# Ongoing Registration Schedule for Summer Term 2014

**ALL DEREE STUDENTS**

**Starts on** Monday, March 31, 2014

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

<table>
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<th>WHO</th>
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| Online Registration for continuing students with **51+ credits** completed by **Fall Semester 2013** | **Monday, March 31, 2014** (Starting time 09:00)  
**Thursday, May 15, 2014** (Ending time 16:00) |
| Online Registration for continuing students with **0-50 credits** completed by **Fall Semester 2013** | **Thursday, April 03, 2014** (Starting time 09:00)  
**Thursday, May 15, 2014** (Ending time 16:00) |
| **NEW students: On Campus** Registration for new, new transfer, study abroad and international students | **Monday, March 31, 2014** (Starting time 09:00)  
**Thursday, May 15, 2014** (Ending time 16:00) |
| Online Registration for **readmitted students**                     | **Monday, March 31, 2014** (Starting time 09:00)  
**Thursday, May 15, 2014** (Ending time 16:00) |
| Online Late Registration                                            | **Friday, May 16, 2014** (Starting time 09:00)  
(Ending time 16:00)                                |
| **FIRST DAY OF CLASSES**                                            | **Monday, May 19, 2014**                   |
| **Online Change of course(s): Day 1**                              | **Monday, May 19, 2014** (Starting time 09:00)  
(Ending time 16:00)                                |
| **Online Change of course(s): Day 2**                              | **Tuesday, May 20, 2014** (Starting time 09:00)  
(Ending time 16:00)                                |
INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT AND TUITION AND FEES PAYMENT
SUMMER TERM 2014

Students who wish to register for SUMMER TERM 2014 should be aware of the following:

PREVIOUS OBLIGATIONS: Outstanding account balances from previous semesters should be fully settled at least 2 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 2 working days before registration.

PAYMENT OF TUITION AND FEES BALANCE: The remaining balance of each student’s account should be paid by Monday, June 30, 2014.

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 112002002020857 at any branch of ALPHA BANK or to account number 180/48007704 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 presented at the Student Success Center.

c) By personal check presented at the Student Success Center.

d) By credit card (Visa, Master Card, AMEX) presented at the Student Success Center or using online payment through www.acg.edu/online-payment (monthly, interest-free installment plans available).

e) By automatic payment methods:
   NATIONAL BANK OF GREECE (NBG) account owners may use Automatic Teller Machines (ATMs) or the e-Banking system of 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 new feature of the NBG ATMs and e-Banking through the “Payment of Bills” menu available on these systems.

** 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. 210-6009800-9, ext. 1404, 1133.
• 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)

• It is the student’s responsibility to avoid for any time conflicts both in lectures and labs, as well as in the Final Exam Schedule, as posted on our web pages.

• Before registration, students must make sure that they have cleared all their outstanding obligations and holds.

• **Course Levels**
  ✓ Level 5 courses are suitable for students who have completed all Level 4 courses of their major (OU registered students), and
  ✓ Level 6 courses are suitable for students who have completed at least four (4) Level 5 courses of their concentration (OU registered students).

• **Course Level & Pre-requisite violation**
  ✓ Relevant courses will be removed from the student’s schedule by the Registrar’s Office.
ONLINE ONGOING REGISTRATION for SUMMER TERM 2014
STARTS ON Monday, March 31, 2014

STEPS TO BE TAKEN:

1. Students must meet with an Academic Advisor: In order to obtain registration clearance, DEREE 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 extension 1431.

2. DEREE students with 51 credits or more are strongly encouraged to schedule an advising session with their respective Department Head.

3. DEREE 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 (5 working days before the day of registration), ext. 1404, 1133
   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 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 (Monday, March 31, 2014 - Thursday, May 15, 2014), will be allowed to register only during Late registration (Friday, May 16, 2014) and they will be charged a late registration fee of 110.00 euros.

For assistance: ssc@acg.edu