



Office of the Registrar

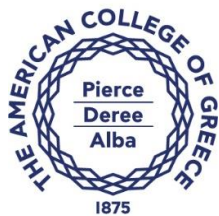
ONGOING REGISTRATION SCHEDULE for SPRING SEMESTER 2023 ALL DEREЕ STUDENTS

STARTS ON Thursday, December 01, 2022

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



WHO	WHEN
Online Registration for continuing students with 90+ credits completed by SUMMER 2022	<u>Thursday, December 01, 2022</u> (Starting time 10:00) <u>Wednesday, January 11, 2023</u> (Ending time 16:00)
Online Registration for continuing students with 51-89 credits completed by SUMMER 2022	<u>Monday, December 05, 2022</u> (Starting time 10:00) <u>Wednesday, January 11, 2023</u> (Ending time 16:00)
Online Registration for continuing students with 30-50 credits completed by SUMMER 2022	<u>Wednesday, December 07, 2022</u> (Starting time 10:00) <u>Wednesday, January 11, 2023</u> (Ending time 16:00)
Online Registration for continuing students with 0-29 credits completed by SUMMER 2022	<u>Friday, December 09, 2022</u> (Starting time 10:00) <u>Wednesday, January 11, 2023</u> (Ending time 16:00)
NEW students: On Campus Registration for new, new transfer, study abroad and international students	<u>Thursday, December 01, 2022</u> (Starting time 10:00) <u>Wednesday, January 11, 2023</u> (Ending time 16:00)
Readmitted students: On Campus	<u>Thursday, December 01, 2022</u> (Starting time 10:00) <u>Wednesday, January 11, 2023</u> (Ending time 16:00)
FIRST DAY OF CLASSES	<u>Thursday, January 12, 2023</u>
Online Change of course(s)	<u>Thursday, January 12, 2023</u> (Starting time 10:00) <u>Monday, January 16, 2023</u> (Ending time 17:00)



Office of Student Accounts

INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT AND TUITION AND FEES PAYMENT - SPRING SEMESTER 2023

Students who wish to register for Spring Semester 2023 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 Thursday, January 5, 2023. 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 2023 balances of each student's account should be paid in three equal installments.

1st Installment	Tuesday, January 31, 2023
2nd Installment	Tuesday, February 28, 2023
3rd Installment	Monday, March 27, 2023

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.

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 2023

REGISTRATION STARTS ON Thursday, December 01, 2022

REGISTRATION STEPS

1. STUDENTS WITH 0-50 CREDITS

Students who have 0-50 credits (including work in progress) must meet with an Academic Advisor to receive advising clearance and thus be able to register.

2. STUDENTS WITH 51 CREDITS OR MORE

Students who have 51 credits or more, C.I. greater than 2.00 and need Academic Advising **must see their respective Department Head and not arrange an appointment with 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).**