



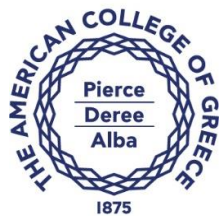
## Office of the Registrar

### 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 TUITION AND FEES PAYMENT - SPRING SEMESTER 2024**

### **NORTH AMERICAN 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.

#### **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 **January 5, 2024**.

#### **PAYMENT INSTRUCTIONS**

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., 8<sup>th</sup> Floor

Boston, MA 02110

Attention: North American Enrollment

#### **Wiring payment instructions:**

Recipient / Beneficiary: The American College of Greece

Recipient / Beneficiary Address: 101 Arch Street, 8<sup>th</sup> 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 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.**