

# Student Handbook

## 2009- 2010

The American College of Greece



**DEREE**

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## ALMA MATER

Hail, Alma Mater;  
Loved of thy students,  
Golden the hours we spend at thy knee;  
Memories tender, friendship enduring,  
Strong is the faith that we cherish for thee.

Pleasures are fleeting,  
Years may speed onward,  
Time cannot dim the worth of thy truth  
*Non ministrari, sed ministrare.*  
God keep us lead to the pledge of our youth.

S.R.Harlow

**PERSONAL DATA**

Name \_\_\_\_\_  
Home address \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Identity card No. \_\_\_\_\_  
Passport No. \_\_\_\_\_  
Driving license No. \_\_\_\_\_  
License No \_\_\_\_\_  
Car Insurance \_\_\_\_\_  
Life Insurance \_\_\_\_\_  
Insurer tel. \_\_\_\_\_  
Social Security No. / IKA etc \_\_\_\_\_  
Doctor \_\_\_\_\_  
Dentist \_\_\_\_\_  
Blood type \_\_\_\_\_  
Bank account No. \_\_\_\_\_  
Credit Cards \_\_\_\_\_  
Email account \_\_\_\_\_  
Tax ID No. (A.Φ.M.) \_\_\_\_\_

**STUDENT'S DATA**

Student ID No. \_\_\_\_\_  
Campus enrolled \_\_\_\_\_  
Acgmail account \_\_\_\_\_  
Advisor/Department Head \_\_\_\_\_  
College's bank account Nos. \_\_\_\_\_

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## MISSION STATEMENT

### **The American College of Greece Founded in 1875**

International in origin, development and outlook, Deree College, a division of The American College of Greece, is an independent, coeducational, liberal arts college in the American tradition of higher education. It has a distinctive character derived from its location and history as an exemplar of Hellenic-American cooperation. Through the learning and teaching of a community of scholars, a microcosm of the educated world community, Deree provides programs in Arts and Sciences and in Business Administration, and offers opportunities for Continuing Education. The College brings together students from many nations and from different social and educational backgrounds, and provides for them a foundation for lifelong intellectual experiences, enabling them to face a challenging world and engage in service to their varied communities.

**College Mission Statement**  
*Approved by the Board of Trustees*  
*November 1989*

DEREE's mission is a reflection of its educational values. To achieve its goals, the College seeks:

- To provide an academic environment in which critical and creative thought and research are developed through traditional and new educational programs in a variety of disciplines;
- To ensure professional development through academic programs in Arts and Sciences and in Business Administration, and to create incentives for continuing intellectual growth;
- To cultivate humanistic and liberal thought through the liberal arts core curriculum;
- To encourage the student's social and cultural development through a variety of extracurricular activities and cultural events, and to instill a sense of the individual's need to interact with and contribute to society;
- To promote physical and spiritual well-being by providing the necessary facilities and programs, and by encouraging active participation; and
- To maintain an intercultural and international character by promoting community relations and affiliations with other educational institutions.

## **A BRIEF HISTORY OF THE AMERICAN COLLEGE OF GREECE**

Following are some important milestones in the history of The American College of Greece:

- 1875 The American Collegiate Institute is founded in Smyrna, Asia Minor, to educate girls who wished to attend high school and to eventually become teachers.
- 1886 The School's first commencement is held.
- 1922 The School's buildings are destroyed, during the Asia Minor Catastrophe and the violent expulsion of Smyrna's Christian population.
- 1923 During a recess of the Lausanne Convention, Greek Prime Minister Eleftherios Venizelos gives permission for the School to resume operations in Palaio Phaleron, Greece.
- 1929 The Hellenicon property is purchased.
- 1936 The School is renamed Orinda Childs Pierce College.
- 1940 With the outbreak of war, classes are suspended, and the Hellenicon buildings are offered to the Greek government for use as a military hospital, while teachers and administrators volunteer their services to hospitals, the Greek Red Cross, and the Greek Orthodox Church.
- 1946 With the Hellenicon buildings repaired, the College's operations resume.
- 1961 The College's Upper Division is authorized to grant Bachelor of Science and Bachelor of Arts degrees.
- 1965 The Hellenicon campus is given to the government to facilitate the expansion of the Athens International Airport. In exchange, the College receives 60 acres of land in an abandoned quarry at the foot of Mt. Hymettus in Aghia Paraskevi, and relocates there.
- 1969 The College awards its first baccalaureate degrees.
- 1971 The Downtown Campus is established.
- 1973 The undergraduate division is named Deree College in honor of one of the institution's most generous benefactors, William S. Deree, a Greek-American from Chicago, who born Derehanis in the village of Ambelionas, Messenia.

- 1981 Deree College is accredited by the New England Association of Schools and Colleges (NEASC).
- 1984 Pierce College becomes co-educational.
- 1986 American College of Greece is awarded the Silver Medal of the Academy of Athens.
- 1989 Ground is broken for the new Downtown Campus.
- 1994 Official opening ceremony of the Junior College.
- 1997 Extension and renovation of the Deree College Library.
- 1999 Ceremony of the Thyranixia for the Byzantine-style Chapel of the Three Hierarchs by the Ecumenical Patriarch and the Archbishop of Athens and All Greece.
- 2001 The Communication Building, the Studio Theater, and the Open-Air Theater are completed.
- 2001 The Center for Continuing and Professional Studies is established.
- 2003 The Graduate School is established, and the College is poised to offer its first graduate program: the MBA.
- 2004 The American College of Greece becomes the High Performance 2004 Training Center of the United States Olympic Committee for the Athens Olympic Games.
- 2005 The Center for the Arts is inaugurated.
- 2005 The Graduate School expands to offer graduate programs leading to MA and MS degrees in Finance and Applied Psychology.
- 2006 NEASC renews the College's accreditation until 2016, by which time the College will have enjoyed 35 years of continuous accreditation. Accreditation is extended to the Graduate School division.
- 2006 The Student Success Center opens, offering integrated services in academic advising, student affairs, registration and payments.
- 2007 United Nations World Investment Report presented at ACG.
- 2007 Conference on "Eleftherios Venizelos: Unknown Aspects of the Man" organized by the Eleftherios Venizelos Chair of Modern Greek Studies.
- 2008 ACG launches its Institute for Diplomacy and Global Affairs and inaugurates its new Art Gallery.

2008 Establishment of a new major in Visual Arts

2009 Inauguration of President David G. Horner

**COLLEGE EMAIL & TELEPHONE DIRECTORY**

**Aghia Paraskevi Campus**

Telephone: **210-600 9800/9**

Email: [deree@acg.edu](mailto:deree@acg.edu)

Web Site: [www.acg.edu](http://www.acg.edu)

<b>OFFICE</b>	<b>LOCATION</b>	<b>TEL.EXT</b>	<b>E-MAILS</b>
Academic Advising	Room 309	1431	<a href="mailto:dc.adv@acg.edu">dc.adv@acg.edu</a>
Admissions	Room 100	1254,1317, 1318,1406	<a href="mailto:admissions@acg.edu">admissions@acg.edu</a>
Alumni	Room 203	1370, 1380	<a href="mailto:alumni@acgmail.gr">alumni@acgmail.gr</a>
Athletics	Gym Upper Level	1319	<a href="mailto:dc.athletics@acg.edu">dc.athletics@acg.edu</a>
Career Services	Room 205	1311,1313, 1314	<a href="mailto:career@acg.edu">career@acg.edu</a>
Cashier's	Room 300 (SSC)	1404	<a href="mailto:cashier@acg.edu">cashier@acg.edu</a>
Computer Labs I	Room 102	1166	
Computer Labs II	Room 1110 CN Building	1007	
Continuing Education	Room 201	1332, 1429	<a href="mailto:scps@acg.edu">scps@acg.edu</a>
Financial Aid	Room 225	1327	<a href="mailto:financialaid@acgmail.gr">financialaid@acgmail.gr</a>
Fitness Center	Gym Lower Level	1156	
Hallowell Center	Pierce	210 6008950	<a href="mailto:hallowell@acgmail.gr">hallowell@acgmail.gr</a>
International Student Advising	Room 301	1365	<a href="mailto:dc.studaff@acg.edu">dc.studaff@acg.edu</a>
Library (Front Desk)	Library	1348	<a href="mailto:library@acg.edu">library@acg.edu</a>
Media Center	Library Lower Level	1433	
College Nurse (Deree)	Gym Upper Level	1197	
College Nurse (Pierce)	Pierce	1193	
Ombudsperson	Library Upper Level(Room 303)	1275, 1465	
Photocopy Services (Xerox)	Room 500	1307	
Registrar's	Room 306	1331, 1445, 1328	<a href="mailto:registrar@acg.edu">registrar@acg.edu</a>
School of Arts and Sciences	Room 530	1456	<a href="mailto:libarts@acgmail.gr">libarts@acgmail.gr</a>
School of Business Administration	Room 407	1108	<a href="mailto:assoc.deanbusadm@acgmail.gr">assoc.deanbusadm@acgmail.gr</a>
Societies, Clubs & Org.	Room 307	1442	
Student Affairs	Room 301	1365	<a href="mailto:dc.studaff@acg.edu">dc.studaff@acg.edu</a>
Student Government	Room 308	1373	<a href="mailto:dc.sgorg@acgmail.gr">dc.sgorg@acgmail.gr</a>
Student Success Center (Front Desk)	Room 300	1326,1333, 1334	<a href="mailto:ssc@acg.edu">ssc@acg.edu</a>
Wellness Center	Gym Upper Level	1473	
Writing Center	6 <sup>th</sup> Floor	1273	<a href="mailto:dc.writingc@acgmail.gr">dc.writingc@acgmail.gr</a>

## Downtown Campus

Telephone: 210-748-6580/5

Email: [deree.dtc@acg.edu](mailto:deree.dtc@acg.edu) & [junior@acg.edu](mailto:junior@acg.edu)

Web Site: [www.acg.edu](http://www.acg.edu)

OFFICE	LOCATION	TEL. EXT.	E-MAILS
Academic Advising	Room 407	2408, 2541	<a href="mailto:dc.advdtc@acgmail.gr">dc.advdtc@acgmail.gr</a> <a href="mailto:jc.adv@acgmail.gr">jc.adv@acgmail.gr</a>
Admissions	Lobby	2052, 2055	<a href="mailto:admissions.dtc@acg.edu">admissions.dtc@acg.edu</a>
Cashier's	5 <sup>th</sup> Floor	2407	<a href="mailto:cashier@acg.edu">cashier@acg.edu</a>
Computer Labs	Room 308	2595, 2596	
Dean of Administration	Room 506	2502	<a href="mailto:deree.dtc@acg.edu">deree.dtc@acg.edu</a>
Dean of Junior College	Room 408	2406	<a href="mailto:junior@acg.edu">junior@acg.edu</a>
Library	Lower Level	2011,2012	<a href="mailto:library.dtc@acg.edu">library.dtc@acg.edu</a>
Registrar's	5 <sup>th</sup> Floor	2531, 2532, 2533, 2534	<a href="mailto:registrar.dtc@acg.edu">registrar.dtc@acg.edu</a>
Writing Center	Room 408	2111	<a href="mailto:dc.writingc.dtc@acgmail.gr">dc.writingc.dtc@acgmail.gr</a>

<b>CLASS SCHEDULE</b>
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Fall Semester		Winter Session		Spring Semester		Summer Session	
Time	Class	Time	Class	Time	Class	Time	Class

	INSTRUCTORS		INSTRUCTORS
Name Phone e-mail		Name Phone e-mail	
Name Phone e-mail		Name Phone e-mail	
Name Phone e-mail		Name Phone e-mail	

YEAR AT GLANCE  
2009  
2010

**CALENDAR**

## FIRST DAYS AT DEREЕ

### **ACG Commonly Used Terms**

Sometimes you will come across words with which you are not familiar. Below you will find a list of some commonly used terms at DEREЕ.

**ACG:** The American College of Greece

**Acgmail:** College email account for students

**ACG Website:** the official site of the College

Please visit it frequently for important announcements

**Advertisements Board:** students may use it for personal advertisements after they are cleared by the Office of Student Affairs

**APC:** Aghia Paraskevi Campus

**Blackboard:** online software application designed to improve teaching and learning

**Bookstore:** Eleftheroudakis bookstores, those located near the APC and DTC, where you can purchase your college textbooks

**Buildings (as they appear in schedule of courses)**

- **AC:** Center for the Arts, Aghia Paraskevi Campus, where Starbucks is located
- **CN:** Communications Building, located at the Aghia Paraskevi Campus, above the track, field and swimming pool
- **DC:** Deree College Building or main building, Aghia Paraskevi Campus where Goody's is located
- **SN:** Sinopsis building, an annex of the Downtown Campus located near to Athens tower
- **XN:** Xenias Building or main building at the Downtown Campus

**Campus web:** online software application designed for registration and access on grades via WEB

**CI (Cumulative Index):** the mean average of grades

The sum of the quality points received for all courses completed, divided by the total number of credits taken (see DEREЕ Catalog)

**Credits:** each course carries a number of credits

Most courses carry three (3) credit hours. Students earn credits for courses they complete successfully (see DEREЕ Catalog)

**CSO Office:** room used by the members of all clubs, societies and organizations of the College, located in the main corridor (room 307) of the APC

**DC:** DEREЕ – The American College of Greece

**DTC:** Downtown Campus

**Finals:** exams held at the end of each semester/session

**Grading:** at the end of each term the student's work for each course is evaluated and assigned a letter grade i.e. A, B, C, D, F, WP, WF, P, F, S, U (see DEREЕ Catalog).

**Incomplete:** students may receive an incomplete (IN) in a particular course if they are unable to take the final exam or to fulfil some other requirement at

the end of the term because of extenuating circumstances, which must be documented (see DEREЕ Catalog)

**JC:** Junior College

**Libnet (online library databases / reserved material):** online resources of the ACG libraries, available only to currently enrolled ACG students

**Midterms:** exams held approximately in the middle of each semester/session

**Orientation:** a program designed to introduce all new students to the College environment

**Registration (online):** students choose courses for each semester/session and register for them through the WEB, following instructions announced by the Registrar

**Probation:** students whose CI falls below 2.0, are on academic probation (see DEREЕ Catalog)

**Room 102:** computer labs, located near Deree College Library at the main building

**SSC:** Student Success Center (room 300), located at APC main building

**Transcript:** a copy of student's record - grades, withdrawals etc appear in it - (see DEREЕ Catalog)

**W (Withdrawal):** students may drop any or all courses by submitting a completed withdrawal form to the SSC (for APC students) or to the DT Registrar's Office (for DTC students). Deadlines for withdrawals are announced in the Academic Calendar (see DEREЕ Catalog)

## **Getting your Student ID Card**

One of the first things you have to do as a new student is to get your student ID card. Carrying your ID card with you is necessary to use the library, the computer labs, the athletic facilities or to ask for a transcript.

Contact the Student Success Center (for AP students) or the reception (for DTC students) on when and how to pick up your ID card.

## STUDENT LIFE

### **DEREE Community Announcements**

- **DEREE Announcement Board**

The announcements posted on the DEREЕ announcement board are endorsed by a club or a society or a student organization of DEREЕ, under the supervision of the Office of Student Affairs.

- **Advertisements Board**

Students can buy or sell second hand books, furniture, cars, motorcycles etc by bringing their ad to the Office of Student Affairs to be placed on the “Ads” board in the main corridor at APC and outside the Library at DTC.

### **College media**

Keep up with the latest campus news through the *ACG Magazine* and the student-run online *Observer*. Remember it all with the *Yearbook* after you graduate.

### **Clubs, Societies and Student Organizations**

All activities related to the co-curricular program are coordinated through the Office of Student Affairs and include social, cultural, recreational and athletic events. Activities and events on both campuses are open to all DEREЕ and Junior College students. Every club and student organization must be registered with the Office of Student Affairs in accordance with DEREЕ procedures.

#### **Formation of a new Club or Student Organization**

To start a new Club a student must present a written proposal to the Office of Student Affairs.

The proposal should include the following points:

- A list of at least fifteen currently enrolled DERE students in good academic standing who are interested in starting the Club along with their signatures.
- A statement of the purpose of the Club and the particular activities the members intend to become involved in to achieve its goals.
- The projected budget.
- The name of the proposed advisor to the Club.

Within ten school days after the proposal has been submitted, the Office of Student Affairs will review the application and confer with the Student Government Association.

The Office of Student Affairs, may recommend the creation of the new club to the Vice President of Enrollment Management & Student Services. Final approval for the club comes from the Vice President of Enrollment Management and Student Services.

**A proposed Club/Student Organization will not be recognized if its goals or activities are:**

- Inconsistent with the mission or objectives of DERE
- In conflict with the student conduct code of DERE
- In conflict with Greek law

## **Clubs – Short Descriptions**

### **Biology Club**

Addresses science and health issues. Runs anti-smoking campaigns.

### **Community Contribution Club**

Promotes social responsibility and helps people in need.

### **Computer Graphics and Program Design Club**

Addresses issues of computer science, programming, digital photography.

### **Debating Club**

Practices British Parliamentary style debating. Hosts at least two debating tournaments per year and participates in a number of international debating tournaments abroad.

### **Drama Club**

Stages theatrical productions from backstage through Direction and acting.

### **Environmental Club**

Addresses environmental issues and raises awareness.

### **Film Club**

Screens films and hosts discussions.

**Health and Social Awareness Club**

Organizes blood drives and raises awareness of health issues.

**Hiking Club**

Organizes hiking excursions to sites of natural beauty.

**Islanders' Club**

Monitors and records local culture and civilization.

**Languages and Cultures Club**

Brings students of different cultural backgrounds together through social, cultural and academic events.

**Music Club**

For the novice or the expert students play and perform different kinds of music.

**Photography Club**

Learn how to shoot and photo-edit your pictures.

**Ski Club**

Organizes ski excursions to near-by or remote ski resorts.

**Chess Club**

Organizes instruction on the game and intramural tournaments every semester.

**Societies – Short Descriptions****Accounting and Finance**

Discusses issues and concerns on the local and international financial reality.

**CIS Society**

The CIS Society promotes the academic and professional interests of the CIS students.

**Communication Society**

Assists Communication students develop their communication skills by actively participating in an academic and professional environment by inviting guest speakers and organizing panel discussions, field study trips, volunteer events, exhibitions, general assemblies, sponsors the annual Communication Week, and much more.

**Economics Society**

Enables students to develop skills in organizing and managing events and creating a link between the College, students, and the professional community.

**English Society**

Serves the community of English majors by organizing educational and social events such as lectures, workshops, theater visits, and get-togethers.

### **History of Art**

Through lectures and presentations explores the latest developments in art history.

### **History**

Attracts students interested in the study and research of past civilizations and applies this knowledge to the present.

### **IBEA Society**

The Society organizes events which illuminate current trends in globalization and European integration.

### **Marketing Society**

A self-governed, curricular society, exposing students to contemporary Marketing issues and practices. For more information you can visit the Marketing Society's area in Blackboard, or you can send an e-mail at the Society's address.

### **Management Society**

Addresses Management students. It participates in the Business Week and organizes academic events, such as field trips and lectures.

### **Music**

Organizes music performances and boosts the deeper understanding of the art of music through the ages.

### **Philosophy Society**

Promotes the co-curricular life at Deree College by organizing the Philosophy Society Seminar, which gives students the opportunity to present their work.

### **Psychology**

Supports research through lectures on important psychological issues.

### **Sociology**

Study current sociological issues through lectures and field trips.

### **Theater Arts**

Study theater plays and stage productions.

## **Student Organizations – Short Descriptions**

### **D.C. Ambassadors**

The DCA are a dedicated group of Students who represent DEREЕ in an official and unofficial capacity as well as assist in events organized or sponsored by DEREЕ.

### **Orientation Leaders**

The upperclassmen that welcome the freshmen and guide them through their first academic year.

**S.E.R.F.**

Student Emergency Response Force. The College's emergency response team.

**Student Government**

Represents the interest of student body to the College administration.

**Task Force**

Assists with Registration on campus and other major events.

**Yearbook Team**

Assists the professional editor in the production of the College Yearbook.

<b>CLUBS - SOCIETIES - STUDENT ORGANIZATIONS</b>
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<b>STUDENT ORGANIZATIONS</b>	<b>ADVISOR</b>	<b>E-MAIL</b>
Student Government	Dir. C. Koutras	<a href="mailto:dc.sgorg@acg.edu">dc.sgorg@acg.edu</a>
DEREE Ambassadors	Dir. C. Koutras	<a href="mailto:dc.aorg@acg.edu">dc.aorg@acg.edu</a>
S.E.R.F Team	Dir. C. Koutras	<a href="mailto:dc.serforg@acg.edu">dc.serforg@acg.edu</a>
Task Force	Dir. C. Koutras	<a href="mailto:dc.tforg@acg.edu">dc.tforg@acg.edu</a>
Orientation Leaders	Dir. C. Koutras	<a href="mailto:dc.orientorg@acg.edu">dc.orientorg@acg.edu</a>
Yearbook	Ms. V. Vrettou	<a href="mailto:dc.yearborg@acg.edu">dc.yearborg@acg.edu</a>
Student Magazine: The Observer	Mr. D. McCormac	<a href="mailto:dc.newsorg@acg.edu">dc.newsorg@acg.edu</a>

<b>SOCIAL &amp; CULTURAL CLUBS</b>	<b>ADVISOR</b>	<b>E-MAIL</b>
Biology Club	Dr. P. Papadopoulou	<a href="mailto:dc.bioclub@acg.edu">dc.bioclub@acg.edu</a>
Community Contribution Club	Dr. E. Pirocacos	<a href="mailto:dc.ccclub@acg.edu">dc.ccclub@acg.edu</a>
Comp. Graphics & Program design <a href="mailto:dc.cgpdclub@acg.edu">dc.cgpdclub@acg.edu</a>	Ms.E.Vagianou,Mr.E.Hotzoglou	
Dance Club	Ms. C. Trent	<a href="mailto:dc.danceclub@acg.edu">dc.danceclub@acg.edu</a>
Drama Club	Ms. K. Nikolopoulou	<a href="mailto:dc.dramaclub@acg.edu">dc.dramaclub@acg.edu</a>
Debating Club	Dean N. Parkes	<a href="mailto:dc.debateclub@acg.edu">dc.debateclub@acg.edu</a>
Environmental Club	Dr. A. Misseyanni	<a href="mailto:dc.envclub@acg.edu">dc.envclub@acg.edu</a>
Film Club	Dr. M. Arouh	<a href="mailto:dc.filmclub@acg.edu">dc.filmclub@acg.edu</a>
Health and Social Awareness Club	Ms. A. Bazakou	<a href="mailto:dc.healthclub@acg.edu">dc.healthclub@acg.edu</a>
Islanders	Mr. H. Daskalothanassis	<a href="mailto:dc.islandersclub@acg.edu">dc.islandersclub@acg.edu</a>
Languages & Cultures	Ms. M. I. Oliver	<a href="mailto:dc.langclub@acg.edu">dc.langclub@acg.edu</a>
Music Club	Mr. I. Anastasakis	<a href="mailto:dc.musicclub@acg.edu">dc.musicclub@acg.edu</a>
Photography Club	Mr. E. Varouhas	<a href="mailto:dc.photoclub@acg.edu">dc.photoclub@acg.edu</a>

<b>RECREATIONAL CLUBS</b>	<b>ADVISOR</b>	<b>E-MAIL</b>
Hiking Club	Dr. D. Zafiropoulos	<a href="mailto:dc.hikeclub@acg.edu">dc.hikeclub@acg.edu</a>
Ski Club APC/DTC	Ms.L.Samara,Dr.D.Zafiropoulos	<a href="mailto:dc.skiclub@acg.edu">dc.skiclub@acg.edu</a>
Chess Club	Mr. C. Marconis	<a href="mailto:dc.chessclub@acg.edu">dc.chessclub@acg.edu</a>

<b>ARTS &amp; SCIENCES SOCIETIES</b>	<b>ADVISOR</b>	<b>E-MAIL</b>
Communications	Dr. A. Kefala	<a href="mailto:dc.comsoc@acg.edu">dc.comsoc@acg.edu</a>
Economics	Dr. D. Doulos	<a href="mailto:dc.econsoc@acg.edu">dc.econsoc@acg.edu</a>
English	Ms. M. Ilkou	<a href="mailto:dc.engsoc@acg.edu">dc.engsoc@acg.edu</a>
History of Art	Dr. E. Langridge-Noti	<a href="mailto:dc.artsoc@acg.edu">dc.artsoc@acg.edu</a>
History	Dr. E. Karayianni	<a href="mailto:dc.histsoc@acg.edu">dc.histsoc@acg.edu</a>
Music	Ms. L. Jones	<a href="mailto:dc.musicsoc@acg.edu">dc.musicsoc@acg.edu</a>
Philosophy	Dr. I. Patsioti	<a href="mailto:dc.philsoc@acg.edu">dc.philsoc@acg.edu</a>
Psychology	Dr. R. Ventouratou	<a href="mailto:dc.psychsoc@acg.edu">dc.psychsoc@acg.edu</a>
Sociology	Dr. G. Katsas	<a href="mailto:dc.socsoc@acg.edu">dc.socsoc@acg.edu</a>

Theater Arts

Ms. K. Nikolopoulou

[dc.theatsoc@acg.edu](mailto:dc.theatsoc@acg.edu)

## **BUSINESS ADMINISTRATION**

### **SOCIETIES**

Accounting & Finance

Computer Information Systems

International Business & European Affairs

Marketing

Management

### **ADVISOR**

Mr. G. Sainis

Ms.D.Makri, Ms. E. Vagianou

Ms. V. Sinanoglou

Ms. P. Sarantidou

Ms. E. Patra

### **E-MAIL**

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## **DEREE Announcements**

Check what's up on the **electronic board** in the main corridor, on **plasma TVs** around the campuses, on the **bulletin boards** on all the levels and the main corridor. Make it a habit to check the ACG website ([www.acg.edu](http://www.acg.edu)) and your acgmail daily.

## **Discounts**

Get information about the latest discount offers at the Student Success Center front desk for APC students, and the Academic Advising Office for DTC & JC students.

## **International Students**

Get the latest news regarding visas, residence permits, housing, roommates, and life in Athens through the Office of Study Abroad.

## **Lost & Found Service**

Lost items found anywhere at the Aghia Paraskevi Campus should be brought to the Student Success Center front desk. The staff in the office will log the items and attempt to locate the owner if there is any identifying information. Items that have not been claimed after one year from the time they were brought to the SSC will be donated to charitable organizations.

Lost items found anywhere at the Downtown Campus should be brought to the Reception.

## **Sports and Activities**

### **Physical Education Courses (credit & non credit)**

The schedule of courses, issued every semester and session, includes the available credit courses. The schedule for non-credit courses is issued by the Office of Athletics each semester and session.

## **Intercollegiate Athletics**

### **DEREE**

- Basketball (Men)
- Basketball (Women)

- Volleyball (Men)
- Volleyball (Women)
- Soccer (Men)

## **JUNIOR COLLEGE**

- Basketball (Men)
- Soccer (Men)

## **Intramural Sports**

- Beach soccer
- Inner tube basketball
- Chess
- 5X5 Basketball
- Ping pong
- Backgammon
- Swim meet
- 5X5 Soccer
- Tennis
- 3X3 Volleyball

*For more information please contact the [Office of Athletics](#) or visit the ACG website ([www.acg.edu](http://www.acg.edu)).*

## **Student Events**

Enjoy BBQ, live music and games celebrating the end of the academic year at Mayfest and join the traditional Thanksgiving Dinner. Meanwhile, explore the dozens of student –run activities ranging from bake-sales and karaoke to debating tournaments and lectures.

## **Volunteerism**

Make the difference in other people’s life by volunteering. Blood and bone marrow donors, social work, disaster relief, aid collection are some of the ways you can help out with. Find out more at the Office of Student Affairs.

## **Wellness Center**

### **Free Services:**

- Nutrition advice
- Fitness programs
- Health education
- Health care

*For more information please contact the [Office of Athletics](#) or visit the ACG website ([www.acg.edu](http://www.acg.edu)).*

## YOUR CAMPUS

### **Athletic Facilities**

#### **Outdoor**

- 50m eight-lane heated Olympic size **swimming pool**
- 400m synthetic-surface **track**
- **soccer field**, surfaced with synthetic turf
- four acrylic latex **tennis courts**

#### **Indoor**

- gym
  - 1 game court, used for intercollegiate matches
  - 2 cross courts, used for team practices and intramurals
- fitness center (provides muscular and cardiovascular equipment)
- 2 dance/aerobic studios
- climbing wall
- locker rooms

***Note:** All athletic facilities are open Monday through Thursday. For more information about operating hours, events and terms of use please contact The Office of Athletics or check the ACG website ([www.acg.edu](http://www.acg.edu)).*

### **ATMs**

Find one in the APC main corridor and one in the DTC reception area.

### **Chapel**

The Byzantine style College Chapel of Three Hierarchs is located on the Aghia Paraskevi Campus. Students may go there for meditation and quiet reflection at the hours posted. The chapel is available to students, alumni, faculty and staff for religious services, such as weddings and christenings.

### **Computer Facilities**

DEREE and Junior College students may use the computer facilities at the Aghia Paraskevi or Downtown Campuses.

The Aghia Paraskevi computer facilities are located in Room 102 (DC building), Room 1110 (CN building), and the Library until closing time. The Downtown Campus computer labs are located on the third level. Please check the schedule of operating hours outside each lab.

### **Food Services**

The Aghia Paraskevi Campus gives students a variety of food choices. There is a restaurant with a non-smoking section that offers fast food, soft drinks and salads, and a specialty coffee shop located at the Center for the Arts. At the Downtown Campus, a specialty coffee shop located on the ground floor, sells coffee, tea, soft drinks and snacks.

### **Green Campus – Environmental Awareness**

We protect the environment by using renewable sources of energy for our vehicles and natural gas for our heating system, keeping our energy consumption to the minimum. We also recycle whatever can be recycled, with bins located all over our campuses.

### **Student Lounges**

At the Aghia Paraskevi Campus, the Student Lounge is a non-smoking, quiet area with a large-screen TV/video, comfortable couches, round tables and a variety of board games. It offers students a place to relax, meet friends, play games, listen to music and watch television. The lounge is located in the upper level gymnasium at the Aghia Paraskevi Campus. Another Student Lounge, located in the Communications Building (3<sup>rd</sup> level) at the Aghia Paraskevi Campus, is mainly provided for group discussions and meetings. At the Downtown Campus there is an atrium on the ground floor, where students can meet and relax.

### **Visitors on Campus**

Students who plan to bring a visitor on campus are kindly requested to get prior permission.

Aghia Paraskevi Campus students must fill out the “Permission for Entrance to the Aghia Paraskevi Campus” form, found at the front desk of the Student Success Center or at the ACG website, at least 24 hours before the visit and obtain permission through the Student Affairs Office. The form must be finally submitted to the Student Success Center front desk.

Downtown Campus students must obtain permission through the Dean of Administration.

## **The Office of Academic Advising (AAO)**

Academic advising is one of the most important services offered to students. Frequent advising helps students to plan their academic career and avoid problems.

For DEREЕ students with 0-50 credits, students on probation and all Junior College students, a meeting with an academic advisor at the AAO is **required** prior to registration.

Generally, it is **recommended** that all students see their advisors during the semester often to discuss their academic programs or any academic matter that may concern them.

*For more information please contact the [Office of Academic Advising \(AAO\)](#) or visit the ACG website ([www.acg.edu](http://www.acg.edu)).*

## **The Office of Career Services (OCS)**

### **Individual Career Advising**

For students and alumni seeking employment opportunities and counseling for graduate studies, the Office of Career Services (OCS) provides advice and assistance.

### **Resource Center**

The OCS library contains a wide variety of job-search publications and information on careers, companies and graduate schools. The Office of Career Services (OCS) also offers computer access to the extensive resources available through the internet, as well as, assessment programs.

### **Placement Services Program**

The Office of Career Services schedules and coordinates on- and off-campus interviews with companies designing to fill full-time and part-time positions.

### **Career Programs/Events**

- Workshops
- Targeted Career Days
- Company Presentations
- Graduate Studies Presentations
- Deree College Career Forum

*For more information please contact the [Office of Career Services \(OCS\)](#) or visit the ACG website ([www.acg.edu](http://www.acg.edu)).*

## **Department Heads**

For students with 50 credits and above it is recommended to book an appointment with the Head of the Department of their respective majors, in

order to discuss their academic programs. This is especially important for students with 90 credits and above.

*For office hours please contact the [Student Success Center](#).*

### **Disabilities (parking, campus van, elevator)**

The Student Success Center (SSC) coordinates reasonable accommodations, which may be required for physically disabled or injured students. Specific services that include access to the elevator, to the handicapped parking and use of the campus van, are available to students to assist them to participate in the College on an equal basis.

### **Financial Aid**

Scholarships and grants are available to students who show academic promise and who demonstrate financial need. Incoming students should contact the Office of Admissions; continuing students should contact the Financial Aid Office. If interested, remember to check the announcements for important deadlines and check the website for the Financial Aid Brochure for more information about specific programs.

### **Health and Safety**

#### **The Aghia Paraskevi Campus**

For situations requiring immediate medical care, first contact the Student Success Center front desk (ext. 1333, 1334, 1326 – open: M-TH 08:00-21:00, F 08:00-20:00), who will inform the nurse at Pierce College (ext. 1193, M-F 08:30 to 16:00) or the nurse at Deree College (Student Lounge – Gym, ext. 1197, M-Th 15:00-19:00, F 14:00-18:00) Emergencies will be transferred to the nearest hospital on duty by ambulance.

#### **The Downtown Campus**

In case of accident, illness, or other emergency, call the Office of the Dean of the Downtown Campus at ext. 2501, 2502 between 11:00 and 21:00. Serious cases ambulance service 166 will be called.

#### **Accident Insurance**

The College provides accident insurance coverage for anyone injured while on campus. All accidents should be reported immediately to the Student Success Center or to the Dean of the Downtown Campus.

#### **College Community Health Center (APC Student Lounge)**

The center provides health programs for the College community. The students are invited to use the service to discuss health concerns or pick up health literature.

#### **Student Emergency Response Force (S.E.R.F.)**

The students of the team are trained in cardiopulmonary resuscitation and first aid, fire fighting, emergency evacuation and self-defence .SERFers also provide a Walk Service that is they escort students to their cars when they are

in need of assistance .They can be reached through the Office of Student Affairs (ext. 1365) for the Walk Service or any emergency.

### **Learning Difficulties**

Students with learning difficulties, such as dyslexia and attention deficit disorder, may be eligible for special accommodations such as extra time for examination-taking and/or oral examinations.

*For further information please contact the [Office of Academic Advising \(AAO\)](#).*

Students may also visit The Hallowell Center to get help and support. The Center offers proper and timely diagnosis as well as comprehensive treatment packages to assist further learning and proper academic and personal development.

*For more information please contact the [Hallowell Center](#) or visit [www.drhallowell.com](http://www.drhallowell.com)*

### **Ombudsperson**

The Ombudsperson helps students find equitable resolutions of matters which have not been resolved through other channels. All matters brought to the Ombudsperson are regarded strictly confidential and are not entered on student's records. The Ombudsperson carefully listens to student complaints or problems and negotiates solutions.

*For operating hours please contact the [Student Success Center](#)*

### **Personal Counseling**

For concerns such as living in unfamiliar surroundings, family distress, or peer relationships, or other personal factors that may affect academic performance, students may seek a counselor's help and make an appointment directly through the Office of Student Affairs.

## STUDYING AT DEREЕ

### **ACG Libraries**

DEREE - The American College of Greece Libraries consist of four distinct library units:

- **DEREE Library** (located at the Aghia Paraskevi Campus)
- **Downtown College Library** (located at the Downtown Campus)
- **Pierce College Library** (located at the Aghia Paraskevi Campus)
- **Special Collections** (located at the Aghia Paraskevi Campus)

### **Services**

- The ACG libraries provide state-of-the art services in beautiful, modern, relaxing settings and offer a wealth of print, audiovisual and electronic resources.
- The Media Center, located at the lower level of the Deree College Library, provides viewing and listening stations for audiovisual material.
- Self-service photocopying and printing are also available.

## **Use**

- All currently enrolled DERE and Junior College students are entitled to use the ACG libraries.
- Students must present a valid DERE or Junior College ID card in order to borrow library material.
- Students must clear any library obligations by the first week of the semester or session in order to be able to take out library material, pick up grades or transcripts, register online, participate in the Commencement Ceremony, or obtain their degrees.
- The library catalog and electronic resources are available through the library webpage. To access these resources off campus you must have a valid **USER ID** and **USER PIN** (for your PIN ask at the Student Success Center).
- A more detailed list of borrowing regulations is available at the circulation desk of each library.

All four libraries are open Monday through Friday. For more information about operating hours please check the library bulletin board or the ACG website ([www.acg.edu](http://www.acg.edu)). The libraries are closed during national holidays. Please note that Circulation and photocopy services end 15 minutes prior to closing time.

*Please remember that eating, drinking and smoking are not allowed anywhere inside the libraries.*

## **Blackboard (how to login)**

The Blackboard Learning System is a software application designed to enhance teaching and learning. It is used as a tool from instructors to build course materials online and engage with students in an interactive way.

### ***How can I access the Blackboard?***

To access blackboard please go to: <a href="http://www.blackboard.acg.edu">www.blackboard.acg.edu</a>
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Your blackboard account operates using a **Username** and a **Password**:

**Username:** s-the first character of your first name with the first character of your last name followed by your student ID number.

**Password:** your student ID number

### ***Example:***

GEORGE PONTITAS with College ID 163163 receives a USERID s-gp163163 and a PASSWORD 163163.

*For more information please contact the [Student Success Center](#) front desk*

## **Books**

College textbooks are only available at the *Eleftheroudakis bookstores* that are located near the Aghia Paraskevi and the Downtown Campuses. Used or second hand textbooks may also be found through the Ads Board.

## **Online Registration & Online Grades**

Students **register online** for courses and **view their grades** through the WEB using the **Campus Web**.

### *How can I access the Campus Web?*

- Obtain your **PIN** from the Student Success Center front desk.
- Go to [www.acg.edu](http://www.acg.edu) or directly to [www.campusweb.acg.edu/exweb](http://www.campusweb.acg.edu/exweb)
- Use your ID number as your User Name and your PIN as your Password.
- Once logged in navigate through the menu by clicking on the tabs at the top of the page.
- Log off when finished.

Students choose courses four times a year through the WEB (before each semester/session) after following detailed instructions.

*For more information please contact the [Student Success Center](#)*

## **Payments**

Cashier's office is available daily at the Student Success Center (APC), from 9 a.m. to 5 p.m. and at the 5<sup>th</sup> level of the DTC, from 10 a.m. to 6 p.m. Payments by credit card are accepted until 4:30 p.m. and 5:30 p.m. respectively.

## **Photocopy Services**

The photocopying services, located in Room 500 at the Aghia Paraskevi Campus provide students with course packets on reserve (supplementary reading for students). Three self-service photocopiers are also available for students in the College. Copy cards may be purchased from both circulation desks.

## **Transcripts, Certificates**

- Students may request an official or an unofficial transcript through the Student Success Center front desk or through the DTC Registrar's Office. Official transcripts are mailed directly to the university or employer; whereas, unofficial ones are issued to the students upon request after checking their ID card.
- Students may also request a certificate through the SSC front desk (for APC students) and through the DTC Registrar's (for DTC students), regarding their status at the College, English proficiency, etc.

## **The Writing Center**

If you need help to improve your academic performance, make an appointment with the experienced faculty of The Writing Center (both at Aghia Paraskevi and the Downtown Campuses). The Center assists students - through one-on-one meetings – through all stages of the writing process (generating ideas, outlining, writing, and revising). In addition, students receive help with research skills, study skills, oral presentations, effective language use, and applications for graduate studies. Please check the announcement boards to find out the operating hours.

## **STANDARDS OF CONDUCT**

Academic institutions are dedicated to the promotion of learning and scholarship. To achieve this, they must provide optimal conditions under which learning can take place.

Outlined in the following pages are student rights and responsibilities, as well as a description of unacceptable behavior that may result in disciplinary action.

## **Student Conduct**

Among the conditions conducive to learning are those that allow the members of the academic community to exercise academic freedom and safeguard their right to freedom of expression and responsible action. To fulfil their educational purposes, academic institutions set standards of conduct for their students and exercise their disciplinary authority against activities that are in conflict with the school's educational goals.

Deree College and Junior College endorse the right of all students to freedom of expression in every aspect of their lives, both as students and as members of the larger community. In the classroom, they are encouraged to exercise free inquiry and are helped to develop their capacity for critical judgment. Outside the classroom, they may organize activities and join associations to promote their common interests. Confidentiality of records is protected through established administrative policies, as is the right to a fair hearing and appeal in all matters of judgment relating to academic performance and personal conduct.

## **Student Responsibilities:**

- Students must keep the Office of the Registrar informed of their current address and telephone number, both local and permanent, and report any changes.
- Students are expected to maintain a personal appearance and behavior appropriate for an academic institution and an educational environment.

- Students must maintain the College premises in neat working order by using the facilities with due respect, by discarding all refuse in the appropriate receptacles provided, and by handling College equipment and educational materials with care.
- Students are required and encouraged to use English in all their official communications, written and oral, with members of the College community.
- Students are expected to respect the rights and privileges of others and to exhibit conduct, both inside and outside the classroom, becoming of a student in both manner and attitude. To this end, the College has developed its own standards for student conduct as well as procedures for disciplinary action.

## **Unacceptable Behavior:**

### **Alcoholic Beverages**

Possession or consumption of alcoholic beverages by students is prohibited on campus.

### **Assault**

Any violent action or threat of such action is prohibited as being destructive of order and a violation of personal liberty.

### **Breaches of Academic Integrity**

Students violate the principles of academic integrity when they give or receive improper help during tests or examinations, and when they plagiarize. For details of these offences and resulting penalties, please see "Academic Integrity" in the Handbook.

### **Demonstrations**

Actions by individuals or groups involving threat or use of physical force, which obstructs or prevents other members of the College community from carrying out their work or studies, are considered destructive and contrary to the concept of a free society.

Interference with entrances or exits to buildings or other College facilities, as well as causing disturbances in classes and to other areas of the College is prohibited.

### **Eating and Drinking**

Food or beverages are not allowed in the classroom at any time.

### **Falsification of records**

Forging or altering of College documents or records (e.g. change-of course forms, clearance slips, report cards, grade books, etc.) is prohibited.

### **Gambling**

Gambling is not allowed on the College campuses. Certain card games such as bridge, are permitted as a regularly scheduled activity of a club, which is officially recognized by the Office of Student Affairs.

### **Illegal Drugs**

The possession, sale, or use of illegal drugs is strictly forbidden by Greek law. Students found using, selling, or in possession of illegal drugs will be dismissed from the College. In addition, the College is obliged to report such incidents to the proper authorities.

### **Loitering**

Loitering around the Pierce College premises or violating established College hours of operation is prohibited.

### **Misrepresentation to an Instructor or to College Authorities.**

Misrepresentations, such as the following, are prohibited:

- Furnishing false identification or information to the College or to College authorities with the intent to deceive or falsely identify another person.
- Refusing to identify oneself or show proper identification to any official or member of the College staff who has properly identified himself or herself.
- Representing the College without specific prior written consent of the approved College officials

### **Smoking**

Smoking in instructional and recreational areas is prohibited at all times on the Aghia Paraskevi Campus. These areas are: classrooms, auditoriums, restrooms, offices, the gymnasium, the student lounge, the tennis courts, the pool patio, the locker rooms, and the library.

Smoking is prohibited in the following areas of the Xenias and Sinopsis Street buildings: the lobby, corridors, classrooms, auditoriums, restrooms, stairwells, offices, elevators, the cafeteria, and the balconies designated as smoke free.

Ashtray stands are located in smoking areas and the entrances to all buildings.

### **Theft**

Theft or unauthorized use of personal or College property and possession of stolen property is prohibited.

### **Use of College name and Emblem**

The College name and emblem, or any part thereof, shall not be used by any student or group of students in connection with any public performance or for any other purpose except as authorized by the Office of Student Affairs.

### **Vandalism and Interruption of College Operations**

Acts of destruction, e.g. damaging, misusing, or defacing of property, committed deliberately or in disregard of the possible harm to others, are prohibited.

Interruptions to the operation of the College by false fire alarms, bomb threats, and the like are prohibited.

## Academic Integrity

Beyond student conduct practices listed earlier, which are of a more general nature, academic integrity involves pursuing knowledge in an ethical manner by upholding five fundamental values: honesty, trust, fairness, respect and responsibility.

As a student, you are expected to do your work in a manner that exhibits your commitment to your coursework and to others in the academic community. All members of the College community are expected to act under the same guiding principles. Doing so allows the institution to function in a manner that is conducive to learning, and students play their part by ensuring that such an environment is maintained and preserved by upholding these values.

Honesty is the basis of commitment to academic integrity. You demonstrate your commitment to the other four values (trust, fairness, respect and responsibility) by refusing to take advantage of other students or to become involved in practices considered inappropriate by the institution. Academic dishonesty may be broadly defined as any act designed to give unfair academic advantage to the student. Most often such acts are commonly understood and cannot, in any case, be listed here exhaustively. The following examples represent basic types of academic dishonesty that are totally unacceptable in a college community:

- 1. Cheating:** using unauthorized notes, study aids, or information in an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- 2. Plagiarism:** submitting material that, in whole or in part is not entirely one's own work without attributing those same portions to their correct source, whether from a text, article, interview or Internet site, including Web Paper mill sites, and attempting to pass off that material as one's own. Nowadays, the ease with which material can be reproduced from Internet sites and other electronic forms adds a further challenging dimension. "Cutting and pasting" source information, for example, is not permissible even if attributed because it may not indicate how that information is meaningful to the student as writer, nor how it contributes to one's general understanding of the material.
- 3. Fabrication:** falsifying or making up information, data or citations; presenting data that were not gathered in accordance with standard

guidelines defining the appropriate methods for collecting or generating data, and failing to include an accurate account of the method by which the data were gathered or collected.

4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaboration on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another students' academic work; (f) submitting the same piece of original work to satisfy another class.
5. **Aiding and Abetting Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
6. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official document, grade report, letter of permission, petition, drop/add form, ID card, or any other College document.
7. **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use of availability of computer systems or information.

Advancement of knowledge for any student or professional can only be ensured by high standards of integrity. Therefore, students should not compromise their personal integrity by violating the academic integrity values and guidelines.

<b>Disciplinary Action:</b>
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Violations of College rules and regulations are considered as major or minor depending upon the severity of the violation.

Penalties range from verbal or written warnings to suspension or dismissal from the College. If a student's misconduct results in a violation of both College regulations and Greek criminal law (such as possession, use, or sale of illegal drugs, theft, or vandalism), the student may face both the College's judicial mechanism and Greek criminal law proceedings.

The administration of the College's regulations on conduct is carried out by the Academic Deans and the Committee on Standing and Conduct. Minor

offenses are handled directly by the Academic Deans; major offenses are referred to the Committee on Standing and Conduct.

## **Committee on Standing and Conduct**

The Committee on Standing and Conduct is an administrative committee appointed by the President of The American College of Greece. It consists of seven members from both the faculty and administration, and two students, with full voting rights, appointed by the Student Government.

Charges against any student for violating academic ethics, or for unacceptable behavior may originate from any source: a faculty member, a staff member, an administrator, a fellow student, or from the College community at large. Charges are brought to the attention of the committee, in writing via the Academic Deans.

### **Hearing Procedures:**

The committee chair, within three school days of receipt of a written charge, will call a meeting of the committee. The purpose of the meeting is to conduct hearings on complaints and charges made against the student, to render judgment, and to recommend to the President of the College or the President's designee appropriate action.

The chair informs the students, in writing, of the charges made against them, reminding the students of their right to come to the hearing alone or with another person (a faculty member, a fellow student); to answer questions, present evidence, and introduce any witness(es) against the charge; and to cross-examine any witness(es). The students presence at the hearing is mandatory.

The chair also notifies the person making the accusation, in writing, of the time and place of the hearing and of his or her obligation to be present, to introduce witnesses, and to cross-examine the student's witnesses.

### **Penalties:**

The following are the types of penalties that may be imposed on the offenders:

#### **1. Letter of Warning**

The student will be warned in writing that his/her behavior has been found unacceptable and that a recurrence of the offending behavior will result in more serious action. The warning will be placed in a temporary file in the Offices of Academic Deans.

#### **2. Attendance at workshops**

Depending on the offense, the student may be required to attend educational workshops related to the violation

### **3. Suspension**

For serious offenses, the student's relationship with the College will be discontinued for a specified period of time, usually until the end of the semester or session. Such a penalty becomes part of the student's permanent record at the College, unless otherwise decided by the Committee on Standing and Conduct.

### **4. Dismissal**

For serious offences, the student's relationship with the College will be terminated. The student will be denied the right to apply for readmission. This penalty also becomes part of the student's permanent record at the College.

### **Appeals:**

Within three school days following receipt of the decision on disciplinary action, the student has the right to appeal the decision to the President of the College or the President's designee.

### **Harassment:**

The American College of Greece is committed to providing an environment where there is absolute respect for the individual and support for educational endeavors.

Sexual harassment or other forms of non-consensual sexual activity is considered a serious offence by College standards and will be dealt with by the College's Committee of Standing and Conduct and/or the Greek authorities.

### **Non Discrimination Policy:**

The American College of Greece- Deree College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs.

## LIVING IN ATHENS

### **Accommodation**

There is a housing list available at the Student Success Center front desk for students looking for apartments to rent (located mainly in the Aghia Paraskevi and downtown areas).

### **Athens Area Telephone Directory – Key Public Services**

<b>AIDS Hotline</b>	tel. 210 7222222
<b>Airlines Schedules</b>	tel. 14944
<b>Blood Transfusion Center</b>	tel. 210 2410000
<b>Bus and Metro Information (ΟΑΣΑ)</b>	tel. 185
<b>Citizen Service Center (ΚΕΠ)</b>	tel. 1500
<b>Electric Railways (ΗΣΑΠ)</b>	tel. 210 3248311
<b>Emergency Police</b>	tel. 100
<b>Emergency Psychological Support</b>	tel. 197
<b>Fire Brigade (Emergency)</b>	tel. 199
<b>First Aid Station (ΕΚΑΒ)</b>	tel. 166
<b>Hospitals/Doctors on Duty</b>	tel. 14944
<b>Interurban Bus Terminals Schedules (ΚΤΕΛ)</b>	tel. 14944
<b>Medical Information Services (Greek-English)</b>	tel. 210 8983146
<b>OTE Information (telephone inquiries)</b>	tel. 11888
<b>Pharmacies on Duty</b>	tel. 14944
<b>Poisoning Treatment Center</b>	tel. 210 7793777
<b>Port Emergency Police</b>	tel. 108
<b>Road &amp; Rail Communications - Train Schedules (ΟΣΕ)</b>	tel. 1110
<b>Shipping Schedules</b>	tel. 14944
<b>Suburban Railway (Proastiakos)</b>	tel.210 5272000

Traffic Police (Athens) tel. 210 5284000  
Traffic Police (Aghia Paraskevi) tel. 210 6655770

**Banks** (Major)

**Close to APC**

**ALPHA BANK**

44-46 Agiou Ioannou Street, Aghia Paraskevi tel. 210 6011753

**EMPORIKI BANK**

3 Stratigou Tompra Street, Aghia Paraskevi tel. 210 6009360

**EUROBANK**

45 Agiou Ioannou Street, Aghia Paraskevi tel. 210 6006600

**HSBC**

50 Agiou Ioannou Street, Aghia Paraskevi tel. 210 6013583

**NATIONAL BANK**

8 Heroon Polytechniou & Giavasi Street, Aghia Paraskevi tel.210 6080051

**PIRAEUS BANK**

40 Agiou Ioannou Street, Aghia Paraskevi tel.210 608584

**Close to DTC**

**ALPHA BANK**

56 Kifisias Avenue, Ampelokipoi tel. 210 6995181

**EMPORIKI BANK**

159 Michalakopoulou Street, Ampelokipoi tel. 210 7488101

**EUROBANK**

82 Kifisias Avenue, Ampelokipoi tel. 210 6930146

**HSBC**

109-111 Mesogeion Avenue, Ampelokipoi tel. 210 6960000

**NATIONAL BANK**

2 Kifisias Avenue, Ampelokipoi tel.210 7727263

**PIRAEUS BANK**

28 Xenias Street, Ampelokipoi tel.210 7712543

## **Radio Taxi**

<b>Athina - 1</b>	tel. 210 9217942
<b>Apollon</b>	tel. 210 3636508
<b>Asteras</b>	tel. 210 6144000
<b>Hellas</b>	tel. 210 8014000
<b>Enotita</b>	tel. 210 6459000
<b>Express</b>	tel. 210 9943000
<b>Ikaros</b>	tel. 210 5152800
<b>Kifissia</b>	tel. 210 8084000
<b>Parthenon</b>	tel. 210 5323300
<b>Protoporia</b>	<b>tel.</b> 210 2221623

## **Things to Do close to APC**

### **Eat out – take away**

<b>“Applebee’s”</b>	
42 Aghiou Ioannou Street, Aghia Paraskevi	tel. 210 6396202
<b>“DROSOPIGI”</b>	
Aghiou Ioannou & Artemidos, Aghia Paraskevi	tel. 210 6010611
<b>“Noodle Bar”</b>	
3 Korai Square, Aghia Paraskevi	tel. 210 6537177
<b>“PASTERIA (LA)”</b>	
19 Aghiou Ioannou Street, Aghia Paraskevi	tel. 210 6019975
<b>“PIZZA HUT”</b>	tel. 18118
<b>“PITA PAN”</b>	
Aghiou Ioannou & Giavasi, Aghia Paraskevi	tel. 210 6001604
<b>“ROMA PIZZA”</b>	tel. 210 6390028
<b>“TSAK”</b>	
3 Aghiou Ioannou, Aghia Paraskevi Square	tel. 210 6000500

## Cinemas

### **“AIGLI”**

98 Pentelis Avenue, Chalandri tel. 210 6841010

### **“CINE CHOLARGOS”**

232 Mesogeion Avenue, & Ventouri Street, Cholargos tel. 210 6525122

### **“ODEON KOSMOPOLIS – MAROUSSI”**

73 Kifisias Avenue, Aghios Thomas, Maroussi tel. 210 6786000

### **“VILLAGE 15 CINEMAS @ THE MALL”**

Andrea Papandreou Street (near Attiki Odos), Maroussi  
(Neragiotissa train station) tel. 210 6104100

## Things to Do close to DTC

## Eat out – take away

### **“APPLEBEE'S”**

190 Alexandras Avenue & D. Soutsou, Ampelokipoi tel. 210 6459805

### **“DON GIOVANNI”**

8 Timoleonos Vasou, Ampelokipoi tel. 210 6430464

### **“PASTERIA (LA)”**

213 Alexandras Avenue & 1 Pouliou Street, Ampelokipoi tel. 210 6401480

### **“PECORA NERA”**

158 Sevastoupoleos Street, Ampelokipoi tel. 2106914183

### **“TGI FRIDAY'S”**

Kifisias Avenue & Alexandras Avenue, Ampelokipoi tel. 210 6475417

## Cinemas

### **“AABORA”**

180 Ippokratous Street, Ampelokipoi tel. 210 6423271

### **“ATHINEON NESCAFE”**

124 V. Sofias Avenue, Ampelokipoi

tel. 210 7782122

**“DANAOS”**

109 Kifisias Avenue, Ampelokipoi

tel. 210 6922655

**“GALAXIAS”**

6 Mesogeion Avenue, Ampelokipoi

tel. 210 7773319

**“NIRVANA Cinemax”**

192 Alexandras Avenue, Ampelokipoi

tel. 210 6469398

**“ODEON ZINA”**

74 Alexandras Avenue, Ampelokipoi

tel. 210 6422714

## TOWARDS GRADUATION

### **Alumni Relations**

All students, upon graduation, are automatically enlisted in the alumni database without fee and for life. They are entitled to selected privileges and services, including participation in alumni events, etc. Stay connected with your College through your student acgmail account that you can keep for life!

### **Awards Night**

A ceremony held during the week of commencement that recognize excellence in student and co-curricular life.

### **Commencement Ceremony**

With exhilaration, hats in the air, crowds cheering in the stadium, the graduating class, parents and friends celebrate the successful completion of studies and the beginning of their lives as graduates.

### **Graduation Party / Prom**

The Student Government welcomes the graduating class and their friends on campus for one last time as students during the Prom, where they can all toast to wonderful memories and a bright future.

### **Graduation Procedure**

All graduating students must fill out the necessary application form, clear their outstanding balance (if any), pay the graduation fee in the Cashier's Office, and have their photo taken for the Yearbook, within the deadline announced during each semester/session, and finally submit their paperwork at the SSC or the DTC Registrar's Office.

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