

A GUIDE TO CAMPUS SERVICES FOR STUDENTS





ABOUT

Campus Services delivers services designed to create a simple and enjoyable experience to ensure that you can focus on achieving success.

You likely spend a large amount of your day on campus; as such this guide has been created to help you navigate the many services available to you. From ensuring your AC Card is ready for pickup, to carefully crafting the meal that you share with your peers, Campus Services is here to enhance campus life. Our services include:

Food & Conference Services

Parking, Lockers & Card Services

Print Services

Retail Services

Course Material Services

Residence Services



AC CARD & U-PASS

THE ONLY CARD YOU NEED ON CAMPUS

Your AC Card (student identification card) can be used to:

- | | |
|------------------------------------|-----------------------------------|
| Access labs & rooms | Borrow equipment, rooms & more |
| Eat on campus using your meal plan | Save \$ both on & off campus |
| Shop & pay on campus | Identification for exams & more |
| Print on campus | Form of payment for peer tutoring |

AC CASH VERSUS MEAL PLANS

Your AC Card has two accounts; a meal plan account and an AC Cash account. What's the difference? **AC Cash** accounts are used to spend money on campus wherever AC Cash is accepted. **Meal plan** accounts are used for food only. Visit page 7 for more details on meal plans.

FUNDING THE LIFESTYLE

It's easy to add funds to your AC Cash account! You, family members, parents, guardians or friends can add to your account in a few easy steps:

1. Visit algonquincollege.com/accard
2. Click on "My AC Card Account"
3. Select "AC Account Login"
4. Choose "Parent" or "Student" in the login box
5. If you chose "Student", enter your student number & PIN. If you chose "Parent", enter the student number & last name
6. Select the "Add Money Tab"

PRO TIPS

- There are NO service charges or transaction fees for using AC Cash on campus.
- You can also load funds onto your AC Cash account at one of five self-service loading kiosks on campus.
- When logging into your account for the first time, your PIN is your date of birth in the following format yyyyymmdd (e.g. 19961125).

U-PASS

The U-Pass is a universal transit pass that provides unlimited travel on both OC Transpo and STO routes. The cost of a U-Pass is included in fees for full-time students. To find out more about U-Pass eligibility, how to get a U-Pass and Frequently Asked Questions, visit algonquincollege.com/upass

GETTING AN AC CARD/U-PASS

1. Login to ACSIS to obtain your network username and password.
2. Using your network credentials, log in to acphoto.algonquincollege.com to submit your photo online for your AC Card and U-Pass online.
3. Be sure to pay your tuition or defer your fees.
4. Check your email! You will receive an email to notify you that your card(s) are ready for pickup.
5. Visit algonquincollege.com/accard to view pickup times and locations!

ONE PASS, MAKE IT LAST!

Make sure to hang on to your U-Pass from term to term. We will notify you through your student email when you are eligible to renew your U-Pass.

- To renew your U-Pass, visit the tap machines located in E120 to tap your card!
- If you are a returning student and already have an AC Card, you don't need a new one!
- Visit algonquincollege.com/accard to watch a step-by-step online photo submission video!



FOOD SERVICES

LET SOMEONE ELSE COOK

Are you on campus the majority of your day? Avoid cooking, meal prep and cleanup by purchasing a meal plan! Meal plans allow you to choose from an array of meal options including daily features, vegan, vegetarian, halal and gluten aware options.

Benefits of purchasing a meal plan include:

Saving Money | Save up to 13% every time you make a purchase.

Faster Service | Tap & go at checkout.

Less Hassle | No need to carry cash - balances can be easily reloaded online. Balances can also be checked online or by looking at your receipt.

Choice | With nine food service locations across campus, you are never far from your next snack!

Quality Food | Food is prepared fresh daily on-site using top quality ingredients.

Dietary Accommodations | Each location has a variety of menu items that accommodate a range of dietary constraints. Food Services locations use symbols to identify vegan, vegetarian, halal and gluten aware items.

Security | Meal plans can be easily put on hold if your card goes missing.

LOCATIONS THAT ACCEPT MEAL PLANS

Bits n' Bytes¹

Booster Juice¹

Marketplace Food Court

Observatory¹

Portable Feast¹

Starbucks*

The Fix Eatery

Tim Hortons¹

35th Street Market Café

Wolves Den*

For a description of each Food Services location, visit page 12 of this booklet.

¹Opening during the Fall 2022 term.

*Starbucks, the Observatory and Wolves Den are owned and operated by the Algonquin Students' Association.

MEAL PLANS 101

Meal plans work on a declining balance system using your AC Card. Purchasing and using your meal plan is as easy as 1, 2, 3!

1. Purchase & load funds to your meal plan online at onlineplan.algonquincollege.com
2. Present your AC Card at checkout.
3. Tap your card to pay!

Balances can be checked anytime by visiting onlineplan.algonquincollege.com, or by asking for a receipt. If you purchase the two-term Residence meal plan, any food dollars above the commitment left on your account will be carried over to the following term. Campus meal plans can be used in any term.

For more details, visit algonquincollege.com/foodservices



- Students living on campus can expect to spend approximately \$22-\$35 per day in meals.
- There are NO service charges or transaction fees when using meal plans on campus!





CAMPUS MEAL PLANS


Campus meal plans are purchased by loading funds in any denomination onto your AC Card. Save up to 5% on purchases at all Food Services locations with the exception of Booster Juice and Tim Hortons.

RESIDENCE MEAL PLANS (2022-2023)

Residence meal plans are purchased by term and are the best value for your money, as you can save up to 13% every time you purchase a meal.

All students living in Residence can purchase a Residence meal plan. **The two-term meal plan** is mandatory for students living in Residence for the first time. A minimum of \$2,500.00 must be spent within two terms.

For more details on meal plans, visit algonquincollege.com/foodservices

PLANS	1 TERM	2 TERM
LIGHT	\$1,250.00	\$2,500.00
 REGULAR	\$1,796.00	\$3,592.00
PREMIUM	\$2,255.00	\$4,510.00



- Lost or missing AC Card? Deactivate your card online at algonquincollege.com/accard or report directly to Card Services immediately to freeze your account(s).
- You can purchase a Residence meal plan even if you live off campus!

PARKING & LOCKER SERVICES

LOCK IT

You can rent a locker once your timetable is available on ACSIS by logging into your ACSIS account or visiting Parking, Card and Locker Services in E120 (Student Commons) during business hours.

SUSTAINABLE TRANSPORTATION

Parking Services is proud to support a variety of methods of sustainable transportation including:

U-Pass program

Bike racks (700+ bike parking spots on campus)

Car sharing with VRTUCAR

Carpool program

Electric vehicle charging stations

Self-serve bike repair stations



- You can choose a locker near your classes on ACSIS!
- If you purchase a Lot 8 permit, you can park in Lot 9. If you purchase a Lot 9 permit, you can park in Lot 12.
- You can Park, Pay & Go using the Honk Mobile app!
- MultiPacks can be purchased using the Honk Mobile app, and save you 10% on a pack of 10 daily parking passes, when pre-paid. MultiPacks are available for lots 8, 9, 10 and 12. (limited availability)



PARKING RATES (2022-2023)

LOT	MONTHLY	ANNUAL	PARK, PAY & GO
RED (LOT 8)	\$165.00	ANNUAL \$1009.00 WINTER \$1030.00	--
GREEN (LOT 9)	\$121.00	ANNUAL \$736.00 WINTER \$753.00	--
BLACK (LOT 10)	\$165.00	ANNUAL \$1009.00 WINTER \$1030.00	\$4.00/HOUR
RESIDENCE (LOT 11)	\$172.00	\$1023.00	\$4.00/HOUR
ORANGE (LOT 12)	\$131.00	--	\$10.00/DAY
1, 5, ACCE, C, E, P & N	--	--	\$4.00/HOUR
VISITOR PARKING (LOT 7)	--	--	\$4.00/HOUR \$18.00/DAY

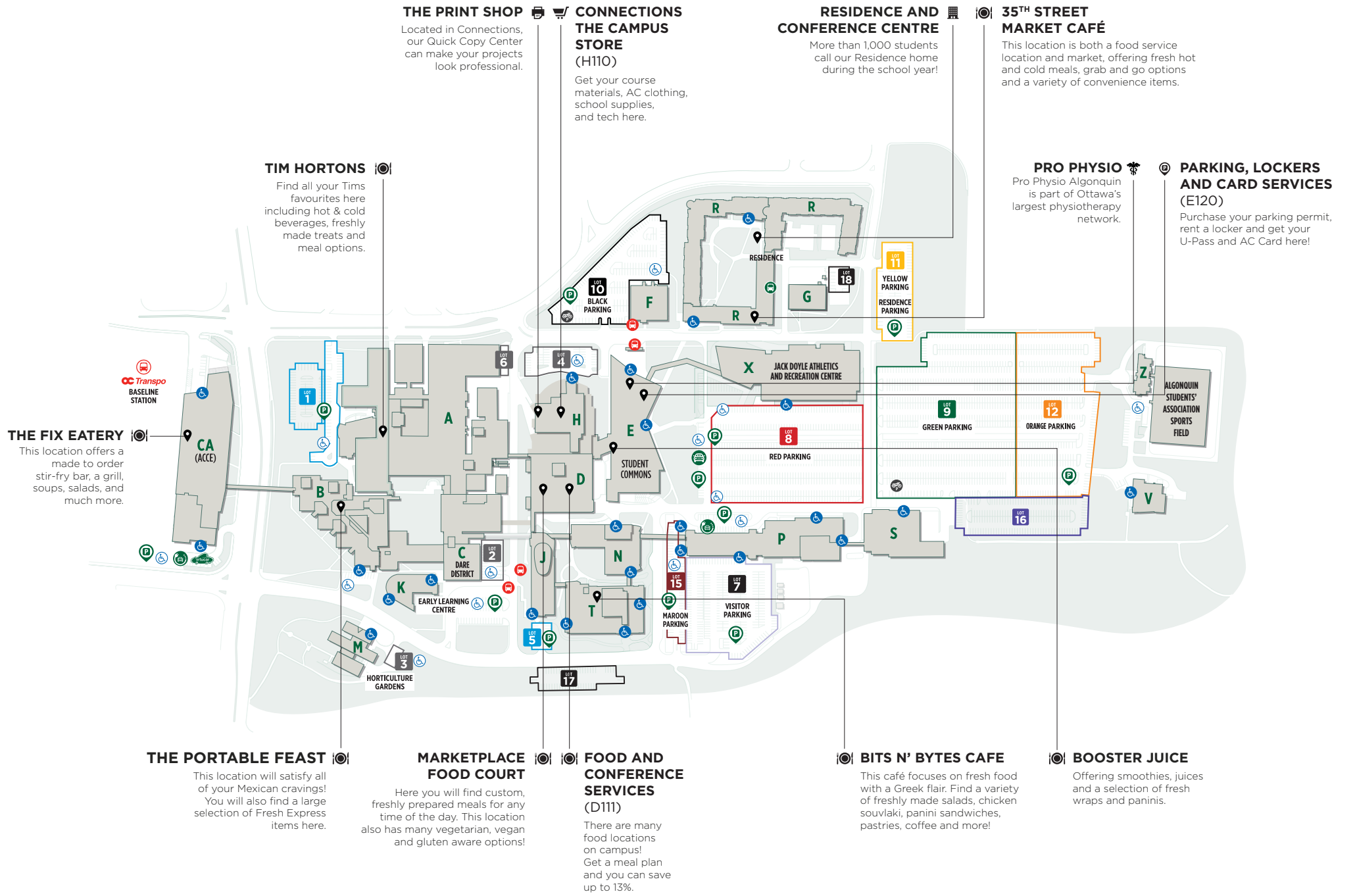
EVENING & WEEKEND RATES AFTER 5 P.M.

LOT	DAILY EVENING	WEEKLY EVENING	MONTHLY EVENING	TERM EVENING
8, 9, 10 & 12	\$5.00	\$6.00	\$24.50	\$95.00

MULTIPACK (10 PASSES AT 10% OFF) RATES

LOT	DAILY RATE	DAILY RATE WITH MULTIPACK	MULTIPACK TOTAL PRICE
8/10	\$12.00	\$10.80	\$108.00
9/12	\$10.00	\$9.00	\$90.00

For more details on parking, visit algonquincollege.com/parking
Prices displayed are inclusive of all fees and charges.



COME VISIT US!

FIND US | [#ACSpirit](#)

PRINT SERVICES

PRINT, COPY, SCAN – OH YEAH!

The College FindMe Printers allow you to print, copy and scan at a variety of locations across campus. To send your document to a FindMe printer on campus:

1. Print from library and lab computers using the FindMe Printer driver.
2. Install and use the Mobility Print driver on your mobile device.

Once you have sent a document to print, you can choose to print to FindMe printers located in labs, common areas, classrooms and hallways. On FindMe printers, simply tap your AC Card to release your print job.

MOBILITY PRINT

Mobility-Print is an easier way to print from your phone, tablet or laptop. With Mobility-Print you can print your document directly from your device then tap your AC card on a campus printer to start printing. Before printing from your device, be sure to check your available print balance and add AC Cash if needed.

Your Algonquin College username & password are your login credentials for printing on campus.

PRINT BALANCE

Full-time students who have paid the full IT Fee receive a \$10 Print Balance at the start of each term. Print balances are non-refundable and do not roll over into future terms. Don't have a print balance? You can still print by adding funds to your AC Card.

For more details on student printing, visit algonquincollege.com/studentprint



- You must be on the campus AC Secure network to print.
- You can print from Windows, Macintosh, Android or iOS!
- There are 85+ printers located across the Ottawa campus.
- Select printers on campus print in colour and carry various sizes of paper. Visit algonquincollege.com/studentprint to use the interactive Google printer map to find a printer near you!

THE PRINT SHOP AND THE PRINT SHOP ONLINE: PRINTING MADE EASY

The Print Shop and the Print Shop Online offers a suite of print products and professional services designed to support you with assessments and personal projects. With state-of-the-art equipment onsite, your vision is our mission. General services include:

Digital black & colour printing

High volume printing

Print on Demand and short run printing

Bindery & finishing

Wide format printing, banner stand & display printing

Signage and wayfinding

Student business cards (Algonquin College branded & custom)

Poster board mounting

Laminating

Print production consultation & support

The Print Shop is conveniently located within Connections: The Campus Store (H110)
For more details on The Print Shop, visit algonquincollege.com/printshop



RESIDENCE

WELCOME HOME

Residence offers everything you need to make your college experience the best it can be. From convenience to events and all-inclusive fees, the Residence environment is conducive to student success.

RESIDENCE LIFE

Living in Residence is a lifestyle and you have the power to shape your academic journey beyond the classroom. By living in Residence, you are able to experience what a true community has to offer. Hone in on your leadership skills by joining Residence Council or kick back and relax at one of the Residence Life events. Your experience is what you make it!

AMENITIES

Each suite features two separate fully-furnished bedrooms, a shared bathroom and a shared kitchenette. Check out your future home by visiting virtualtour.algonquincollege.com/algonquin



RESIDENCE RATE CHART (2022-2023)

TWO TERM ACADEMIC YEAR	THREE TERM ACADEMIC YEAR
Option 1: Full Payment (Save \$150.00) \$500.00 due on acceptance \$7,770.00 due on July 15, 2022 Total Residence Fees = \$8,270.00 + Meal Plan	Option 1: Full Payment (Save \$150.00) \$500.00 due on acceptance \$10,650.00 due on July 15, 2022 Total Residence Fees = \$11,150.00 + Meal Plan
Option 2: Split Payment (Admin Fee) \$500.00 due on acceptance \$2,000.00 due on July 15, 2022 \$3,000.00 due on September 20, 2022 \$2,920.00 due on January 20, 2023 Total Residence Fees = \$8,420.00 + Meal Plan	Option 2: Split Payment (Admin Fee) \$500.00 due on acceptance \$2,000.00 due on July 15, 2022 \$3,000.00 due on September 20, 2022 \$2,920.00 due on January 20, 2022 \$2,880.00 due on April 15, 2023 Total Residence Fees = \$8,420.00 + Meal Plan

To learn more about Residence and apply, visit algonquincollege.com/residence



- The Roommate Portal opens the first week of August - check your email inbox for a notification!
- There is space under the bed for storage bins!
- Customize your room! 3M hooks are permitted in rooms to hang your artwork and decorations.
- Applications for Residence are processed on a first come, first served basis.

RETAIL SERVICES

THE CAMPUS STORE

Connections: The Campus Store provides you access to all required course materials and more! With a large variety of items, you can shop in-person during store hours or 24/7 online at thecampusstore.ca

Our knowledgeable staff are available to support with:

- Course Materials
- Technology & accessories
- School supplies
- Backpacks
- AC branded clothing & giftware
- Custom program hoodies
- & much more!



- Custom Hoodie Week takes place for one week each term. During this time, NO minimum orders are required! Visit thecampusstore.ca/customhoodie for details!





COURSE MATERIAL SERVICES

Course Material Services is your go-to for all course required items & kits and digital & print resources. The team is dedicated to ensuring all required resources are available to you!

GETTING YOUR COURSE MATERIALS WITH BOOKLIST

Booklist is a feature on The Campus Store website that provides students with a custom list of textbooks needed for their courses.

Your Algonquin College network username and password are your access credentials for Booklist. These can be found in ACSIS, once available. Once you have your network username and password, you will be able to view your Booklist for the upcoming term.

Your Booklist can be accessed on The Campus Store website. Learners also have the choice to purchase either a print or digital format for every book, where available.



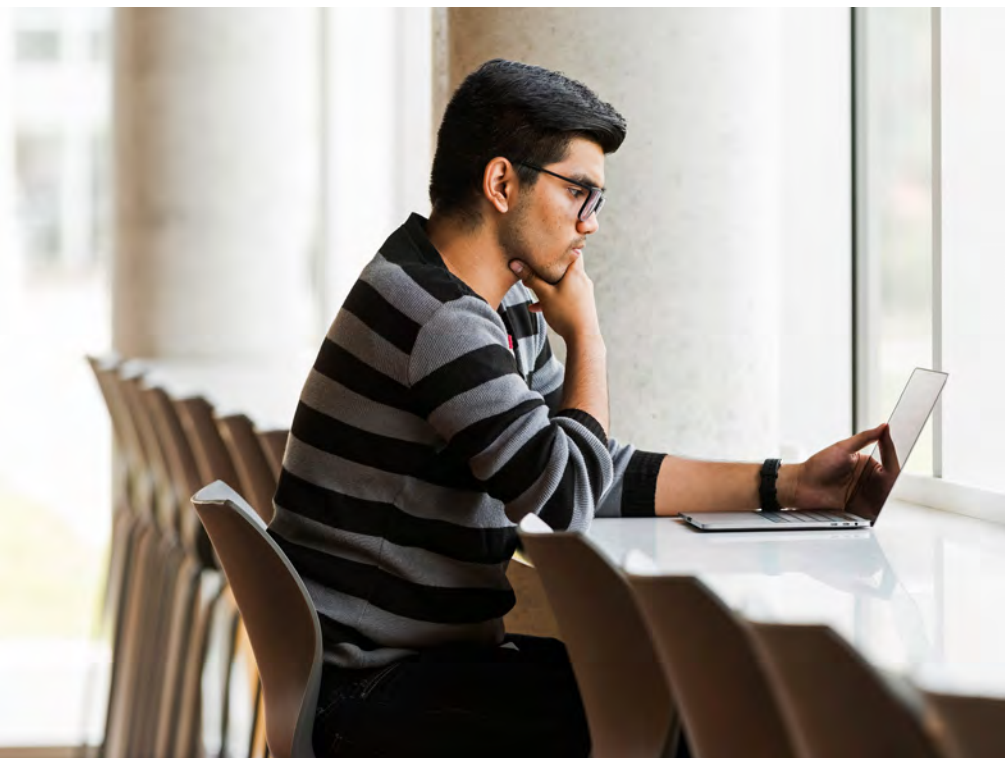
- If you choose to purchase online, our Click & Collect service makes getting your books easy. When checking out, choose Click & Collect as your shipping method. Your order will be ready for pickup in-person during business hours at Connections: The Campus Store within 24 hours!



IF YOU KNOW, YOU KNOW...

POSTED

There are approximately 50 General Interest Posters boards at the Ottawa campus. These boards can be used to announce special events, activities or programs scheduled on-campus by recognized groups at Algonquin College. All notices and/or posters are to be submitted for approval and stamping at The AC Hub (2nd Floor, E Building) five (5) business days prior to posting.



GET SOCIAL

We want to feature you on our pages! Use #ACSpirit or #ACFood to tag us in your photos. Show off your AC gear, food or your life on campus for a feature.

CAMPUS SERVICES GIVES

We partner with you to support your initiatives through Campus Services Gives. If you would like your initiative or event to be considered for this program, visit algonquincollege.com/campuservicesgives and fill out a form at least ten (10) business days prior to your request deadline.

WORK IT OUT

Campus Services employs 100+ students each year. For more details on working with us, visit algonquincollege.com/campuservices





FIND US | #ACSpirit



algonquincollege.com/campuservices

