

John F. Kennedy University
Office of the Registrar
Phone/In-person Registration for Winter Quarter 2010

Students using the *Express* system may register at any time beginning November 21st, 24 hours a day. Access *Express* at <https://express.jfku.edu>. You may visit the Registrar's Office during business hours for a guided tutorial in how to use the *Express* registration system. **Students on academic probation cannot use the *Express* system.** They may bring a signed and approved probation form to the Registrar's Office during office hours to register any time beginning November 23rd.

Students who prefer to register by phone or in-person must register on or after the specified dates/times (see below). **Please note: due to the high use of web registration, students who register by phone or in-person may be at a disadvantage as classes may get full enrollment *prior* to in-person and/or phone registration times.**

Office hours for in-person and phone registration are Monday—Thursday 11—6 and Friday 11—5:00. Call (925) 969-3353 or (408) 874-7700 for assistance. Those who use phone registration may have to call several times before reaching an available staff member. You must have your course and section numbers ready before calling; registration staff cannot find your course number for you. **Note: students must clear all holds and may require clearance before registering.**

Students who register on the *Express* may call the Registrar's Office anytime during business hours to change academic credit to audit or to adjust units in variable unit courses. Students will be expected to complete their registration on the *Express*.

Holiday Notice: University offices are closed November 26—29, and December 24—January 3, 2010.

Monday, December 7th, 2009
All schools, all programs except PsyD (see below)

Registration time begins at 11:00 a.m.

Thursday, December 3rd, 2009
Doctor of Psychology

Registration time begins at noon.

Note: Any PsyD student who registers *prior* to this date and time will be de-registered from their courses and will have to re-register.

Friday, December 11th, 2009

Non-degree and auditors: registration time begins at 11:00 a.m.