# Ongoing Registration Schedule for Summer Session I 2021

**All Derree Students**

**Starts on Thursday, April 01, 2021**

[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 2020** | **Thursday, April 01, 2021** (Starting time 10:00)  
**Wednesday, May 19, 2021** (Ending time 17:00) |
| Online Registration for continuing students with **0-50 credits** completed by **FALL SEMESTER 2020** | **Monday, April 05, 2021** (Starting time 10:00)  
**Wednesday, May 19, 2021** (Ending time 17:00) |
| **NEW students: On Campus** Registration for new, new transfer, study abroad and international students | **Thursday, April 01, 2021** (Starting time 10:00)  
**Wednesday, May 19, 2021** (Ending time 17:00) |
| Online Registration for readmitted students | **Thursday, April 01, 2021** (Starting time 10:00)  
**Wednesday, May 19, 2021** (Ending time 17:00) |
| **FIRST DAY OF CLASSES** | **Thursday, May 20, 2021** |
| **Online Change of course(s)** | **Thursday, May 20, 2021** (Starting time 10:00)  
**Friday, May 21, 2021** (Ending time 17:00) |
Office of Student Accounts

INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT AND TUITION AND FEES PAYMENT - SUMMER SESSION I 2021

Students who wish to register for SUMMER SESSION I 2021 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 04, 2021

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
      • 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
      • Eurobank
      • National Bank of Greece
      • Piraeus Bank
      Students must include their BANKING ID* number and FULL NAME
   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.

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.
IMPORTANT INFORMATION FOR STUDENT REGISTRATION SUMMER SESSION I 2021
REGISTRATION STARTS ON Thursday, April 01, 2021

REGISTRATION STEPS

1. STUDENTS WITH 0-50 CREDITS
   Students who will have completed up to 50 credits by the end of Spring Semester 2021 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 2021, 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

 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)

  HB - Hybrid = Face-to-face and synchronous online instruction on alternating weeks
  OL - Online = Synchronous Online
  BLND - Blended = Face-to-face and asynchronous instruction

- 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).