



Office of the Registrar

ONGOING REGISTRATION SCHEDULE for SUMMER TERM 2023 ALL DEREЕ STUDENTS

STARTS ON **Monday, April 03, 2023**

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



WHO	WHEN
Online Registration for continuing students with 51+ credits completed by FALL SEMESTER 2022	<u>Monday, April 03, 2023</u> (Starting time 10:00) <u>Friday, May 19, 2023</u> (Ending time 16:00)
Online Registration for continuing students with 0-50 credits completed by FALL SEMESTER 2022	<u>Wednesday, April 05, 2023</u> (Starting time 10:00) <u>Friday, May 19, 2023</u> (Ending time 16:00)
NEW students: On Campus Registration for new, new transfer, study abroad and international students	<u>Monday, April 03, 2023</u> (Starting time 10:00) <u>Friday, May 19, 2023</u> (Ending time 16:00)
Readmitted students: On Campus	<u>Monday, April 03, 2023</u> (Starting time 10:00) <u>Friday, May 19, 2023</u> (Ending time 16:00)
FIRST DAY OF CLASSES	<u>Monday, May 22, 2023</u>
Online Change of course(s)	<u>Monday, May 22, 2023</u> (Starting time 10:00) <u>Tuesday, May 23, 2023</u> (Ending time 17:00)



Office of Student Accounts

INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT AND TUITION AND FEES PAYMENT - SUMMER TERM 2023

Students who wish to register for SUMMER TERM 2023 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 16, 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.

* 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, 1533.



Office of the Registrar

IMPORTANT INFORMATION FOR STUDENT REGISTRATION SUMMER TERM 2023

REGISTRATION STARTS ON **Monday, April 03, 2023**



REGISTRATION STEPS

- STUDENTS WITH 0-30 CREDITS**
Students who have 0-30 credits **MUST MEET WITH THEIR ACADEMIC ADVISOR** to **obtain registration clearance**. These students have received a relevant email asking that they book an appointment. If a problem is faced, please contact the Academic Advising Office (AAO) at 210-600-9800, ext. 1431 or dc.adv@acg.edu as soon as possible.
- ALL STUDENTS ON ACADEMIC PROBATION (C.I. less than 2.00)**
ALL students on Academic Probation **must meet with their Academic Advisor and receive personal assistance regarding their course selection and obtain registration clearance**. These students have received a relevant email asking that they book an appointment. If a problem is faced, please contact the Academic Advising Office (AAO) at 210-600-9800, ext. 1431 or dc.adv@acg.edu as soon as possible.
- STUDENTS WITH 31-50 (not on Academic Probation – C.I. greater than 2.00)**
Students who have accumulated 31-50 credits, and their CI is greater than 2.00 may, **(if they wish)**, book an appointment with an Academic Advisor of their choice. Students have already received a relevant email to arrange their appointments, if they wish. If a problem is faced, please contact the Academic Advising Office (AAO) at 210-600-9800, ext. 1431 or dc.adv@acg.edu as soon as possible.
- STUDENTS WITH 51 CREDITS OR MORE**
Students who have 51 credits or more and whose C.I. is at least 2.00 and need Academic Advising **MAY CONTACT THEIR RESPECTIVE DEPARTMENT HEAD or PROGRAM COORDINATOR or FACULTY ADVISOR** to receive academic advising.
- 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.
- ALL STUDENTS:**
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 ⇒ Online Registration Full Guide.pdf

① HELPFUL HINTS & GUIDELINES FOR A SUCCESSFUL REGISTRATION

- ▶ Before students finalize their course selection, they must check the Final Exam Schedule, 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 (60 UK credits)
 - ✓ Level 6 courses are suitable for students who have completed at least four Level 5 courses of their concentration (60 UK credits)
 - ✓ **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).**