



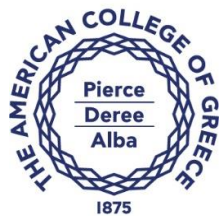
Office of the Registrar

ONGOING REGISTRATION SCHEDULE for SUMMER TERM 2024 ALL DEREЕ STUDENTS

STARTS ON **Monday, April 01, 2024**

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

WHO	WHEN
Online Registration for continuing students with 51+ credits completed by FALL SEMESTER 2023	<u>Monday, April 01, 2024</u> (Starting time 10:00) <u>Friday, May 17, 2024</u> (Ending time 16:00)
Online Registration for continuing students with 0-50 credits completed by FALL SEMESTER 2023	<u>Wednesday, April 03, 2024</u> (Starting time 10:00) <u>Friday, May 17, 2024</u> (Ending time 16:00)
NEW students: On Campus Registration for new, new transfer, study abroad and international students	<u>Monday, April 01, 2024</u> (Starting time 10:00) <u>Friday, May 17, 2024</u> (Ending time 16:00)
Readmitted students: On Campus	<u>Monday, April 01, 2024</u> (Starting time 10:00) <u>Friday, May 17, 2024</u> (Ending time 16:00)
FIRST DAY OF CLASSES	<u>Monday, May 20, 2024</u>
Online Change of course(s)	<u>Monday, May 20, 2024</u> (Starting time 10:00) <u>Tuesday, May 21, 2024</u> (Ending time 17:00)



Office of Student Accounts

INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT AND TUITION AND FEES PAYMENT - SUMMER TERM 2024

GREEK & INTERNATIONAL STUDENTS

Students who wish to register for SUMMER TERM 2024 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 14, 2024**.

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 the Registrar

IMPORTANT INFORMATION FOR STUDENT REGISTRATION

SUMMER TERM 2024

REGISTRATION STARTS ON **Monday, April 01, 2024**

REGISTRATION STEPS

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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 password or have forgotten it, contact the IRM department at helpdesk@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).**