## Ongoing Registration Schedule for Fall Semester 2014
### All DEREE Students

**Starts on Tuesday, July 01, 2014**

[http://www.campusweb.acg.edu/ics](http://www.campusweb.acg.edu/ics)

<table>
<thead>
<tr>
<th>WHO</th>
<th>WHEN</th>
</tr>
</thead>
</table>
| **Online Registration for continuing students with 100+ credits completed by SUMMER SESSION I 2014** | **Tuesday, July 01, 2014** *(Starting time 09:00)*  
**Thursday, September 11, 2014** *(Ending time 16:00)* |
| **Online Registration for continuing students with 51-99 credits completed by SUMMER SESSION I 2014** | **Thursday, July 03, 2014** *(Starting time 09:00)*  
**Thursday, September 11, 2014** *(Ending time 16:00)* |
| **Online Registration for continuing students with 30-50 credits completed by SUMMER SESSION I 2014** | **Monday, July 07, 2014** *(Starting time 09:00)*  
**Thursday, September 11, 2014** *(Ending time 16:00)* |
| **Online Registration for continuing students with 0-29 credits completed by SUMMER SESSION I 2014** | **Wednesday, July 09, 2014** *(Starting time 09:00)*  
**Thursday, September 11, 2014** *(Ending time 16:00)* |
| **NEW students: On Campus** Registration for new, new transfer, study abroad and international students | **Tuesday, July 01, 2014** *(Starting time 09:00)*  
**Thursday, September 11, 2014** *(Ending time 16:00)* |
| **Online Registration for readmitted students** | **Tuesday, July 01, 2014** *(Starting time 09:00)*  
**Thursday, September 11, 2014** *(Ending time 16:00)* |
| **Online Late Registration** | **Friday, September 12, 2014** *(Starting time 09:00)*  
*(Ending time 18:00)* |
| **FIRST DAY OF CLASSES** | **Monday, September 15, 2014** |
| **Online Change of course(s)** | **Monday, September 15, 2014** *(Starting time 09:00)*  
**Wednesday, September 17, 2014** *(Ending time 16:00)* |
INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT AND TUITION AND FEES PAYMENT
FALL SEMESTER 2014

Students who wish to register for Fall Semester 2014 should be aware of the following:

PREVIOUS OBLIGATIONS: Outstanding account balances from previous semesters should be fully settled before applying for early registration. In addition, all library obligations (overdue books, etc.) should be cleared. Students with outstanding obligations will not be allowed to register.

PAYMENT OF DEPOSIT FOR EARLY REGISTRATION: Each student is required to make an advance deposit according to the number of credits that he/she is intending to register for (see table below), at least two working days before registration. For students taking more than 2 courses, the deposit can be broken into 2 installments. The first deposit should be made before registration and the second by Friday, August 29. If the second installment is not paid on time, the registration will not be considered complete.

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>1st Installment</th>
<th>2nd Installment</th>
<th>Total Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 4 credits</td>
<td>320,00 Euro</td>
<td>-</td>
<td>320,00 Euro</td>
</tr>
<tr>
<td>5 to 8 credits</td>
<td>320,00 Euro</td>
<td>320,00 Euro</td>
<td>640,00 Euro</td>
</tr>
<tr>
<td>9 to 10 credits</td>
<td>397,50 Euro</td>
<td>397,50 Euro</td>
<td>750,00 Euro</td>
</tr>
<tr>
<td>11 credits and above</td>
<td>480,00 Euro</td>
<td>480,00 Euro</td>
<td>960,00 Euro</td>
</tr>
</tbody>
</table>

PAYMENT OF FALL SEMESTER REMAINING BALANCE: The remaining Fall Semester 2014 balances of each student’s account should be paid in three equal installments.

<table>
<thead>
<tr>
<th>Installment</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Friday, October 3</td>
</tr>
<tr>
<td>2nd</td>
<td>Friday, October 31</td>
</tr>
<tr>
<td>3rd</td>
<td>Wednesday, November 26</td>
</tr>
</tbody>
</table>

INSTRUCTIONS FOR TUITION AND FEES PAYMENT

1. Deposit of tuition must be paid at least two working days before the day of registration to allow for processing.

2. Students with obligations from previous semesters will not be allowed to register until they have contacted the Business Office regarding the settlement of their outstanding balances. The Business Office is pleased to discuss directly with students and their families individual payment plans for settling their tuition and fees.

3. Payment of tuition and fees can be made by using one of the following options:

   a. By deposit paid directly to account number 112002002020857 at any branch of the ALPHA BANK or to account number 18048007704 at any branch of the NATIONAL BANK OF GREECE. Each student must make sure that his/her BANKING ID NUMBER** and FULL NAME are given to the bank teller. The deposit slip must be kept for the student’s records but does not need to be presented to the College Cashier. The student’s account will be updated electronically within 2 working days.

   b. By bank check/personal check presented at the Student Success Center.

   c. By credit card (Visa, Master Card, Amex, Diners) presented at the Student Success Center.

   d. By automatic payment methods: NATIONAL BANK OF GREECE (NBG) account owners may use Automatic Teller Machines (ATMs) or the e-Banking system of the NBG to pay their tuition. Students are required to use their BANKING ID NUMBER to complete the transaction. The student account will be updated electronically within 2 working days. The payment of ACG tuition is a feature of the NBG ATMs and e-Banking through the “Payment of Bills” menu available on these systems.

   e. By online payment using a credit card (www.acg.edu/online-payment)

** The BANKING ID NUMBER is provided to all new students by mail. Students who need a copy can obtain one from the Student Success Center.

Any student not able to comply with the above payment procedure is urged to contact the Business Office at least one week prior to the first day of registration in order to establish an appropriate payment plan.

If you have any questions or need assistance, please contact the Cashier’s Office at the Student Success Center, tel. 6009800-9, ext. 1404, 1133, 1114, 1109.
IMPORTANT INFORMATION FOR STUDENT REGISTRATION FALL SEMESTER 2014
REGISTRATION STARTS ON Tuesday, July 01, 2014

REGISTRATION STEPS

1. **STUDENTS WITH 0-50 CREDITS**
   Students who have completed up to 50 credits and have not already met with an Academic Advisor, must do so as soon as possible, in order to obtain registration clearance. These students must make an appointment the Academic Advising Office (ext. 1431) as soon as possible.

2. **STUDENTS WITH 51 CREDITS OR MORE**
   Students who have 51 credits or more are strongly encouraged to schedule an advising session with their respective Department Head.

3. **ALL STUDENTS ON ACADEMIC PROBATION (C.I. less than 2.00)**
   Students on Academic Probation must meet with an Academic Advisor and receive personal assistance regarding his/her course selection and obtain registration clearance.

4. **MEET BUSINESS OFFICE AND LIBRARY OBLIGATIONS**
   - Students must pay all outstanding balances and place a deposit. For more information and assistance please call ext. 1404, 1133, 1114 or 1109.
   - Students must clear all library obligations. For more information and assistance please call ext. 1348.

5. **REGULAR STUDENT REGISTRATION**
   Visit myACG portal for the schedule of courses and all related information by clicking on the STUDENTS tab and going to the Registration page and following this path:
   Registration ⇒ Registration Instructions ⇒ User guide for Registration ⇒ Registration-Tutorial-for-Students.pdf

HELPFUL HINTS & GUIDELINES FOR A SUCCESSFUL REGISTRATION

- If you do not have a PIN number or have forgotten it, contact the Student Success Center (ssc@acg.edu)

- Before students finalize their course selection, they must check the Final Exam Schedule, as posted on our web pages, in order to avoid any conflicts with their exams.

- The course designation for the validated courses is as follows:
  Example: AF 2006A 1 L4 where:
  AF = department,
  2006 = course number,
  A = section,
  1 = Aghia Paraskevi Campus,
  L4 = level (levels = 4, 5, 6)

- Course Levels
  - Level 5 courses are suitable for students who have completed all Level 4 courses of their major and
  - Level 6 courses are suitable for students who have completed at least four Level 5 courses of their concentration

- Course Level & Pre-requisite violation
  - Relevant courses will be removed from the student’s schedule by the Registrar’s Office.

6. **LATE REGISTRATION**
   Students who fail to register within the specified period (Tuesday, July 01, 2014 - Thursday, September 11, 2014), will be allowed to register only during Late registration (Friday, September 12, 2014) and they will be charged a late registration fee of **25.00** euros