



Office of the Registrar



ONGOING REGISTRATION SCHEDULE for SPRING SEMESTER 2018 ALL DEREЕ STUDENTS

STARTS ON Friday, December 01, 2017

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

WHO	WHEN
Online Registration for continuing students with 100+ credits completed by SUMMER 2017	<u>Friday, December 01, 2017</u> (Starting time 10:00) <u>Friday, January 12, 2018</u> (Ending time 16:00)
Online Registration for continuing students with 51-99 credits completed by SUMMER 2017	<u>Tuesday, December 05, 2017</u> (Starting time 10:00) <u>Friday, January 12, 2018</u> (Ending time 16:00))
Online Registration for continuing students with 30-50 credits completed by SUMMER 2017	<u>Thursday, December 07, 2017</u> (Starting time 10:00) <u>Friday, January 12, 2018</u> (Ending time 16:00)
Online Registration for continuing students with 0-29 credits completed by SUMMER 2017	<u>Monday, December 11, 2017</u> (Starting time 10:00) <u>Friday, January 12, 2018</u> (Ending time 16:00)
NEW students: On Campus Registration for new, new transfer, study abroad and international students	<u>Friday, December 01, 2017</u> (Starting time 10:00) <u>Friday, January 12, 2018</u> (Ending time 16:00)
Online Registration for readmitted students	<u>Friday, December 01, 2017</u> (Starting time 10:00) <u>Friday, January 12, 2018</u> (Ending time 16:00)
FIRST DAY OF CLASSES	<u>Monday, January 15, 2018</u>
Online Change of course(s)	<u>Monday, January 15, 2018</u> (Starting time 09:00) <u>Wednesday, January 17, 2018</u> (Ending time 16:00)



Office of Student Accounts

INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT AND TUITION AND FEES PAYMENT - SPRING SEMESTER 2018

Students who wish to register for Spring Semester 2018 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 Monday, January 8, 2018. If the second installment is not paid on time, the registration will not be considered complete.

Number of Credits	1 st Installment	2 nd Installment	Total Deposit
1 to 4 credits	320,00 Euro		320,00 Euro
5 to 8 credits	320,00 Euro	320,00 Euro	640,00 Euro
9 to 10 credits	397,50 Euro	397,50 Euro	795,00 Euro
11 credits and above	480,00 Euro	480,00 Euro	960,00 Euro

PAYMENT OF SPRING SEMESTER REMAINING BALANCE: The remaining Spring Semester 2018 balances of each student's account should be paid in three equal installments.

1 st Installment	Wednesday, January 31, 2018
2 nd Installment	Wednesday, February 28, 2018
3 rd Installment	Friday, March 23, 2018

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:

- 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.
- By bank/personal check presented to the cashier at the Student Success Center.
- By Credit or Debit card presented to the cashier at the Student Success Center.
- 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.
- By using online payment (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 SPRING SEMESTER 2018 REGISTRATION STARTS ON Friday, December 01, 2017

REGISTRATION STEPS

1. STUDENTS WITH 0-50 CREDITS

Students who will have completed less than 50 credits by the end of Fall 2017 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 Fall 2017 and a 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)
- ▶ 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, 2 = Downtown 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 (L4, L5, L6) & Pre-requisite violations are checked automatically by the online registration system.**