# Office of the Registrar

## ONGOING REGISTRATION SCHEDULE for SPRING SEMESTER 2024
**ALL DEREER STUDENTS**

**STARTS ON** Monday, December 04, 2023

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

<table>
<thead>
<tr>
<th>WHO</th>
<th>WHEN</th>
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</table>
| **Online Registration for continuing students with 90+ credits completed by SUMMER 2023** | Monday, December 04, 2023 (Starting time 10:00)  
Friday, January 12, 2024 (Ending time 16:00) |
| **Online Registration for continuing students with 51-89 credits completed by SUMMER 2023** | Wednesday, December 06, 2023 (Starting time 10:00)  
Friday, January 12, 2024 (Ending time 16:00) |
| **Online Registration for continuing students with 30-50 credits completed by SUMMER 2023** | Friday, December 08, 2023 (Starting time 10:00)  
Friday, January 12, 2024 (Ending time 16:00) |
| **Online Registration for continuing students with 0-29 credits completed by SUMMER 2023** | Monday, December 11, 2023 (Starting time 10:00)  
Friday, January 12, 2024 (Ending time 16:00) |
| **NEW students: On Campus**  
Registration for new, new transfer, study abroad and international students | Monday, December 04, 2023 (Starting time 10:00)  
Friday, January 12, 2024 (Ending time 16:00) |
| **Readmitted students: On Campus** | Monday, December 04, 2023 (Starting time 10:00)  
Friday, January 12, 2024 (Ending time 16:00) |
| **FIRST DAY OF CLASSES** | Monday, January 15, 2024 |
| **Online Change of course(s)** | Monday, January 15, 2024 (Starting time 10:00)  
Wednesday, January 17, 2024 (Ending time 17:00) |
Office of Student Accounts

INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT AND TUITION AND FEES PAYMENT - SPRING SEMESTER 2024

GREEK & INTERNATIONAL STUDENTS

Students who wish to register for Spring Semester 2024 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 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.

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, January 5, 2024. If the second installment is not paid on time, the registration will not be considered complete.

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>1st Installment</th>
<th>2nd Installment</th>
<th>Total Deposit</th>
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</thead>
<tbody>
<tr>
<td>1 to 4 credits</td>
<td>320,00 Euro</td>
<td>320,00 Euro</td>
<td>640,00 Euro</td>
</tr>
<tr>
<td>5 to 8 credits</td>
<td>320,00 Euro</td>
<td>320,00 Euro</td>
<td>640,00 Euro</td>
</tr>
<tr>
<td>9 to 10 credits</td>
<td>397,50 Euro</td>
<td>397,50 Euro</td>
<td>795,00 Euro</td>
</tr>
<tr>
<td>11 credits and above</td>
<td>480,00 Euro</td>
<td>480,00 Euro</td>
<td>960,00 Euro</td>
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PAYMENT OF SPRING SEMESTER REMAINING BALANCE:
The remaining Spring Semester 2024 balances of each student’s account should be paid in three equal installments.

<table>
<thead>
<tr>
<th>Installment</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Installment</td>
<td>Wednesday, January 31, 2024</td>
</tr>
<tr>
<td>2nd Installment</td>
<td>Thursday, February 29, 2024</td>
</tr>
<tr>
<td>3rd Installment</td>
<td>Monday, March 25, 2024</td>
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</tbody>
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PAYMENT INSTRUCTIONS
Payment of tuition and fees can be made by using one of the following options:

a. 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.

b. Bank Deposit Payment (Greek Banks): Students can make a payment by providing their RF Payment Code* to their Greek Bank.

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.
IMPORTANT INFORMATION FOR STUDENT REGISTRATION
SPRING SEMESTER 2024
REGISTRATION STARTS ON Monday, December 04, 2023

REGISTRATION STEPS

1. **STUDENTS WITH 0-30 CREDITS**
   Students who have 0-30 credits must meet with an Academic Advisor

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 receive advising clearance and
   thus 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

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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.