under “Financial Information,” click on “My Account Summary” to determine whether your loan has been posted to your account. If it appears that it has not, arrow back to the previous screen and choose the appropriate option under “Financial Aid” for more information. If you have additional questions, please call the Financial Aid office directly (864-294-2204).

NOTE: Amounts with a minus (-) sign beside them mean that there is money in your account. If, under “Total Amount Due,” you see a negative number or a “zero,” your financial aid is sufficient and you do not owe anything. Your registration should be complete.

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.

9. 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 echeck. Make your choice and click “submit.”
10. The next screen will request your credit card or echeck information. Please be sure that each box is filled in accurately and completely.
11. You will then receive a “Payment Confirmation” and an email confirming your registration. It is a good idea to print these for your records.

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.