



Office of the Registrar



ONGOING REGISTRATION SCHEDULE for SUMMER TERM 2020 ALL DEREЕ STUDENTS

STARTS ON **Wednesday, April 01, 2020**

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

WHO	WHEN
Online Registration for continuing students with 51+ credits completed by FALL SEMESTER 2019	<u>Wednesday, April 01, 2020</u> (Starting time 10:00) <u>Wednesday, May 20, 2020</u> (Ending time 17:00)
Online Registration for continuing students with 0-50 credits completed by FALL SEMESTER 2019	<u>Friday, April 03, 2020</u> (Starting time 10:00) <u>Wednesday, May 20, 2020</u> (Ending time 17:00)
NEW students: On Campus Registration for new, new transfer, study abroad and international students	<u>Wednesday, April 01, 2020</u> (Starting time 10:00) <u>Wednesday, May 20, 2020</u> (Ending time 17:00)
Online Registration for readmitted students	<u>Wednesday, April 01, 2020</u> (Starting time 10:00) <u>Wednesday, May 20, 2020</u> (Ending time 17:00)
FIRST DAY OF CLASSES	<u>Thursday, May 21, 2020</u>
Online Change of course(s)	<u>Thursday, May 21, 2020</u> (Starting time 10:00) <u>Friday, May 22, 2020</u> (Ending time 17:00)



Office of Student Accounts

INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT AND TUITION AND FEES PAYMENT - SUMMER TERM 2020

Students who wish to register for SUMMER TERM 2020 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 **Friday, June 19, 2020**.

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. **Bank Deposits**
 - **Alpha Bank**, IBAN:GR4201401120112002002021876 or
 - **Eurobank** or
 - **National Bank of Greece** or
 - **Piraeus Bank**Students must make sure that their **BANKING ID*** number, **FULL NAME** and **ACCOUNT BENEFICIARY: The American College of Greece-Deree College/ALBA** are given to the bank teller.
 - b. **Web Banking**
 - **Alpha Bank**, IBAN:GR4201401120112002002021876
Branch: Athens Tower
Address: 2 Messoghion Avenue, 115 27 Ampelokipi, Athens, Greece
BIC: CRBAGRAA
Beneficiary: The American College of Greece
Students must include their **BANKING ID*** number and **FULL NAME**
 - **Eurobank** by using the *Payment of Bills menu*
 - **National Bank of Greece** by using the *Payment of Bills menu*
 - **Piraeus Bank** by using the *Payment of Bills menu*
 - c. **Bank or Personal check**, presented to the cashier at the Student Success Center.
 - d. **Credit or Debit card**, presented to the cashier at the Student Success Center.
 - e. **Online Payment**, through 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.

* 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 TERM 2020

REGISTRATION STARTS ON **Wednesday, April 01, 2020**

REGISTRATION STEPS

1. STUDENTS WITH 0-50 CREDITS

Students who will have completed less than 50 credits by the end of Spring Semester 2020 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 Spring Semester 2020 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 at least four 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.**
 - ✓ **Students will not be allowed to register at Level 6 (L6) before having completed and passed all credits at Level 4 (L4).**