



## Office of the Registrar

### ONGOING REGISTRATION SCHEDULE for SPRING SEMESTER 2024 ALL DEREЕ STUDENTS

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

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

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

Number of Credits	1 <sup>st</sup> Installment	2 <sup>nd</sup> Installment	Total Deposit
<b>1 to 4 credits</b>	320,00 Euro		<b>320,00 Euro</b>
<b>5 to 8 credits</b>	320,00 Euro	320,00 Euro	<b>640,00 Euro</b>
<b>9 to 10 credits</b>	397,50 Euro	397,50 Euro	<b>795,00 Euro</b>
<b>11 credits and above</b>	480,00 Euro	480,00 Euro	<b>960,00 Euro</b>

#### **PAYMENT OF SPRING SEMESTER REMAINING BALANCE:**

The remaining Spring Semester 2024 balances of each student's account should be paid in three equal installments.

<b>1<sup>st</sup> Installment</b>	<b>Wednesday, January 31, 2024</b>
<b>2<sup>nd</sup> Installment</b>	<b>Thursday, February 29, 2024</b>
<b>3<sup>rd</sup> Installment</b>	<b>Tuesday, March 26, 2024</b>

#### **PAYMENT INSTRUCTIONS**

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

- 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.
- Bank Deposit Payment** (Greek Banks): Students can make a payment by providing their **RF Payment Code\*** to their Greek Bank.
- 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.
- 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\***
- Bank or Personal Checks:** Students can make a payment by check to the Cashier at the Student Success Center.
- 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 the Registrar

## 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

### 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](mailto: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.**