



ONLINE ONGOING REGISTRATION for SUMMER SESSION I 2013

ALL DEREЕ STUDENTS

STARTS ON Monday, April 1, 2013

STEPS TO BE TAKEN

1. Students must meet with an Academic Advisor: In order to obtain registration clearance, DEREЕ students who have completed form 0 to 50 credits must be individually advised by members of the Academic Advising Office. To schedule an appointment with an Academic Advisor, please call extensions 1431.
2. DEREЕ students with 51 credits or more are strongly encouraged to schedule an advising session with their respective Department Head.
3. DEREЕ students on Academic Probation must meet with an Academic Advisor in order to obtain registration clearance. Obtaining Academic Advising clearance is mandatory for students to have access to online registration.
4. Meet all obligations:
 - a. Business office: pay outstanding balance and deposit (a week before registration), ext. 1404, 1118
 - b. Clear Library Obligations
5. 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
6. If you do not have a PIN number or have forgotten it, contact the Student Success Center (ssc@acg.edu)
7. Late Registration: Students, who fail to register within the specified period (April 1, 2013 - May 14, 2013), will be allowed to register only during **Late registration** (May 15, 2013) and they will be charged a late registration fee of 154.00 euros.

For assistance: ssc@acg.edu

- Register on the specified day and time; otherwise, your chances of finding the courses/sections you want will be limited.
- **No over limits** will be allowed at any stage of registration (regular or late). In all cases, **courses have been scheduled to capacity** in order to help meet student scheduling requests.
- The course designation for the validated courses is as follows:
example: AF 2006A 1 L4 where: AF = department,
 2006 = course number,
 A = section,
 1 = Campus (1 = APC),
 L4 = level (levels = 4, 5, 6)
- Before registration, students must make sure that they have cleared all their outstanding obligations and holds.

**INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT
AND TUITION AND FEES PAYMENTS
SUMMER SESSION 2012**

Students who wish to register for Summer Session 2012 should be aware of the following:

PREVIOUS OBLIGATIONS: Outstanding account balances from previous semesters should be fully settled at least **5** working days before applying for 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 REGISTRATION: Each student is required to make an advance deposit of **€100,00** at least **5** working days before registration.

PAYMENT OF TUITION AND FEES BALANCE: The remaining balance of each student's account should be paid by **June 29, 2012**.

INSTRUCTIONS FOR TUITION AND FEES PAYMENT

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

- a) By deposit paid directly to account number **87424511** through any branch of the **EMPORIKI BANK** or to account number **180/48007704** through 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 updating of the student's account will be done electronically within 5 working days.
- b) By bank check presented at the Student Success Center.
- c) By personal check presented at the Student Success Center.
- d) By credit cards (Visa, Master Card, Amex) presented at the Student Success Center.

e) Automatic payment methods

National Bank of Greece account owners may use **Automatic Teller Machines (ATMs)** or the **e-Banking** system of the **National Bank of Greece (NBG)** to pay their tuition. Students are required to use their **BANKING ID NUMBER** to complete the transaction. The updating of the student account will be done electronically within 5 working days. The payment of ACG tuition is a new feature of the NBG ATMs and e-Banking through the menu available on these systems "Payments-Companies & organizations-other companies-American College of Greece".

* **The BANKING ID NUMBER** was provided to all students by mail. Students who need a copy can obtain one from the Student Success Center at the Aghia Paraskevi Campus.

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. 210-6009800-9, ext. 1404, 1114.



REGISTRATION SCHEDULE - SUMMER SESSION I 2013

ALL DERE E STUDENTS

STARTS ON Monday, April 1, 2013

<http://www.campusweb.acg.edu/ics>

<u>WHO</u>	<u>WHEN</u>
<u>Online Registration</u> for continuing students With 50+ credits completed by Fall Semester 2012	Monday, April 1 (starting time 09:00) – Tuesday, May 14 (ending time 15:00)
<u>Online Registration</u> for continuing students With 0 - 50 credits completed by Fall Semester 2012	Monday, April 8 (starting time 09:00) – Tuesday, May 14 (ending time 15:00)
NEW students: On Campus Registration for new, new transfer, study abroad and international students	Monday, April 1 (starting time 09:00) – Tuesday, May 14 (ending time 15:00)
<u>Online Registration</u> for readmitted students	Monday, April 1 (starting time 09:00) – Tuesday, May 14 (ending time 15:00)
<u>Online Late Registration</u>	Wednesday, May 15 (09:00-17:00)
<u>FIRST DAY OF CLASSES</u>	Thursday, May 16
<u>On Campus</u> Change of course(s)	Thursday, May 16 till Friday, May 17 (09:00-16:00)