



Office of the Registrar

ONGOING REGISTRATION SCHEDULE FOR FALL SEMESTER 2023 ALL DEREЕ STUDENTS

STARTS ON **Monday, July 03, 2023**

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

WHO	WHEN
Online Registration for continuing students with 90+ credits completed by SUMMER SESSION I 2023	<u>Monday, July 03, 2023</u> (Starting time 10:00) <u>Monday, September 11, 2023</u> (Ending time 16:00)
Online Registration for continuing students with 50-89 credits completed by SUMMER SESSION I 2023	<u>Wednesday, July 05, 2023</u> (Starting time 10:00) <u>Monday, September 11, 2023</u> (Ending time 16:00))
Online Registration for continuing students with 30-49 credits completed by SUMMER SESSION I 2023	<u>Friday, July 07, 2023</u> (Starting time 10:00) <u>Monday, September 11, 2023</u> (Ending time 16:00)
Online Registration for continuing students with 0-29 credits completed by SUMMER SESSION I 2023	<u>Monday, July 10, 2023</u> (Starting time 10:00) <u>Monday, September 11, 2023</u> (Ending time 16:00)
NEW students: On Campus Registration for new, new transfer, study abroad and international students	<u>Monday, July 03, 2023</u> (Starting time 10:00) <u>Monday, September 11, 2023</u> (Ending time 16:00)
Readmitted students: On Campus	<u>Monday, July 03, 2023</u> (Starting time 10:00) <u>Monday, September 11, 2023</u> (Ending time 16:00)
FIRST DAY OF CLASSES	<u>Tuesday, September 12, 2023</u>
Online Change of course(s)	<u>Tuesday, September 12, 2023</u> (Starting time 10:00) <u>Thursday, September 14, 2023</u> (Ending time 17:00)



Office of Student Accounts

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

GREEK & INTERNATIONAL STUDENTS

Students who wish to register for Fall 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 Friday, August 25, 2023. If the second installment is not paid on time, the registration will not be considered complete.

PAYMENT OF FALL SEMESTER REMAINING BALANCE: The remaining Fall Semester 2023 balances of each student's account should be paid in three equal installments.

1st Installment	Friday, September 29, 2023
2nd Installment	Tuesday, October 31, 2023
3rd Installment	Wednesday, November 22, 2023

Number of Credits	1st Installment	2nd 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

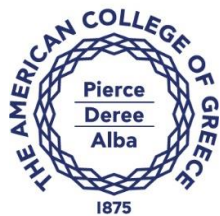
INSTRUCTIONS FOR TUITION AND FEES PAYMENT

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 Deposit Payment** (Greek Banks): Students can make a payment by providing their **RF Payment Code*** to their Greek Bank.
 - b. **E-Banking Payments** (Greek Banks): Students can make a payment by selecting the «**RF Payments**» option in the e-banking Payments menu of their Greek Bank and entering their **RF Payment Code*** to complete the transaction.
 - c. **International Transfers:** Students can make a Foreign Bank payment **only** through the **Flywire** platform <https://acg.flywire.com>. Please enter your **RF Payment Code*** to identify your payment. Flywire payments can be made using your local currency.
 - d. **Online Payments:** Students can make a payment using our Online Payment page and selecting:
 - **Credit/DebitCard** payment and entering their **RF Payment Code***
 - Or
 - **IRIS Payment** (only for the 4 Greek systemic Banks) and entering their **RF Payment Code***
 - e. **Bank or Personal Checks:** Students can make a payment by check to the Cashier at the Student Success Center.
 - f. **Credit or Debit Cards:** Students can make a Credit or Debit Card payment at the Cashier at the Student Success Center.

* The **RF Payment Code** is provided to all students by e-mail. It can be found at the "myACG" portal (by selecting "Students" and "MY ACCOUNT" tab).

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, 1118, 1533.



Office of Student Accounts

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

NORTH AMERICAN STUDENTS

Students who wish to register for Fall 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.

STATEMENT OF CHARGES

North American students after their course selection, they will receive a statement of charges by email. Arrangements for the payment of the statement of charges balance should be made by **September 1st 2023**.

INSTRUCTIONS FOR TUITION AND FEES PAYMENT

Payment of tuition and fees can be made by using one of the following options:

All **Checks** should be made out to: **The American College of Greece**

Send to: The American College of Greece

101 Arch Street., 8th Floor

Boston, MA 02110

Attention: North American Enrollment

Wiring payment instructions:

Recipient / Beneficiary: The American College of Greece

Recipient / Beneficiary Address: 101 Arch Street, 8th Floor, Boston, MA 02110

Bank: Bank of America

Bank Address: 100 Federal Street, Boston, MA 02110

Account Number: 0046 4058 1448

Routing / ABA Number: 026009593

Swift Number (for international wires): BOFAUS3N

Memo: RF Payment Code* and Full Name

To make an **Online payment**, please visit <https://www.acg.edu/uspay/>.

* The RF Payment Code is provided to all students by e-mail. It can be found at the "myACG" portal (by selecting "Students" and "MY ACCOUNT" tab).

If you have any questions or need assistance, please contact the Student Accounts Office. tel. 210-6009800, ext. 1533.



Office of the Registrar

IMPORTANT INFORMATION FOR STUDENT REGISTRATION FALL SEMESTER 2023 REGISTRATION STARTS ON Monday, July 03, 2023

REGISTRATION STEPS

1. STUDENTS WITH 0-30 CREDITS

Students who have 0-30 credits (including work in progress) must meet with an Academic Advisor to receive advising clearance and thus be able to register.

2. STUDENTS WITH 31-50 CREDITS

Students who have 31-50 credits and have a C.I. equal or greater than 2.00 do not have an Advising Hold. However, they may arrange to meet with their Academic Advisor and seek academic advice for the upcoming fall registration period.

3. STUDENTS WITH 51 CREDITS OR MORE

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

4. ALL STUDENTS ON ACADEMIC PROBATION (C.I. less than 2.00)

Students on Academic Probation must meet with an Academic Advisor to receive personal assistance regarding their course selection and be able to register.

5. MEET BUSINESS OFFICE AND LIBRARY OBLIGATIONS

- All students must pay all outstanding balances and place a deposit. For more information and assistance, please call ext. 1404, 1118, 1533 or 1109.
- All students must clear all library obligations. For more information and assistance please call ext. 1348.

6. REGULAR STUDENT REGISTRATION

Visit myACG portal for the schedule of courses and all related information by clicking on the STUDENTS tab, 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, 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 **ALL L4 COURSES AND AT LEAST FOUR L5 COURSES of their concentration**
- ✓ **Course Level (L4, L5, L6) & Pre-requisite violations are checked automatically by the online registration system.**