



FURMAN

Graduate Studies in Education

Online Registration Procedures

1. Go to www.furman.edu and choose “MYFURMAN” at the top of the page.
2. Type in your username 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 a list 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.
4. Choose “Registration” and then “Course sections to add.” On this screen, you should click on the arrow under “Subject.” Here you will find a drop-down menu for all courses at Furman, but the Graduate Studies courses are listed as follows:

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

Choose the appropriate subject from this list. Next, fill in the course number and section number. Then choose the appropriate term from the drop-down menu (ex. 2018G2 Spring 2018-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 Sections” and choose “Register” from the drop down menu under “Action” for the course you would like to enroll in, and then click “Submit” at the bottom of the page. To check your registrations, click “Registration” from the list on the left side of the page, and then choose “Class Schedule/Textbooks.” All of your courses should be listed there.

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 “Financial Information”, and then “Make a Payment.” This will direct you to a payment portal where you can make your tuition payment. There is no charge for paying with a checking account, but there will be a 2.75% fee charged when paying with a credit card.
Please note that all course registration fees must be paid in full at the time of registration.

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.