



# Office of the Registrar



## ONGOING REGISTRATION SCHEDULE for SUMMER SESSION II 2017 ALL DEREЕ STUDENTS

STARTS ON Monday, April 03, 2017

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

WHO	WHEN
Online Registration for continuing students with <b>51+ credits</b> completed by <b>FALL SEMESTER 2016</b>	<u><b>Monday, April 03, 2017</b></u> (Starting time 10:00) <u><b>Friday, May 19, 2017</b></u> (Ending time 16:00) <u><b>Monday, May 29, 2017</b></u> (Starting time 10:00) <u><b>Tuesday, June 27, 2017</b></u> (Ending time 16:00)
Online Registration for continuing students with <b>0-50 credits</b> completed by <b>FALL SEMESTER 2016</b>	<u><b>Thursday, April 06, 2017</b></u> (Starting time 10:00) <u><b>Friday, May 19, 2017</b></u> (Ending time 16:00) <u><b>Monday, May 29, 2017</b></u> (Starting time 10:00) <u><b>Tuesday, June 27, 2017</b></u> (Ending time 16:00)
<b>NEW students: On Campus</b> Registration for new, new transfer, study abroad and international students	<u><b>Monday, April 03, 2017</b></u> (Starting time 10:00) <u><b>Friday, May 19, 2017</b></u> (Ending time 16:00) <u><b>Monday, May 29, 2017</b></u> (Starting time 10:00) <u><b>Tuesday, June 27, 2017</b></u> (Ending time 16:00)
<b>Online Registration for readmitted students</b>	<u><b>Monday, April 03, 2017</b></u> (Starting time 10:00) <u><b>Friday, May 19, 2017</b></u> (Ending time 16:00) <u><b>Monday, May 29, 2017</b></u> (Starting time 10:00) <u><b>Tuesday, June 27, 2017</b></u> (Ending time 16:00)
<b>FIRST DAY OF CLASSES</b>	<u><b>Wednesday, June 28, 2017</b></u>
<b>Online Change of course(s)</b>	<u><b>Wednesday, June 28, 2017</b></u> (Starting time 10:00) <u><b>Thursday, June 29, 2017</b></u> (Ending time 16:00)



# Office of Student Accounts

## INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT AND TUITION AND FEES PAYMENT - SUMMER SESSION II 2017

Students who wish to register for SUMMER SESSION II 2017 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 Wednesday, July 05, 2017.

## 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 **112002002021876** at any branch of the **ALPHA BANK** or to account number **18048009668** 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 student's account will be updated electronically within 2 working days.  
Note: National Bank of Greece account holders may pay their tuition at Automatic Teller Machines (**ATMs**) by using the Payment of Bills menu and entering their **BANKING ID NUMBER\*** to complete the transaction.
- b. By bank check/personal check presented to the cashier at the Student Success Center.
- c. By credit or debit card presented to the cashier at the Student Success Center.
- d. By Web Banking: **i)** to Alpha Bank, IBAN: **GR 4201401120112002002021876**. Students must include their **STUDENT ID NUMBER\*** and **FULL NAME**. **ii)** to National Bank of Greece. Account holders may pay their tuition through the **i-Bank** system of the National Bank of Greece, by using the Payment of Bills menu available on these systems and entering their **BANKING ID NUMBER\*** to complete the transaction.
- e. By using online payment ([www.acg.edu/online-payment](http://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 Student Accounts Office. tel. 210-6009800, ext. 1404, 1114, 1117.



## Office of the Registrar

### IMPORTANT INFORMATION FOR STUDENT REGISTRATION SUMMER SESSION II 2017 REGISTRATION STARTS ON Monday, April 03, 2017

#### REGISTRATION STEPS

1. **STUDENTS WITH 0-50 CREDITS**

Students who will have completed up to 50 credits by the end of the semester 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 will have 51 credits or more by the end of the semester, C.I. greater than 2.00 and need Academic Advising **must see their respective Department Head; not the Academic Advising Office.**

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

#### ① HELPFUL HINTS & GUIDELINES FOR A SUCCESSFUL REGISTRATION

- ▶ 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.
- ▶ If you do not have a PIN number or have forgotten it, contact the Student Success Center ([ssc@acg.edu](mailto:ssc@acg.edu))
- ▶ The course designation for the validated courses is as follows:  
Example: AF 2006 A 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
  - ✓ Level 6 courses are suitable for students who have completed at least four Level 5 courses of their concentration
  - ✓ **Course Level (L4, L5, L6) & Pre-requisite violations are checked automatically by the online registration system.**