



## Office of the Registrar

### ONGOING REGISTRATION SCHEDULE for SUMMER TERM 2025 ALL DEREЕ STUDENTS

STARTS ON Tuesday, April 01, 2025

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

WHO	WHEN
Online Registration for continuing students with <b>51+ credits</b> completed by <b>FALL SEMESTER 2024</b>	<b><u>Tuesday, April 01, 2025</u></b> (Starting time 10:30) <b><u>Monday, May 19, 2025</u></b> (Ending time 16:00)
Online Registration for continuing students with <b>0-50 credits</b> completed by <b>FALL SEMESTER 2024</b>	<b><u>Thursday, April 03, 2025</u></b> (Starting time 10:30) <b><u>Monday, May 19, 2025</u></b> (Ending time 16:00)
<b>NEW students: On Campus</b> Registration for new, new transfer, study abroad and international students	<b><u>Tuesday, April 01, 2025</u></b> (Starting time 10:30) <b><u>Monday, May 19, 2025</u></b> (Ending time 16:00)
<b>Readmitted students: On Campus</b>	<b><u>Tuesday, April 01, 2025</u></b> (Starting time 10:30) <b><u>Monday, May 19, 2025</u></b> (Ending time 16:00)
<b>FIRST DAY OF CLASSES</b>	<b><u>Tuesday, May 20, 2025</u></b>
<b>Online Change of course(s)</b>	<b><u>Tuesday, May 20, 2025</u></b> (Starting time 10:30) <b><u>Wednesday, May 21, 2025</u></b> (Ending time 17:00)



# Office of the Registrar

## IMPORTANT INFORMATION FOR STUDENT REGISTRATION

SUMMER TERM 2025

REGISTRATION STARTS ON **Tuesday, April 01, 2025**

### 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](mailto: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](mailto: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](mailto: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 CHAIR 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 myACG portal, 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](mailto: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).**



# Office of Student Accounts

## **INSTRUCTIONS FOR REGISTRATION TUITION AND FEES PAYMENT – SUMMER TERM 2025**

### **NORTH AMERICAN STUDENTS**

Students who wish to register for Summer Term 2025 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 **May 20, 2025**.

#### **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.