



Student Handbook

2019 - 2020

ALGONQUIN
COLLEGE

Student Support
Services

TABLE OF CONTENTS

OTTAWA CAMPUS MAP	1	Lockers.....	25
LIVING OUR VALUES		Mamidosewin Centre.....	25
Caring. Learning. Integrity. Respect.	2	Massage Therapy	26
SECURITY SERVICES	3	Notice Board Regulations	26
EMERGENCY PROCEDURES	4	Office of the Ombudsman	27
COLLEGE SAFETY	6	Parking	28
SUSTAINABLE ALGONQUIN	8	Presentation Studio	28
Fall Academic Calendar		Print Shop.....	29
(Sept. 3 - Dec. 13).....	11	Project Lighthouse	29
Winter Academic Calendar		Registrar's Office	30
(Jan. 6 - April 18)	12	Residence Life.....	30
Spring Academic Calendar		Restaurant International.....	32
(May 4 - Aug. 15)	13	Salon, Spa & Boutique	32
SERVICES		Savoir Fare and The Honour Roll Bakery ...	32
AC Card (Student ID).....	15	Spiritual Centre.....	33
AC Hub.....	15	Student Learning Centre - Coaching Lab ...	33
AC Hub Volunteer Centre.....	16	Student Learning Centre - Peer Tutoring...	34
Alumni & Friends Network.....	16	Umbrella Project.....	34
ASPIRE AC.....	16	U-Pass.....	35
Bank Machines	17	Welcome Centre.....	35
Brightspace.....	17	BURSARIES, SCHOLARSHIPS,	
Centre for Accessible Learning	18	AND AWARDS	37
Co-Curricular Record	18	STUDENTS' ASSOCIATION	39
Connections: The Campus Store	19	Board of Directors	40
Counselling Services.....	20	Funded by the SA.....	41
Dental Clinic.....	20	Athletics.....	45
Employment Support Centre	21	COLLEGE POLICIES	49
Financial Aid and Student Awards	21	ARTICULATION AGREEMENTS	59
Food and Conference Services	22	QUICK REFERENCE	
Health Services.....	22	Student Success Specialists	60
Information Technology Services (ITS).....	23	Campus Contact Numbers.....	61
Library	24		
Library Learning Lab	24		

WELCOME



OTTAWA CAMPUS
1385 Woodroffe Avenue
Ottawa, ON K2G 1V8
613.727.4723

PEMBROKE CAMPUS
1 College Way
Pembroke, ON K8A 0C8
613.735.4700

PERTH CAMPUS
7 Craig Street
Perth, ON K7H 1X7
613.267.2859

LIVING OUR VALUES

CARING. LEARNING. INTEGRITY. RESPECT.

As a community of learners, teachers, and staff, it is vital that we treat each other in a manner consistent with the values we proclaim. These values are the foundations for our dealings with all members of the College Community.

CARING

We have a sincere and compassionate interest in the well-being of the individual.

LEARNING

We believe in the pursuit of knowledge, personal growth, and development.

INTEGRITY

We believe in trust, honesty, and fairness in all relationships and transactions.

RESPECT

We value the dignity and uniqueness of the individual.
We value equity and diversity in our community.

Security Services

Ottawa Campus

Security Office: Room A149
613.727.4723 ext. 5010

**IN CASE OF EMERGENCY,
CALL EXTENSION 5000**
(from an Algonquin College
phone at the Ottawa campus)
OR 911

See Something, Say Something

If you notice a suspicious individual(s) or suspicious activity, immediately notify Security Services. Call Security directly at 613.727.4723 ext. 5000 and provide as much detail as possible. Describe:

- What you observed
- Whom you observed
- Where you observed the activity
- When you observed the activity
- Why you think the activity or person is suspicious

Calls of this nature require timely notifications. Please notify Security Services immediately so we can investigate the activity.

Sexual Assault/Violence Reporting

All members of the Algonquin College community have a right to work, study, and socialize in an environment that is free from any form of violence, harassment, threats, and sexual violence, including but not limited to, sexual assault, sexual harassment, stalking, indecent exposure, and/or voyeurism.

Algonquin College Security Services is available 24/7 and can be reached at 613.727.4723 ext. 5010. Security will take the report of the incident and, if you wish, will connect you with resources such as the police, Counselling Services, and Health Services.

You may also wish to report an incident online at: algonquincollege.com/sexualassault

Personal Safety Planning and Your Security

Are you Prepared? What's your Plan?

- Have you downloaded the AC Mobile Safety App? You may do so here: <http://apparmor.com/clients/algonquincollege.com>
- Do you know the location of all emergency exits in your area?
- Do you know where the nearest emergency phone is in your area?
- Have you read the emergency evacuation procedures on your floor?
- Do you know how to call for help?
 - You may dial ext. 5000 on an Algonquin College phone for all emergencies OR you may dial 911
 - 911 is also used for all emergencies at the Perth and Pembroke campuses
 - You may visit the Security Office
 - You may stop and speak to an on-duty Security staff member
- Have you developed a safety plan with the people in your area? Do they know what to do when an emergency occurs?
- Have you considered what you would do in any emergency situation?
- Have you asked if you have any specific responsibilities during an emergency?

EMERGENCY PROCEDURES

Evacuation

Evacuation is a valid and effective response to any internal situation where the circumstances are dangerous and it is safe to evacuate. In the absence of any specific directions, any occupant faced with a dangerous situation should not hesitate to evacuate, ensuring that persons or students for whom you are responsible evacuate as well.

Evacuation should be initiated in various circumstances that include:

- Discovery of fire
- Hearing the fire alarm
- Critical violent act (shooting, stabbing, bombing, riot, etc.)
- Chemical spill or threatening atmosphere
- Dangerous physical environment

Or when instructed to do so by the Emergency Broadcast System.

Fire Procedures

Upon discovery of fire, remain calm and do not use the elevators.

ACTIVATE the nearest fire alarm pull station.

CALL the 5000 emergency line, or 911, from a safe area to report the exact details of the fire.

Perth and Pembroke campuses should only call 911.

CLOSE any doors/windows to the fire affected area, if safe to do so.

FIGHT the fire if it is safe to do so.

LEAVE immediately using the nearest safe exit.

If you hear the fire alarm, leave the building immediately. Ensure persons with disabilities are assisted, as required. Ensure class or group members evacuate the building. Persons with disabilities who are unable to leave the building shall proceed to the nearest collection point or nearest safe exit and wait for assistance from the Fire Department or emergency personnel. In many cases, you may be able to move laterally to an adjacent unaffected building if it is safe to do so.

DO NOT enter or return to the building until you have been notified to do so by emergency personnel or the Emergency Broadcast System.

EMERGENCY PROCEDURES

Emergency Communications

At the Ottawa campus, **Emergency Telephones** are located at most building stairwells, entrances, and in the parking lots. They are a square box with a button and speaker and are yellow or red in colour.

At the Ottawa campus, you may dial ext. 5000 from any College phone. Extension 5000 is an internal emergency phone line that is monitored by security staff 24 hours a day, seven days a week.

At any of the Algonquin College campuses, DIALING 911 will connect you to the regional 911 service. If you call 911 from a College telephone at the Ottawa campus, security staff monitor outgoing 911 calls and will help to facilitate an efficient response to your emergency.

At the Perth and Pembroke campuses, **Emergency Telephones** are located throughout the buildings and parking lot. These telephones are monitored 24 hours a day by Algonquin College Security Services at the Ottawa campus. When a call is received, the police service for either Perth or Pembroke will be dispatched to your location, as required.

Algonquin College Mobile Safety App



Algonquin College Security Services offers a free mobile app from the App Store or Google Play. This app features “push” notifications to alert and inform you of important security matters such as fire alarms, lockdowns or campus closures. This app also allows users to report suspicious activity and to send a photo directly to Security Services. Please note that this app and our email are not constantly monitored so it is suggested that you contact Security Services directly in the event of an emergency.

This app is customized for each campus and provides instant access to Emergency Procedures and campus maps. The app also provides general information for users regarding the measures to take in a variety of emergency situations. The app features an “auto-call” feature that will telephone Security Services at the Ottawa campus for immediate assistance.



COLLEGE SAFETY

Personal Safety Tips

- Stay alert, be assertive, and make quick eye contact with others. Always be aware of your surroundings.
- Trust your instincts. If you feel uncomfortable in a place or situation, leave. Don't be afraid to make a scene.
- Use well-lit, well-travelled routes while on campus.
- Carry emergency money for cab/bus fare or a telephone call.
- Park your vehicle in frequented, well-lit areas.
- Use the buddy system when travelling around the campus or off campus.
- If, for any reason, you have concerns for your personal safety, please do not hesitate to contact Security Services immediately.
- For residents at the Ottawa campus, ensure that your suite door is kept locked when you are out, even for short periods of time. Do not prop open emergency exit doors in the Residence for any reason.

Theft Prevention Tips

- Do not leave valuables unattended. This includes phones, wallets, purses, laptops, tablets, school bags, backpacks, etc.
- Mark your belongings. It has been proven that marked items are less likely to be stolen.
- Never leave the keys in your vehicle. Ensure that all windows are closed and all doors locked, with valuables stored out of sight.
- Report any stolen items or suspicious behaviour to Security Services immediately.

Locker Theft Prevention

Security Services' Locker Protection Program helps prevent and reduce theft from lockers. Random lockers across the campus have been fitted with alarms. If one of these lockers is forced open, security staff will be notified immediately and will respond. The program has been designed to act as a deterrent and increase awareness of the importance of safeguarding your personal items while you are on campus.

To prevent locker thefts:

- Always secure your locker with a strong durable lock
- Never leave an unlocked locker unattended
- Do not leave valuables in the lockers
- If you must leave a valuable in a locker, be cautious and discreet
- Before leaving the locker area, ensure your locker is secured with a lock
- Do not share your combination with others

If you have suffered a theft from your locker, immediately inform Security Services at the Security office in room A149 or call 613.727.4723 ext. 5000.

Bicycle Theft Prevention

Securely lock your bicycle to a designated bike rack. Do not lock your bicycle to staircase railings, as this could pose a safety concern.

To prevent bicycle thefts:

- Never leave your bicycle unlocked and unattended
- Use a durable lock to secure your bicycle (preferably a U-lock made of steel)
- Place the lock through the back wheel and the frame/seat post then secure it to the bike rack
- Remove valuable accessories from the bike
- Secure your bicycle in a well-lit and well-travelled area
- Point the keyhole of your lock towards the ground to deter thieves from easily working on the lock
- When locking up your bicycle, watch for any suspicious individuals

If you have experienced a theft of your bicycle, immediately inform Security Services at the Security office in room A149 or call 613.727.4723 ext. 5010.

Walk Safe Service

The Walk Safe Service helps to ensure a safer College community at the Ottawa campus through the provision of Security escorts for any students or employees who have particular concerns for their personal security or believe their personal security is at risk.

Walk Safe Escorts are available 24 hours a day, seven days a week.

Security Officers will accompany you from one place to another on campus at your request.

On a temporary basis, you can be walked to the Residence, to the bus station, or to your parking spot on campus.

To arrange a Walk Safe Escort at the Ottawa campus, call 613.727.4723 ext. 5010. Please provide as much notice as possible to ensure that your needs can be met.

Lost and Found

It is the student's responsibility to protect and insure their property. The College is NOT responsible for the property of its students or employees that becomes lost, damaged, or stolen while on Algonquin College premises.

At the Ottawa campus, Security Services provides a service for articles that are lost or found. Between the hours of 8:00am and 4:00pm, items can be dropped off at the Security Office located in room A149. If you have lost an article, you may inquire at the same office. For the Perth and Pembroke campuses, you should inquire at the General Information Offices.

Ottawa Campus

Security Office: Room A149
613.727.4723 ext. 5010

Pembroke Campus

General Information Office
613.735.4700

Perth Campus

General Information Office
613.267.2859

SUSTAINABLE ALGONQUIN



Caring Today for Tomorrow

The Algonquin College community has a shared responsibility for realizing sustainability.

Sustainability is a balancing of Social, Economic, and Environmental pillars in all aspects of the College experience. There are many ways to contribute to a sustainable Algonquin!

Be Educated

2 minutes | Watch “How to be truly Algonquin Green” by visiting youtu.be/rpZREWiL124

10 minutes | Understand sustainability on campus by reading the Primer on Sustainability at Algonquin College. This 10 minute read provides a starting point to understanding sustainability and how it applies to you. For more details, visit algonquincollege.com/sustainability/engage/primer

30 minutes | The e-learning program “Introduction to Sustainability, Part I” is a simple, fun, and interactive way to gain a solid foundation on this important topic. In addition, you can start to build your Co-Curricular Record by completing these online modules! For more details, visit algonquincollege.com/sustainability/engage/sustainability-education-online-learning

Be Involved

Student-led sustainability clubs are active at the Pembroke, Perth, and Ottawa campuses. Check out existing clubs or create your own through the Students’ Association. The AC Green Team might also be of interest for students with a passion for sustainability.

Start building your Co-Curricular Record today by participating in sustainability-related activities. Explore opportunities for volunteerism in the Volunteer Centre located in Room E203 (Student Commons) at the Ottawa campus.

Be Social

Thank you for your continued involvement and doing your part for a sustainable Algonquin! Join the conversation by using **#ACSustainable** to share your ideas, initiatives (big and small!), and inspire others to join the journey.

Save the Date!

Sept. 26	National Tree Day
March 22	World Water Day
March 30	Earth Hour
April 22	Earth Day

Practice Sustainability

Sustainable Transportation

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

- Bike racks (700+ bike parking spots on campus)
- Self-serve bike repair stations
- Electric vehicle charging stations
- Designated carpooling spaces
- Car sharing with VRTUCAR
- U-Pass program

Power Down

Remember to turn off computers, monitors, and printers after completing work in computer labs. When possible, consider using the stairs instead of the elevator.

Choose to Reuse

There are several ways to reduce your waste production on campus including:

- Bringing a mug to participating Food Services locations to save on hot beverages
- Skipping the straw when possible
- Bringing a reusable water bottle
- Choosing a reusable plate at Main Course & Kelly's Grill (Marketplace Food Court)
- Using metal cutlery at participating Food Services locations
- Composting take-out meal containers from Food Services locations
- Looking for the Locally Sourced icon when dining at Marketplace Food Court

Did you know?

Algonquin College was the first Canadian college to sign the Talloires Declaration. This was the first official statement made by university administrators of a commitment to environmental sustainability in higher education.

Rain water captured on the green roof of the LEED® Platinum-certified ACCE building is used to flush toilets.

The Perth campus, Pembroke campus, and the Robert C. Gillett Student Commons at the Ottawa campus have all been built to the LEED® Gold standard for high performance buildings.

There are more than 30 refillable water bottle stations on the Ottawa campus, as well as at both the Perth and Pembroke campuses.

To learn more, visit algonquincollege.com/sustainability

NOTES

FALL ACADEMIC CALENDAR

DATE	MILESTONES
Sept. 2	Labour Day (College closed)
Sept. 3	AC Day 1 (Ottawa Campus) End of 2019 Fall Term student timetable change period for most post-secondary programs, with the exception of the Schools of Business and Hospitality and Tourism, which ends September 11, 2019
Sept. 4	2019 Fall - Start date, most post-secondary programs (Ottawa Campus)
Sept. 9	2019 Fall - Start date, most Continuing and Online Learning courses
Sept. 16	Last day for official withdrawal from College for Fall 2019 with full tuition refund, less \$500 tuition deposit
Oct. 11	2019 Fall - Students can view their Final Assessments on ACSIS and Mobile App for the Fall Term
Oct. 14	Thanksgiving Day (College closed)
Oct. 15 - Nov. 20	2020 Winter Term General Education Elective selection available via ACSIS
Oct. 21 - Oct. 25	Mid-Term Break Week (most post-secondary programs)
Nov. 8	Last day to withdraw from 2019 Fall courses without academic penalty in most post-secondary programs (actual date reflected, by course, on student timetables)
Nov. 15	2020 Winter - Tuition fees due - most students. Deposit due - new students. 2020 Winter - Tuition fees due for January intake for full-time Online Learning programs. Deposit due - new students.
Nov. 29 - Jan 5	Start of 2020 Winter student timetable change period for most programs; students may drop/add or change course sections online via ACSIS for courses approved for such action
Dec. 2	2020 Winter student timetables available via ACSIS for most programs
Dec. 7	End of 2019 Fall Term for most post-secondary programs
Dec. 7 - Dec. 14	2019 Fall - Final Assessment Week for most post-secondary programs
Dec. 13	2019 Fall - Last day of most Continuing and Online Learning courses
Dec. 19	2019 Fall ACSIS feature "View Grades" available
Dec. 24 - Dec 31	Christmas Break (College closed)

WINTER ACADEMIC CALENDAR

DATE	MILESTONES
Jan. 5	End of 2020 Winter Term student timetable change period for most post-secondary programs with the exception of Schools of Business and Hospitality and Tourism which ends January 13, 2020
Jan. 6	AC Day 1 (Ottawa Campus) 2020 Winter - Start date, most post-secondary programs 2020 Winter - Start date for initial Apprentice intake
Jan. 14	2020 Winter - Start date, most Continuing and Online Learning courses
Jan. 17	Last day for official withdrawal from College for 2020 Winter with full tuition refund, less \$500 tuition deposit for new students and full refund for returning students in a subsequent term
Feb. 14	2020 Winter - Students can view their Final Assessments on ACSIS and Mobile App for the Winter Term
Feb. 17	Family Day (College closed)
Feb. 24 - Feb. 28	Mid-Term Break Week (most post-secondary programs)
Mar. 20	Last day to withdraw from 2020 Winter courses without academic penalty in most post-secondary programs (actual date reflected, by course, on student timetables)
Apr. 1	2020 Spring - Tuition fees due - most students. Deposit due - new students.
Apr. 2	2020 Spring student timetables available via ACSIS for most programs
Apr. 3 - May 4	2020 Spring student timetable change period for most programs; students may drop/add or change course sections online via ACSIS for courses approved for such actions
Apr. 10	Good Friday (College closed)
Apr. 11 - Apr. 18	2020 Winter - Final Assessment Week (most post-secondary programs)
Apr. 17	2020 Winter - Last day of most Continuing and Online Learning courses
Apr. 18	End of 2020 Winter Term for most post-secondary programs
Apr. 23	2020 Winter ACSIS feature "View Grades" available

SPRING ACADEMIC CALENDAR

DATE	MILESTONES
May 4	AC Day 1 (Ottawa Campus) End of 2020 Spring Term Student Timetable Change Period for most post-secondary programs with the exception of Schools of Business and Hospitality and Tourism which ends May 11, 2020 2020 Spring - Start Date, most post-secondary programs
May 11	2020 Spring - Start date, most Continuing and Online Learning courses
May 15	Last day for official withdrawal from College for 2020 Spring with full tuition refund, less a \$500 tuition deposit for new students and full refund for returning students in a subsequent term
May 18	Victoria Day (College closed)
June 5	2020 Spring - Students can view their Final Assessments on ACSIS and Mobile App for the Spring Term
June 22 - June 26	Mid-Term Break Week (most post-secondary programs)
July 1	Canada Day (College closed)
July 10	Last day to withdraw from 2020 Spring courses without academic penalty for most post-secondary programs (actual date reflected, by course, on student timetables)
Aug. 3	Civic Holiday (College closed)
Aug. 7	2020 Fall Student Timetables available via ACSIS for most programs
Aug. 8 - Aug 15	2020 Spring - Final Assessment Week (most post-secondary programs)
Aug. 15	End of 2020 Spring Term for most post-secondary programs
Aug. 21	2020 Spring ACSIS feature "View Grades" available

NOTES

AC Card (Student ID Card)

algonquincollege.com/cardservices

The AC Card is the only card you need to have with you on campus!

It can be used as a form of identification for everything from borrowing library books and equipment, to accessing your health plan discounts. It grants you access to classrooms, labs, and Residence rooms. It helps you save with discounts on and off campus. You can also load money onto your card and use it as a form of payment at food locations, campus stores, some vending machines, and much more! The best part about your AC Card is that you can manage your account online, making it easy for you – and even family members or friends – to add money to your account.

One photo, two cards! If you are a new student, submit your photo online for your AC Card and U-Pass (once you receive your network username and password), and you will receive an email when they are ready. If you are a returning student and you already have an AC Card, you don't need to submit a new photo.

Ottawa Campus

Located in Parking Services
Room E120 (Student Commons)
613.727.4723 ext. 7187
photoid@algonquincollege.com

FIND US | #ACLIFESTYLE



The AC Hub

algonquincollege.com/achub

The AC Hub is an inspiring, contemporary environment that fosters student wellness, collaboration, creativity, and opportunities. Devised as a one-stop access point for student engagement, the AC Hub encourages all students to become an integral part of the College's community.

The AC Hub offers mobile workstations and interactive pods to create a space that unleashes students' passions and ignites forward thinking. Our goal is to enhance students' experience beyond the classroom, by providing opportunities to be actively involved in campus life and the community through:

- Events, workshops, and wellness activities
- Speaker series
- Collaborative idea sharing
- Volunteer opportunities through the AC Hub Volunteer Centre
- Networking and leadership opportunities
- AC Start and AC Day 1 (Orientation)

Aside from the physical location of the AC Hub (2nd Floor, Student Commons), there is also an AC Hub Satellite Desk (2nd Floor, ACCE/CA Building) and mobile desks that alternate locations across campus to provide you with info about College supports, services, activities, and events. The AC Hub also partners with Perth and Pembroke to provide outreach and programming to students at those campuses.

Ottawa Campus

Room E217 (2nd Floor, Student Commons)
613.727.4723 ext. 5152
hubmail@algonquincollege.com

the AC Hub.

SERVICES

The AC Hub Volunteer Centre

algonquincollege.com/achub/volunteering

Volunteerism is a primary passion at the AC Hub. The AC Hub's sister department, the Volunteer Centre, offers volunteer opportunities that cultivate valuable transferable and leadership skills while also creating rewarding experiences. The Volunteer Centre acts as a connector to on-campus and off-campus volunteering opportunities, both locally and globally. Check out the online Volunteer Database, which houses more than 100 incredible volunteer opportunities, and sign up for the mailing list (in person or online) for exclusive event details and opportunities.

Ottawa Campus

Room E203 (Student Commons)
613.727.4723 ext. 5852
volunteer@algonquincollege.com

Alumni & Friends Network

algonquincollege.com/alumni

The Algonquin College Alumni & Friends Network is a vibrant network (numbering more than 190,000 alumni) that stretches from Ottawa to the far corners of the world. This network allows alumni to stay connected to the College, faculty, and classmates, while supporting their career success, in addition to enjoying a host of other benefits.

Ottawa Campus

Room C212 (C Building)
613.727.4723 ext. 7072
alumni@algonquincollege.com

ASPIRE AC

algonquincollege.com/aspireac

ASPIRE AC provides support to help students get to college and stay in college. It offers a variety of services to students who face multiple barriers to getting their college credentials.

ASPIRE AC supports students at each step of their college journey – helping them access and transition to college, succeed in their classes, and find meaningful employment when they graduate.

At Algonquin, ASPIRE AC students have access to:

- Graduate Mentors who can help tackle barriers and answer questions related to:
 - Submitting OSAP and bursary applications correctly and completely
 - Understanding GPA and what areas to concentrate on
 - Managing all assignments and responsibilities in one electronic calendar
 - Ensuring program software is loaded and working on electronic devices
 - Life coaching through personal concerns
 - Connecting with services in the College and community
- ASPIRE AC Job Coaches who provide guidance on workplace culture and expectations, so that students can get meaningful work and thrive in the workplace
- Digital resources created specifically for ASPIRE AC students
- Strengths and risks assessments, along with personalized meetings to plan for what these assessments reveal
- Student Ambassador support
- Generation Ideas seed funding for ASPIRE AC students

- Sponsored Peer Tutoring that allows students to access one-to-one tutoring for classes where they need extra academic help (this way, students can focus on their academics and not worry about funding the extra support)

Ottawa Campus

Room E344 (Student Commons)
613.727.4723 ext. 6695
aspireac@algonquincollege.com

Bank Machines

There are 10 ATM machines at the **Ottawa Campus**. The locations are:

- Student Commons (E Building), in front of Booster Juice
- Student Commons (E Building), near Starbucks - Scotiabank ATM
- Student Commons (E Building), near Starbucks - BMO ATM
- T Building, near Bits n' Bytes (2nd floor)
- B Building Rotunda - Credit Union ATM
- Residence lobby area
- C Building main lobby
- A Building, near Tim Hortons and Gym
- ACCE/CA Building, next to The Fix

Pembroke Campus

ATM is located in the hallway outside the Cafeteria.

Perth Campus

ATM is located in the main campus building.

Brightspace

brightspace.algonquincollege.com

To log in to Brightspace and view your course information:

1. Go to **<https://brightspace.algonquincollege.com>**
2. Use your College Network Account Username and Password (found in ACSIS under "Network Account Info")

Professors will use Brightspace to distribute important course information, such as course outlines, schedules, notes, assignments, online tests, and more.

Ottawa Campus

Brightspace Technical Support for Students
613.727.4723 ext. 5555
5555@algonquincollege.com

For Brightspace resources, refer to the Brightspace Essentials (Students) course in your Brightspace account.

Learn to navigate the Algonquin-specific technology that is essential to your program success!
Visit: **algonquincollege.com/wired**

SERVICES

Centre for Accessible Learning

algonquincollege.com/cal

Working together for accessible learning.

The Centre for Accessible Learning (CAL) provides academic accommodations and educational support services to students with disabilities applying to, or attending, Algonquin College. If you are a student with a disability, you are strongly encouraged to contact the CAL. With close to 15% of the student population registering for services, the goal is to provide the necessary accommodations to equalize the opportunity for students to meet their essential course or program requirements. CAL services are confidential, free, and voluntary. Students are, however, required to self-identify in order to access services.

For more information about documentation requirements and support services available at the CAL, please visit the website. To schedule an appointment with a Disabilities Counsellor, please refer to the contact details provided.

How We Help

- Disability-related counselling services
- Letters of Accommodation
- Learning strategy support
- Assistive technology support
- Apprenticeship support services
- Accessible print-based services
- Transition planning support

Ottawa Campus

3rd Floor, Student Commons
(E Building)
Check in at the Welcome Centre.
613.727.4723 ext. 7200
TTY: 1.866.620.3845
Fax: 613.727.7661
cal@algonquincollege.com

Pembroke Campus

Room 135
613.735.4700 ext. 2729

Perth Campus

Room 110
613.267.2859 ext. 7063

Co-Curricular Record

algonquincollege.com/ccr

The Co-Curricular Record (CCR) is a great resource for Algonquin College students to track and print a record of their College-affiliated volunteer and leadership involvement. A Co-Curricular Record is an official non-academic record. This document is complementary not only to an academic transcript, but also to a resume. The transferable skills obtained from volunteering at Algonquin College can contribute to increased employability skills!

Ottawa Campus

Volunteer Centre
(Room E203, Student Commons)
613.727.4723 ext. 5852
ccr@algonquincollege.com

Connections: The Campus Store

thecampusstore.ca

Connections: The Campus Store is conveniently located on campus, supplying everything you need to be successful at Algonquin College. The store is open year-round Monday to Friday, and select Saturdays at the beginning of each term. You can also shop online 24/7 at **thecampusstore.ca**.

At The Campus Store, you'll find your textbooks available in new, used, and digital editions. They offer year-round course materials support services to help you with your digital resources. There is also a used book buyback program where you can sell your used textbooks for cash and purchase used textbooks.

The Campus Store works closely with your professors to ensure that everything you need to be successful in class is available for purchase in store. This also includes all your course required clothing such as scrubs, uniforms, fitness gear, lab coats, and accessories.

The Campus Store offers a great selection of Algonquin College branded clothing, giftware, and school supplies to show your AC Spirit. In addition, they have premier brands such as Nike, Columbia, and Herschel Supply Co.

Need tech products? The Tech Shop within The Campus Store offers students exclusive educational deals on PC laptops, desktops, tablets, software, and computer accessories. They sell a variety of entertainment products such as speaker systems, board games, card games, cell phone accessories, camera equipment, and much more.

To further improve your student experience, The Print Shop is now conveniently located within The Campus Store. The Print Shop provides students with premium quality printing services that make printing and copying easy, convenient, and affordable. The Print Shop offers a wide range of services, which include: colour printing, photocopying, binding, lamination, scanning, and wide format printing. For more information about The Print Shop, visit **algonquincollege.com/printshop**.

Ottawa Campus

H Building, adjacent to the Student Commons (E Building)
613.727.4723 ext. 7609
campusstore@algonquincollege.com



FIND US | **#ACLIFESTYLE**



SERVICES

Counselling Services

algonquincollege.com/counselling

This is a caring, confidential, and professional service offered at no cost to students at the Ottawa, Pembroke, and Perth campuses. Qualified and experienced counsellors are available to help the students of Algonquin College:

- Face the many challenges of college
- Maintain mental health and wellness
- Chart a fulfilling career path

Counsellors provide academic, career, and personal counselling. When you need to talk, there's someone here to help.

Ottawa Campus

3rd Floor, Student Commons
(E Building)

Check in at the Welcome Centre.
613.727.4723 ext. 7200

Pembroke Campus

Room 138
613.735.4700 ext. 2804

Perth Campus

Room 110
613.267.2859 ext. 5610

Dental Clinic

algonquincollege.com/dental-clinic

Algonquin College dental students perform a full range of preventive dental services under the supervision of Registered Dental Hygienists and Dentists. Working with the individual, client-based treatment plans are developed that may include the following: oral assessments, x-rays, thorough teeth cleaning, stain removal, fluoride application, placement of enamel sealants, oral health education, nutrition, and tobacco use cessation counselling. Tooth whitening and custom-fitted mouth guards for sports activities are also available. Registered dentists and restorative dental hygienists, working with students, provide routine white and silver coloured fillings as required. For service and fee information, please visit algonquincollege.com/dental-clinic/home/pricelist

Ottawa Campus

Room J109
613.727.4723 ext. 7630
dentalclinic@algonquincollege.com

Employment Support Centre

algonquincollege.com/employment

Algonquin's Employment Support Centre (ESC) helps students and graduates prepare for employment and connect with employment opportunities. Visit the online job database (HireAC) by logging onto ACSIS to find part-time, full-time, or summer employment. For help getting ready for employment, stop by the Employment Support Centre (3rd Floor, Student Commons) or visit the ESC website.

For information and resources for Perth and Pembroke employment, please visit the ESC website.

Career Fairs

The Part-Time Job and Volunteer Fair will be held on Thursday, September 19, 2019 at the Ottawa campus. Looking for a part-time job or a volunteer position during the school year? Come meet with over 30 employers and non-profit organizations recruiting at Algonquin College.

The Career Networking Fair is the largest job fair held at Algonquin College. The Career Networking Fair annually brings together over 70 employers and 1500 students and alumni from all programs at the College to network and explore summer jobs, co-op positions, and full-time employment. This year, the Career Networking Fair will be held on Tuesday, February 11, 2020 at the Ottawa campus Gymnasium from 11:00am to 3:00pm.

Job Postings

HireAC is a free online job posting service for students, graduates, and employers for part-time, full-time, and summer jobs. Check out HireAC job postings on ACSIS:

acsis.algonquincollege.com/students

Recruitment Calendar

Check out our online recruitment calendar on HireAC to view information on recruitment activities on campus and off campus. Sign in via ACSIS:

acsis.algonquincollege.com/students

Ottawa Campus

3rd Floor, Student Commons
(E Building)

Check in at the Welcome Centre.

613.727.4723 ext. 7200

employment@algonquincollege.com

Financial Aid and Student Awards

algonquincollege.com/financialaid

There are many different forms of financial assistance available to help you finance your education. By familiarizing yourself with student grants and loans, Algonquin College's bursary, scholarship and awards program, and private loans through your bank, you will be better informed about available financial assistance. The Financial Aid and Student Awards Office at Algonquin College can offer information about all of these areas. The knowledgeable and friendly team is "Here 2 Help!"

Ottawa Campus

Student Central
(Lower Level, DARE District)
613.727.0002

Pembroke Campus

Room 133
613.735.4700 ext. 2709

Perth Campus

613.267.2859 ext. 5604

SERVICES

Food and Conference Services

algonquincollege.com/foodservices

There are nine food locations at Algonquin College, seven of which are run by Algonquin College Food Services. Students are encouraged to tour the campus and taste all the different eateries, as each has its own unique essence and signature menu items.

Food is available on campus seven days a week from September to April, generally between 7:00am – 9:00pm, depending on the location. Special hours of operation are posted on the website and around campus for the Spring term, holidays, and weekends.

Each station provides balanced nutritional food options at competitive prices. There are also a wide variety of gluten-aware, vegan, halal, and vegetarian options. Our Executive Chef is happy to design menu availability items for those with medical or lifestyle food requirements.

Locations

- Marketplace Food Court – D Building
- The Portable Feast – B Building
- Tim Hortons – A Building
- Bits n' Bytes – T Building
- 35th Street Market Café – Algonquin Residence
- The Fix Eatery – ACCE/CA Building
- Booster Juice – Student Commons (E Building)

Meal Plan Information

Meal Plans work on a declining balance system using your AC Card (Algonquin College student ID card). When you purchase your Meal Plan, the funds are deposited into your account.

Once you have chosen your Meal Plan, you simply present your AC Card to the cashier at any of the seven locations, the Observatory, or Starbucks.

The appropriate food dollars from your selected Meal Plan will be deducted from your account. You may ask the cashier for a receipt after any purchase to view the balance available on your Meal Plan.

Contests and Promotions

The Food Services department hosts a variety of contests, sampling, and food promotions throughout the year. Visit the website regularly for updates or follow on Twitter at [@ACEating](https://twitter.com/ACEating).

Ottawa Campus

Room D111
613.727.4723 ext. 7615

FIND US | [#ACLIFESTYLE](https://www.instagram.com/ACLIFESTYLE)



Health Services

algonquincollege.com/healthservices

The College's Health Services department ensures that professional, confidential medical and nursing services are available to you year-round. Services include:

- Doctors' clinic at the Ottawa campus (by appointment)
- Consultations with a nurse
- Treatment for injuries and illness
- Birth control information, prescriptions, and purchase of birth control
- Pap tests, STI testing, and emergency contraception
- Blood tests (including HIV testing) (by appointment)
- Referrals to specialists
- Vaccinations including Hepatitis B, tetanus, influenza vaccines, and TB tests
- Help with Health and Immunization forms for your course of study

You will need your Ontario Health Insurance Card (or the equivalent from another province/international insurance) and student card at each visit. Without proof of insurance, you will be required to pay the doctor's fee. International students, please bring your Guard.Me policy number and expiry date and your student card. International students from Saudi Arabia, please bring your Cigna policy number and student card.

Ottawa Campus

Room C141 (C Building)
613.727.4723 ext. 7222

Pembroke Campus

Room 110d
613.735.4700 ext. 2748

Perth Campus

Room 111
613.267.2859 ext. 6546

Information Technology Services

algonquincollege.com/its

Self Help:

algonquincollege.com/itshelp

Information Technology Services (ITS) supports all computing technology infrastructure and services at the College, including computer labs; wired and wireless networks; logon credentials; email accounts; network storage; MyDesktop; telephones; and systems including Brightspace, ACSIS, software installation, software deployment, and software license management.

Please refer to

algonquincollege.com/its

for our current hours of operation.

Ottawa Campus

Student Central
(Lower Level, DARE District)
613.727.4723 ext. 5555
5555@algonquincollege.com

Pembroke Campus

Room 201
613.735.4700 ext. 5555
5555@algonquincollege.com

Perth Campus

Room 102
613.267.2859 ext. 5555
5555@algonquincollege.com

Open access computer labs are available 24/7 to students with network accounts.

Computer Labs

Ottawa Campus

Rooms CA204, B373, T201,
and C300 (Library)

Pembroke Campus

Rooms 145 (Library), 202
(Open Access Lab), and outside
Room 201

Perth Campus

Room 119

SERVICES

Library

algonquincollege.com/library

The Library offers students a one-stop shop of services, both online and on campus, and technology-enhanced study spaces. The following services are provided through the Library:

- 24/7 access to study space
- 24/7 access to digital resources, including:
 - Ebooks
 - Full text journals, magazines, and newspapers
 - Specialty digital resource collections containing statistics, business and industry profiles, Canadian case law, and more
 - Streaming videos and online software tutorials
- An easy central search platform
- Circulation of Library materials (books, DVDs, etc.)
- Intercampus and interlibrary loans
- Membership in the Sm@rtlibrary consortium to access other local libraries
- Laptop loans
- Access to computers, printers, and photocopiers
- Research assistance on site and through online chat
- Online subject guides
- Student workshops

Ottawa Campus

Room C350 (DARE District)
613.727.4723 ext. 5834
library@algonquincollege.com

Pembroke Campus

Room 145
613.735.4700 ext. 2707
illpemb@algonquincollege.com

Perth Campus

Room 117
613.267.2859 ext. 5644
illpert@algonquincollege.com

Library Learning Lab

algonquincollege.com/slc

The Library Learning Lab (LLL) is a space to develop and support digital literacy and foundational skills. Developing these skills can help you in your classes.

These skills include:

- The research process, plagiarism, and Google search
- APA and IEEE citation, writing your research paper, and presentation skills
- Math skills, fractions, and factoring
- Creating content using digital tools
- Faculty topics: Copyright and Library resources

Ottawa Campus

Room C263 (DARE District)

Lockers

algonquincollege.com/parking/lockers/lockers

Lockers can be rented online through ACSIS or in person at the Parking Services Office in E120. Lockers are issued on a first-come, first-served basis and can be rented for one to three semesters at a time. The locker rental fee is \$20.35 including tax per semester.

Any locker issues, such as an unauthorized lock or damage, should be immediately reported to Locker Services. Students may use their own lock or purchase one through Locker Services or Connections: The Campus Store. Unauthorized occupancy of lockers will result in the lock being cut and storage of locker contents. Unclaimed locker items are stored for no longer than 30 days before being disposed of. An administrative fee will apply for the retrieval of stored items.

All locker areas of the College are patrolled year-round, and payment is always required for locker rental.

Ottawa Campus

Located in Parking Services
Room E120 (Student Commons)
613.727.4723 ext. 7187
lockers@algonquincollege.com

Perth Campus

Room 119 (Front Office)

FIND US | #ACLIFESTYLE



Mamidosewin Centre

algonquincollege.com/mamidosewin

Mamidosewin means “gathering place” in the language of the Anishinaabe people. The Mamidosewin Centre provides a warm and welcoming environment for First Nations, Métis, and Inuit learners. It also offers a safe space for all learners to celebrate Indigenous culture through activities such as feasts, Elder and Knowledge Keeper visits, and ceremonies. The Mamidosewin Centre has a kitchen area available for students to use, and a large community area where they can engage with peers and guests. The Centre also provides Indigenous counselling services, and our Indigenous Pathfinder is available to connect learners with information and support for success in their education journey.

Visit the Mamidosewin Centre today!

Ottawa Campus

Room E122 (Student Commons)
613.727.4723 ext. 7186

SERVICES

Massage Therapy

algonquincollege.com/massage-clinic

Massage therapy can manage pain, improve movement, reduce stress, and create a sense of wellbeing. The student therapists' hands stretch muscles, encourage circulation, and sedate or stimulate nerves to ease pain or promote function. Students provide assessment, treatment, and exercise programs tailored to your needs. Registered Massage Therapists supervise this full range of massage therapy services. Students, employees, and members of the public are invited to access the clinic. Appointments are \$35 for one hour.

Ottawa Campus

Room A100
613.727.4723 ext. 2138
ACmassageclinic@algonquincollege.com

Notice Board Regulations

Ottawa Campus

General interest boards are located throughout the Ottawa campus for student use, free of charge. Contact information and a clear link to a College program or recognized College activity/club is required. All information posted on the boards must be date stamped by the AC Hub, located in the Student Commons (2nd floor of E Building). Posters go up on Tuesdays and Thursdays, but students can bring them to the AC Hub for approval and stamping at any time during regular business hours. No inappropriate material (sexual, hateful, distasteful, etc.) is permitted.

The AC Hub has full authority to determine the suitability of all materials and content. Posting guidelines for Bulletin Boards on campus can be reviewed here: algonquincollege.com/campuservices/overview/advertising-on-campus

External advertisements on campus contact:
lowreym@algonquincollege.com

Commercial advertisements in the *Algonquin Times* contact:
algonquintimes@gmail.com

Pembroke Campus

All information posted must be date stamped by the Dean's Office in Room 215. For more information, to obtain poster/notice approval before printing your material (recommended), or to inquire about commercial advertising, please contact 613.735.4700 ext. 2701, or email moreaus@algonquincollege.com.

Perth Campus

All information posted must be date stamped by the Administrative Service, Front Office. For more information, to obtain poster/notice approval before printing your material (recommended), or to inquire about commercial advertising, please contact 613.267.2859 or email perth@algonquincollege.com.

Office of the Ombudsman

algonquincollege.com/ombuds

The Office of the Ombudsman is designed to operate confidentially, impartially, and independently. Algonquin College and the Students' Association jointly fund the Office of the Ombudsman.

Serving all three Ontario campuses and the distance education affiliates, the Office of the Ombudsman provides a safe space for students to seek advice, assistance, and pursue the resolution of any College-related concern through a confidential, impartial, and independent process. The Office of the Ombudsman does not take sides, but seeks to facilitate a fair resolution. The Office of the Ombudsman has the mandate to investigate, at their absolute discretion, any student's complaint about aspects of student life, including:

- Academic matters
- Services provided by Algonquin College or Algonquin Students' Association
- The operations of Algonquin College or Algonquin Students' Association
- The treatment received from other students
- The treatment received from staff

Due to the independent, impartial, and confidential nature of the Office of the Ombudsman, communication with this Office is held in strictest confidence; therefore, students may discuss their concerns frankly and fully. Information obtained by the Ombudsman and its staff is privileged, and this privilege is held by the Office of the Ombudsman and cannot be waived by others.

Ottawa Campus

Room E112 (Student Commons)
613.727.4723 ext. 6835
ombuds@algonquincollege.com
Fax: 613.727.7708



SERVICES

Parking

algonquincollege.com/parking

Parking permits can be purchased online and are sold on a first-come, first-served basis until they are sold out. Purchase of a parking permit does not guarantee that space is available in the designated area.

All vehicles that use Algonquin College parking lots must have a valid Algonquin College parking permit. Parking Services is in the process of phasing out physical parking permits. Please ensure your licence plate information is up to date when you purchase your permit. Your registered licence plate provides access to your designated parking lot.

Evening and weekend parking fees apply at the Ottawa campus. Permit holders do not need to pay additional for evenings/weekends. Permits include parking access from 6:00am to 11:59pm, seven days a week. For more information about evening and weekend parking rates and ways to pay, please visit algonquincollege.com/parking/evening-and-weekend-parking.

Parking Map:

Website: algonquincollege.com/parking/map

Parking Violation Appeals: <https://parkingservices.algonquincollege.com>

Ottawa Campus

Room E120 (Student Commons)
Open 8:00am - 4:45pm,
Monday - Friday.
parking@algonquincollege.com

Parking Information:

613.727.4723 ext. 7187

Pembroke Campus

Room 131 (in the Admissions area)
algonquincollege.com/pembroke/parking-lockers

Perth Campus

Room 119 (Front Office)
algonquincollege.com/perth/current/parking

FIND US | #ACLIFESTYLE



Presentation Studio

algonquincollege.com/slc

The Presentation Studio is a space where students can rehearse or record presentations. It is equipped with multimedia equipment and a movable green wall.

Students can use the Presentation Studio to:

- Practice presentations to gain confidence.
- Rehearse in a group setting.
- Record presentations to fine-tune delivery.
- Record performances using a green screen.

Students must book the room in advance on the SLC website. They can reserve the room for a maximum of two hours per day.

Ottawa Campus

Room C262 (DARE District)
613.727.4723 ext. 6661

The Print Shop

algonquincollege.com/printsshop

The Print Shop provides students with premium quality printing services that make printing and copying easy, convenient, and affordable.

The Print Shop offers a wide range of services, which include: colour printing, photocopying, binding, lamination, scanning, wide format printing, and 3D printing.

The wide range of quality products at affordable prices (along with new online tools suited to every skill level and need) means everyone can access the customized materials they need to create a successful learning experience.

You can also use your print balance at a dedicated printer located within The Print Shop.

To further improve your student experience, The Print Shop is now conveniently located within The Campus Store for all your printing needs. Visit The Print Shop for more information.

Ottawa Campus

Located in Connections: The Campus Store, H Building (adjacent to Student Commons) 613.727.4723 ext. 7109

FIND US | #ACLIFESTYLE



Project Lighthouse

algonquincollege.com/projectlighthouse

Project Lighthouse is an Algonquin College initiative developed to shine a light on the topic of sexual violence and help you navigate healthy sexual relationships. Through compassion, education, and awareness, this initiative aims to prevent sexual violence at Algonquin College and connect survivors of sexual violence with support.

On the Project Lighthouse website, you will find:

- Information about how Algonquin College defines sexual violence, and information about sexual assault, consent, and harassment
- Campus and community support resources for survivors of sexual violence for Ottawa, Perth, and Pembroke
- A guide for reporting incidents of sexual violence
- A listing of Algonquin events and programming designed to raise awareness and prevent sexual violence

If you have any questions about sexual violence prevention at Algonquin College, or Project Lighthouse, please email projectlighthouse@algonquincollege.com.

SERVICES

Registrar's Office

algonquincollege.com/ro

The Registrar's Office provides assistance from the time students think about applying to Algonquin College, right through to graduation, and beyond. The following is a list of services available in the Registrar's Office:

- Admissions
- Program and course registrations
- Fees and payments
- Timetables
- Records and transcripts
- Convocation

Make sure to visit the Registrar's Office website for more information, including key dates and deadlines for the academic year. Many services are also available online via the Algonquin College Student Information System (ACSIS). Log in to ACSIS to access your College email and network account, to view your timetable, to apply for transfer credit, to check your fee balance, to apply for financial awards, and much more. The Registrar's Office is "Here 2 Help" and we look forward to serving you!

Ottawa Campus

Student Central
(Lower Level, DARE District)
613.727.0002 or 1.800.565.4723
AskUs@algonquincollege.com

Pembroke Campus

Room 131
613.735.4700 ext. 2708
quennee@algonquincollege.com

Perth Campus

Room 125
613.267.2859 ext. 5604
perthro@algonquincollege.com

Residence Life

algonquincollege.com/residence

In Residence Life, we work together with you to nurture the necessary skills needed to help you grow into an independent and strong individual.

By promoting both your personal and academic growth, we take your Algonquin College experience beyond the classroom, and the best part is you get to choose how you are involved!

Getting involved in Residence is easy, whether you enjoy spending time with your friends, helping others with their studies, being part of the team by joining the intramural league or a club, or by becoming a student leader and making positive changes for everyone! No matter how you enjoy your time in Residence, it's all here and it's all for you.

Not only will you develop important life skills and become involved, you'll also see your contributions help build a unique and diverse living experience within your community. Living in the Algonquin College Residence helps you learn what a global community feels like. We have students from across the globe who will not only introduce you to a wide variety of cultures, languages, and histories, but will also help you gain a strong sense of how you fit into it all. Residence Life is a unique experience unlike anything you've ever experienced!

Algonquin Residence Council (ARC)

The Algonquin Residence Council consists of members of the Residence community who act as the voice of the students in all matters relating to the Residence. Council members take an active role in the Residence community and plan activities and events, as well as host regular feedback forums.

There are two different types of roles within ARC - Executive Members and General Members. Executive Members

of ARC hold a leadership role and work together to support the General ARC Members, assisting them with the planning of events and creation of positive change. General ARC Members are students who have an interest in advocating for student concerns within their community, as well as planning events that students want to see in Residence.

All Council members attend training at the beginning of the year and are required to commit to a number of events or forums per term. All ARC members will receive volunteer hours on their Co-Curricular Record at the College, so you can have fun, help create positive change, and build skills for your resume all at once!

If you're interested in becoming part of the Algonquin Residence Council, please visit our website for more information.

Who is the Residence Life Team?

The Residence Life staff promotes an engaged and supportive community, emphasizing self-growth and development. We offer quality programming and promote a safe environment with high community standards that reflect the diverse community members that call Residence their home.

Resident Advisors (RAs)

Resident Advisors are trained student leaders who offer support and guidance to help students transition to College and their new home away from home. RAs assist in community building by organizing events and floor meetings with a focus on creating spaces for students to meet each other and make new friends. RAs are located throughout the building and are here to provide you with support on any academic, social, or personal issues you may have, in order to ensure your success while living in Residence. You can find out who your RA is by visiting our website!

FIND US | **#ACRESIDENCE**
#ACWELCOMEHOME



Community Advisors (CAs)

Community Advisors are student leaders, role models, mentors, and supporters to those living in Residence, as well as members of the ARC. CAs are here to help foster a welcoming community environment that eases students through the transition to college and supports their personal and academic success.

Residence Life Coordinator (RLC) and Residence Life Manager (RLM)

Algonquin Residence has three Residence Life Coordinators that are live-in professional staff, one Residence Community Standards Coordinator, (RCSC) plus one Residence Life Manager. These staff members are dedicated to inspiring and mentoring a team of student leaders, with a focus on enriching the student experience. The RLCs, RCSC, and RLM function as Professional Community Developers for over a thousand students, while fostering pride in the Algonquin community. The RLCs, RCSC, and RLM work with students to support each other in the learning that happens outside the classroom, while challenging growth in areas of personal and community wellness. They also work alongside students to maintain the Residence Community Living Standards through proactive education and intentional conversation. The RLCs, RCSC, and RLM also provide safety and support to students through their response to emergency and crisis situations.

For more information about Residence Life at the Ottawa campus and other services provided by Residence, visit our website, follow us on Twitter (@ACResidence) and Instagram (@ACResidence), or add us to Facebook ([facebook.com/ACResidence](https://www.facebook.com/ACResidence))!

Ottawa Campus

1385 Woodroffe Avenue
613.727.7698

Fax: 613.727.7647

info@algonquinresidence.ca

SERVICES

Restaurant International

restaurantinternational.ca

Algonquin College's teaching restaurant, your fine dining experience! Treat yourself to a delicious gourmet meal prepared fresh daily by tomorrow's top chefs, right here on campus. Enjoy locally sourced, healthy choices served by AC's hospitality students. Students receive a 25% discount every day! Lunch and dinner reservations are available online at restaurantinternational.ca or by calling 613.727.7691.

Ottawa Campus

Room H101
613.727.7691

Salon, Spa & Boutique

algonquincollege.com/salon-spa-boutique

The Salon, Spa & Boutique offers on-campus esthetics and hair services at student-friendly prices! Visit the Salon, Spa & Boutique website for information on appointment times and service menus. Rejuvenate with a relaxing service in a beautiful, modern space.

Ottawa Campus

Room A100
613.727.4723 ext. 6804
salonandspa@algonquincollege.com

Savoir Fare and The Honour Roll Bakery

algonquincollege.com/savoir-fare
algonquincollege.com/honourroll

Savoir Fare, Algonquin College's own gourmet food store, is located in the Student Commons main floor lobby of the Ottawa campus. Enjoy delicious and affordable takeaway food prepared daily by culinary and baking students. There are fantastic deals to be had and delicious food to discover at Savoir Fare – from soups and salads to complete meals, plus breads, cakes, pastries, and more – all at bargain prices.

While you're there, pick up a delectable sweet treat from The Honour Roll Bakery, now conveniently located inside Savoir Fare.

Ottawa Campus

Room E135 (Student Commons)
613.727.4723 ext. 6435

Spiritual Centre

algonquincollege.com/spiritual-centre

Looking for a space to practise your faith, receive spiritual counselling, meet new friends, or quietly reflect upon your devotion? The College's Spiritual Centre is a collaborative environment of positive spiritual and religious engagement, diversity, and respect. Located on the 2nd floor of the Student Commons, the Centre strives to serve, support, nurture, and celebrate the spiritual and religious well-being of all students within the College community. Chaplains are regularly on site and are available to provide support in difficult times (loneliness, depression, family crisis, etc.). The Spiritual Centre also hosts group gatherings for social events, yoga, meals, meditation, discussion groups, and community service projects that serve to support the spiritual and religious well-being of the College community.

Ottawa Campus

Room E211 (Student Commons)
613.727.4723 ext. 6456

Student Learning Centre – Coaching Lab

algonquincollege.com/slc

The Coaching Lab offers one-on-one and group coaching sessions in the following areas:

- **English as a Second Language (ESL).** Students receive assistance with verbal and written communications, as well as with their reading skills. Students are also able to participate in coach-led group conversations, allowing students to practise speaking English.
- **Writing Services.** Students receive assistance through the review of structuring and formatting in English. This includes grammar usage, style, brainstorming, thesis development, formatting papers, and citation.
- **Math Drop-In.** Students receive assistance through the review of math problems they are experiencing. This includes basic math, essential mathematics, quantitative methods, and calculus. Please note: this is a drop-in service; therefore, there may be multiple students per coach at any given time.
- **Computer Coaching.** Students familiarize themselves with the basic computer functions they need to be successful at college, such as Windows and Mac OS, Microsoft Office Suite, and various other online College resources (ACSIS, Brightspace, etc.).
- **Anatomy, Physiology, and Pathophysiology Coaching.** Students review various systems and other terminology related to human anatomy.

Ottawa Campus

Room C259 (DARE District)
613.727.4723 ext. 6661
slc@algonquincollege.com

SERVICES

Student Learning Centre Peer Tutoring

algonquincollege.com/slc

Peer tutors provide students with assistance when they are having difficulty with course materials or a specific assignment. Tutors guide students in finding solutions and clarify information and instructions so that students can fully apply their knowledge of the subject area. Tutors will not edit your work for you.

Each tutoring session is one hour long and costs the student \$8 per hour. You must book your appointments 48 hours in advance.

For help, stop by the Ottawa campus SLC Kiosk, located in Room C259 (DARE District).

Visit the website for more information.

Ottawa Campus

Room C259 (DARE District)
613.727.4723 ext. 6661

Pembroke Campus

Schedule an appointment in Room 131 (Student Services)
algonquincollege.com/pembroke/peer-tutoring

Perth Campus

Schedule an appointment in Room 119 (Front Office)
algonquincollege.com/perth/school-home/current/academic-success/#2

Umbrella Project

algonquincollege.com/umbrellaproject

The AC Umbrella Project is creating a safer space on campus to discuss how the use of alcohol and other drugs impacts students' lives, as well as promoting safer substance use. Throughout the year, the AC Umbrella Project provides workshops, classroom education sessions, awareness activities, and support services for students.

Explore the Umbrella Project's website for:

- Anonymous and confidential substance use self-assessments.
- Strategies on how to reduce any unwanted risks when using alcohol and other drugs.
- On/off-campus resources.
- Student SMART Recovery® meeting schedule (SMART Recovery® offers support to individuals who have chosen to change an addictive behaviour. All students welcome).
- RainyDaze harm reduction game.
- Online learning module.

The Umbrella Project also provides support to the Perth and Pembroke campuses through on-site visits.

To book an appointment for a Harm Reduction Consultation, please contact the Welcome Centre at 613.727.4723 ext. 7200, or stop by in person (3rd Floor, Student Commons).

U-Pass

algonquincollege.com/upass

The U-Pass is the Universal Transit Pass and is a mandatory program for all full-time Ottawa campus students – with a small number of exceptions. For information about U-Pass eligibility, plus opting out and opting in, please check out the website.

The U-Pass offers a significant discount on transit services in Ottawa and Gatineau, and offers the added benefit of being valid on all OC Transpo and STO routes – including express routes!

The cost of the U-Pass is \$212.71 per term for the 2019/2020 academic year. The U-Pass will be charged annually in a student's first term of the academic year (some exceptions apply). A U-Pass Administrative Fee of \$5.51 will be charged to a student's account once per academic year.

One photo, two cards! Skip the lines and submit your photo online for your U-Pass and AC Card after August 5; you will be emailed when they are ready for pick-up. Check out the U-Pass website for more information about getting your U-Pass.

Ottawa Campus

613.727.4723 ext. 7187
upass@algonquincollege.com

Welcome Centre

algonquincollege.com/welcomecentre

The Welcome Centre reception area is located on the 3rd floor of the Student Commons and is designed as a vital first point of access for a number of Student Support Services. The Welcome Centre acts as a centralized location that helps to establish a familiar and ongoing resource for you as you get comfortable at Algonquin.

The Welcome Centre space features five stations, including an AODA accessible station, to assist students wishing to use the Centre for Accessible Learning, Counselling Services, or the Employment Support Centre. Please visit the website for the Welcome Centre's hours of operation.

Ottawa Campus

3rd Floor, Student Commons
(E Building)
613.727.4723 ext. 7200
welcomecentre@algonquincollege.com

FIND US | #ACLIFESTYLE



NOTES

BURSARIES, SCHOLARSHIPS, AND AWARDS

BURSARIES, SCHOLARSHIPS, AND AWARDS

Financial Aid and Student Awards administers hundreds of bursaries throughout the year. Bursaries are funds that are awarded based on financial need. The bursary application opens on ACSIS at the beginning of every term: Fall, Winter, and Spring. Once a student completes the bursary application, they will automatically be considered for all bursaries for which they are eligible. The bursary decisions are usually made three to four weeks after the bursary application closes.

Applying for a bursary does not guarantee that you will receive one, as the number of applicants can often surpass the bursary funds available. Due to limited financial resources, bursaries will be distributed to students with the most financial need.

Scholarships are funds awarded based on academic achievement. If a program has a scholarship, students do not apply (it will automatically be awarded to the student with the highest academic achievement).

An award is given in recognition of a student's academic achievement with combined effort in extracurricular activities or other activities, such as volunteerism and leadership. The award takes various forms, including a sum of money, medal, plaque, books, tools, or memberships. This is given in recognition of achievement at a variety of levels (program, department, school), for various areas (subject, program, activity, student government, etc.), and often reflects the interest and commitment of donors from the community.

More information about bursaries, scholarships, and awards (including external bursaries, scholarships, and awards), can be found at: algonquincollege.com/financialaid

Connect with a Financial Aid and Student Awards Officer:

Ottawa Campus

Student Central
(Lower Level, DARE District)
613.727.0002 or 1.800.565.4723
bursaries@algonquincollege.com

Pembroke Campus

Room 133
613.735.4700 ext. 2709

Perth Campus

Room 125
613.267.2859 ext. 5604

NOTES

SERVING STUDENTS SINCE 1970!

The Algonquin Students' Association (SA) is a not-for-profit corporation with a mission to create an environment that inspires a passion for student success.

The Directors and staff would like to welcome you to Algonquin College! As an activity fee-paying student, you have full access to all of the services provided by the SA. The Board of Directors, assisted by many full-time staff, work to ensure that your concerns are heard and addressed, and that you receive what you need to succeed. The Directors and staff have also committed to spending your student fee responsibly.

Board of Directors

The SA is a corporation – which means it reports to its members. As an activity fee-paying student, you are a member in this corporation. This means that you have the right to seek nomination for a position on the Board of Directors, as well as vote to elect this governing body.

The Board consists of seven Directors who make key decisions that can affect you. They also govern the management of the SA. The Directors have access to the College administration, making them the strongest student voice on campus.

Get involved! Without you, there is no Students' Association!

Electing Your Board of Directors

There are seven positions on the Board of Directors, which students can seek nomination for election beginning in January. Those who meet the qualifications will go through a selection process. Seven applicants will be chosen and recommended to the student body for election.

If two or more of the elected members would like to run for the position of President or Vice President, then a general election will be held. The SA encourages all students to be leaders on campus!

Staff

The SA employs full-time staff in the areas of reception and administration, athletics, fitness, accounting, marketing and communications, theatre, food services (like The Observatory and Starbucks), and campus events and recreation. These individuals are professionals in their fields and assist the Directors in inspiring student success.

BOARD OF DIRECTORS



Deijanelle Simon
President

simond@algonquincollege.com

May Ghadban

Vice President
ghadbam@algonquincollege.com

Michael Wolff

Director
wolffm@algonquincollege.com

Shanti Cosentino

Director
cosents@algonquincollege.com

Chelsea Moses-Blackned

Director
mosesbc@algonquincollege.com

Greg Jeffreys

Director (Perth)
jeffreg@algonquincollege.com

Katrina Medina

Director (Pembroke)
medinak@algonquincollege.com

algonquinsa.com

The Students' Association provides a number of different services and facilities on campus.

- Clubs and Communities
- Pride Centre
- Food Cupboard
- Starbucks
- Graduation Funding
- Meeting Rooms and Silent Study Space
- Housing Ads
- Employer Network Funding

For a full listing of services and facilities visit algonquinsa.com.

Don't forget to follow us on social media to find out what's happening on campus!



algonquinsa



algonquinsa



sa_algonquin

Health and Dental Plan

algonquinsa.com/healthplan

All full-time domestic students are covered under our Health and Dental plan which includes coverage for prescription drugs, and dental and vision care.

Campus Events

algonquinsa.com/events

A variety of events and activities are coordinated every year, on all campuses, by your Students' Association. We offer a number of diverse events including concerts, comedy nights, headline speakers, and a variety of other programming.

FUNDED BY THE SA

Clubs and Communities

algonquinsa.com/clubs

The Students' Association encourages and welcomes all students to form clubs and communities to design and implement programs, events, and activities that enrich and amplify the student life experience.

Check out our list of clubs and communities on our website. Don't see a group you are interested in? You can always start your own!

The Algonquin Times Newspaper

algonquincollege.com/times

Winner of numerous distinctions, the *Algonquin Times* offers campus news, sports and more every other week during the academic year. The *Algonquin Times* is produced by Journalism and Advertising students at the Ottawa campus and is free of charge.

For more information, contact the *Algonquin Times* office at 613.727.4723 ext. 7739 or visit the website.

Algonquin Commons Theatre

algonquinsa.com/ACT

The Algonquin Commons Theatre is a state-of-the-art venue that opened in the fall of 2012 on the Algonquin College Ottawa campus. The primary purpose of this space is to host events such as live music, comedy, guest speakers, dance, theatre, and more!

Some of the events hosted at the ACT over the past years have been Simple Plan, Nelly, Machine Gun Kelly, Mac Miller, and even Kaitlyn Bristowe from *The Bachelorette*.

For more information, visit the website or visit the Box Office located in E Building.

The Observatory

algonquinsa.com/Ob

The Observatory is the heartbeat of the Ottawa campus. Whether you're relaxing with friends for a drink, having a great meal between classes, taking a study break, or simply unwinding at the end of a busy day, the Observatory is the place to be. We also accept the student meal plan for all food items.

The Fitness Zone

algonquinsa.com/fitnesszone

The Fitness Zone is a facility dedicated to enhancing the quality of life for all students, employees, and the community through physical fitness. Our certified, friendly staff is committed to providing quality instruction of programs to help members meet personal challenges. The Fitness Zone promotes an active, healthy lifestyle and, at the same time, develops skills, attitudes, and knowledge that encourages physical activity for life.

Food Cupboard

algonquinsa.com/foodcupboard

The Food Cupboard is a supportive service funded by the Students' Association and other community partners. We recognized the financial concerns of students and are here to make a difference. The Food Cupboard provides students with a limited supply of food and basic necessities.

Wellness and Equity Centre

algonquinsa.com/wellness

Located in B102, the Wellness and Equity Centre is a safe, open, inclusive non-discriminating space for all students of Algonquin College, no matter their sexual orientation or gender identity. Wellness and Equity Centre is a drop-in space that provides a safe and welcoming environment and offers peer support, resources, events, education, and more.

CKDJ 107.9 FM Radio

ckdj.net

Tune your radio to 107.9 FM. That's where you'll find Algonquin's favourite radio station. CKDJ 107.9 FM plays Ottawa's new music. The radio station is run by current students in the Broadcasting - Radio program on the Ottawa campus and is funded in part by the Students' Association. You can listen online at ckdj.net.

PEMBROKE CAMPUS

The Landing

algonquinsa.com/thelanding

Pembroke's student lounge, The Landing, features televisions, tables and chairs, and comfortable couches. We offer a wide variety of programming scheduled throughout the year. Stop by for a drink or a quick bite to eat.

Fitness Zone

algonquinsa.com

We are pleased to provide the Pembroke campus with a fitness facility. Work out and strengthen your entire body with full circuit Precor C-Line selectorized machines or use the new TKO urethane dumbbells to add variety to your everyday routine. All members will enjoy the added benefits from the functional trainer, Smith machine, and also the flexibility area to improve their fitness levels. Start your fitness routine today and take charge of your health!

Gymnasium

Don't forget to check out the Gymnasium! Here you will be able to participate in recreation leagues, including basketball, floor hockey, volleyball, and more!

FUNDED BY THE SA

PERTH CAMPUS

Fitness Zone

At the Perth campus, the SA has a funded fitness area. The Fitness Zone is free of charge to students, and houses four cardio machines, four weight machines, free weights, and benches. Keep your eye open for when the personal trainers will be on site to help you reach your fitness goals.

algonquinsa.com

The Students' Association provides students with a diversified program of activities, which is intended to meet students' competitive, noncompetitive, and social needs. Our intention is to implement the "Active Living" philosophy into the College community, meaning that physical activity will be valued and integrated into one's daily life. Athletic programming is offered at the Ottawa campus and, on a somewhat smaller scale, at the Pembroke campus.

THUNDER VARSITY SPORTS

Algonquin's varsity teams, the THUNDER, compete under the auspice(s) of the Ontario Colleges Athletic Association. The Students' Association funds them in full.

Men's Rugby

The season runs from early September through early November. It culminates in a Provincial final to be held in mid-November at the Highest Seeded Team.

Women's Rugby 7s

The season runs from early September through early November. It too culminates in a Provincial final to be held in mid-November at the Highest Seeded Team.

Men's Soccer

The men compete in the OCAA Eastern Division. Their season runs from September to early November. The winner of the OCAA East moves on to the Provincial Championships where they compete for a spot at the National Championships.

Women's Soccer

The women compete in the OCAA Eastern Division. Their season runs from September to early November. The winner of the OCAA East moves on to the Provincial Championships where they compete for a spot in the National Championships.

ATHLETICS

Men's Volleyball

The men compete in the OCAA Eastern Division. Their season runs from October to March. The top four teams in each division vie for the right to compete at the Provincial Championships, the winner of which will earn a spot in the National Championships.

Women's Volleyball

The women compete in the OCAA Eastern Division. Their season runs from October to March. The top four teams in each division vie for the right to compete at the Provincial Championships, the winner of which will earn a spot in the National Championships.

Men's Basketball

The men compete in the OCAA Eastern Division. Their season runs from October to March. The top four teams in each division vie for the right to compete at the Provincial Championships, the winner of which will earn a spot in the National Championships.

Women's Basketball

The Women's Basketball team competes in the OCAA Eastern Division. Their season runs from October to March. The top four teams in each division vie for the right to compete at the Provincial Championships, the winner of which will earn a spot in the National Championships.

VARSITY SCHEDULES

To check out the varsity schedules for 2019-2020, visit: algonquinsa.com/thunder-athletics/varsity-sports

Recreation Leagues

Campus Recreational Sports are organized for students within a fair play environment. The Athletic Department offers a wide variety of leagues, tournaments, and off-campus activities throughout the academic year. Fall semester leagues include floor hockey, basketball, volleyball, and indoor soccer. Touch football and cricket are also offered during the winter semester.

Swimming:

City of Ottawa Pools (Algonquin Students Only)

Vouchers: \$1 for Open Swim

Please pick up your voucher at the Athletic Desk (A121).

For more information, please contact the Athletic Department at 613.727.4723 ext. 5589.

PEMBROKE

Logger Sports

Students from all programs can try out for the Logger Sports team. The team participates in two competitions yearly, one at Sir Sandford Fleming College and the other at McGill University. Additional information can be obtained from the SA Office at the Pembroke campus.

Fitness Passes

Purchase your pass at the SA Office for use of the new state-of-the-art fitness facility on campus.

Intramural Sports Program

The following leagues are offered in the Gymnasium: floor hockey, basketball, indoor soccer, volleyball, and badminton. Sign up in the SA Office for tournaments for ice hockey, touch football, outdoor soccer, and softball.

PERTH

At the SA Office:

- Sign up for your gym membership (Perth Gym is free for students)
- Sign up for ice hockey (we use both Westport and Perth arenas)
- Sign up for basketball and volleyball at the local high school
- Sign out basketballs, volleyballs, and horseshoes for use on campus

NOTES

COLLEGE POLICIES RELATING TO STUDENT LIFE

algonquincollege.com/policies

Algonquin College's policies have been developed to ensure the health, safety, and security of all students, faculty, and staff, and the proper and fair operation of the College as an academic institution and employer. Our policies define the College's expectations in regards to student and employee behaviour and responsibilities, academic affairs and governance, and procedures and sanctions for resolving complaints and dealing with offences.

Listed below is a selection of policies that we believe all students should be familiar with. Each of the policies listed includes a brief description of the topic. These policies can be of assistance when you are dealing with faculty and College administrators on a variety of topics. Please take the time to visit the website to review, in detail, the listed policies as well as all others. You are invited to become familiar with the College's policies website to stay informed on new and revised policies and to provide feedback for policy improvements.

TABLE OF CONTENTS

AC - Accessibility

- AC01 Students with Disabilities
- AC05 Use of Service Animals on Campus

HR - Human Resources

- HR22 Respectful Workplace

HS - Health, Safety and Security

- HS01 Occupational Health and Safety
- HS10 Smoking on Campus
- HS11 Alcohol on Campus

IT - Information Technology

- IT01 Acceptable Use of Computer Networks and Accounts

SA - Student Affairs

- SA02 Ombudsperson
- SA03 Student Complaints
- SA05 Scholarships, Awards, and Bursaries
- SA07 Student Conduct
- SA10 Student Loans
- SA14 Unreturned College Property and Unpaid Debt SA16 Sexual Assault/
Sexual Violence

COLLEGE POLICIES

AA – Academic Affairs

AA03	Program Councils
AA04	Admissions
AA05	Advanced Standing
AA06	Prior Learning Assessment and Recognition AA08 Course Load
AA09	Transfer of Academic Credit (Internal)
AA10	Transfer of Academic Credit (External)
AA11	Registration
AA12	Changes to Original Registration – Course Drop/Add AA13 Evaluation of Student Learning
AA14	Grading System
AA15	College Credentials
AA17	Dean’s Honours List
AA18	Academic Dishonesty and Discipline
AA19	Academic Appeal
AA20	Plagiarism
AA21	Deferred Evaluation
AA23	Faculty Consultation with Students
AA24	Disruptions to College Activities
AA25	Student Course Feedback
AA26	Course Outlines and Course Section Information AA27 General Education Courses
AA28	Essential Employability Skills
AA32	Use of Electronic Devices
AA35	Confidentiality of Student Records
AA36	Field Trips
AA37	Review of Final Grade
AA39	Program Progression and Graduation Requirements AA40 Academic Advising
AA41	Cancellation of Classes
AA42	Learning Management System

AC – ACCESSIBILITY

AC01

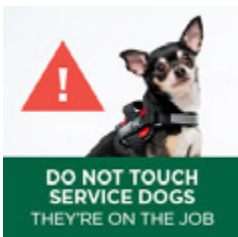
Students with Disabilities

All College policies will respect the dignity of persons with disabilities, encourage the principles of universal access design, and take into consideration the Accessibility for Ontarians with Disabilities Act (2005). Students with disabilities must meet program eligibility criteria and applicant selection criteria relevant to the program and have the opportunity to be provided with reasonable accommodation and services. The Centre for Accessible Learning is responsible for providing relevant academic accommodations and educational support services.

AC05

Use of Service Animals on Campus

Algonquin College permits Service Animals that assist visitors, students or employees with physical, mental and/ or sensory disabilities at College related functions. Service Animal use by students related to off campus learning activities is determined by the off campus institution. It is the responsibility of the individual using the service animal to be fully aware of on and off campus location policies.



HR – HUMAN RESOURCES

HR22

Respectful Workplace

Algonquin College is committed to fostering a climate in which all individuals are treated with respect and dignity, and in which the human rights of its students, employees, contractors, and volunteers are respected. Harassment and discrimination, as defined in the policy, will not be tolerated by the College in its educational, employment, or business dealings. Algonquin College encourages all members of the College Community to avail themselves of the mechanisms for dispute resolution contained within the policy. This will allow the College to maximize its ability to appropriately resolve disputes in a timely manner and at the same time, maintain the continuity and integrity of the College's activities.

HS – HEALTH, SAFETY AND SECURITY

HS01

Occupational Health and Safety

Algonquin College is committed to providing a safe and healthy work and learning environment for its staff, students, and contractors. The College acknowledges its duty and responsibility to ensure that every precaution for the protection of workers, reasonable in the circumstances, is taken. Safety is a shared responsibility. Students are required to follow all safety instructions and to wear all personal protective equipment required by the College. Students are required to report hazards, defects in equipment and protective devices, and accidents to their faculty.

COLLEGE POLICIES

HS10

Smoking on Campus

In keeping with the Smoke Free Ontario Act (O. reg. 48/06) and in order to provide a healthy and safe learning and working environment, smoking is prohibited at all times inside any College owned or leased facility or vehicle.

HS11

Alcohol on Campus

The objective of this policy is to establish a campus environment that supports the responsible service of alcohol by members of the College Community at all College licensed locations and at College-sponsored events.

IT - INFORMATION TECHNOLOGY

IT01

Acceptable Use of Computer Networks and Accounts

This policy establishes the standards for the use of College networks and computer accounts. The users of the College network are responsible for respecting and adhering to local, provincial, federal, and international laws, as well as College policies. Computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires users to act responsibly.

SA - STUDENT AFFAIRS

SA02

Ombudsperson

Algonquin College and the Algonquin College Students' Association have established the Office of the Ombudsperson to make available to students an independent, impartial, and confidential process to provide information on College policies, procedures, and practices. This process attempts to resolve problems or complaints through investigation and mediation.

SA03

Student Complaints

This policy establishes procedures so that students, without fear of reprisal, can raise concerns about their teaching/learning experience or the services received.

SA05

Scholarships, Awards, and Bursaries

This policy defines the process of creating, evaluating, awarding, and administering scholarship, award, and bursary programs to students. Through the administration of the annual program for scholarships and awards, the College recognizes excellence and achievement in its students. The College bursary program assists students in financial need.

SA07

Student Conduct

All members of the College Community have the right to study or work without undue interference. The College has the expectation that all students and prospective students will conduct themselves in a manner that respects all rights of all members of the College Community and College property.

In keeping with Algonquin Colleges values – Caring, Learning, Integrity and Respect – this policy governs the disciplinary action taken by the College when students and prospective students engage in misconduct, and sets out the disciplinary process

SA10

Student Loans

The College, through Financial Aid and Student Awards (FASA), will administer both secured and unsecured loans. There are maximum amounts of funds that the College can provide students. In some cases, the student's needs are in excess of the maximum, which can be approved. The student recipient is responsible to the College for the repayment of the approved secured or unsecured loan.

SA14

Unreturned College Property and Unpaid Debt

While attending Algonquin College, students make arrangements for the loan of athletic or audio-visual equipment, books, and other College property. As well, students may incur debts to the Campus Store, Library, and other departments. At the end of the loan period, or at the end of each term, students are to honour these obligations. The College will formally notify students of any outstanding obligations and will take appropriate actions should these not be met.

SA16

Sexual Assault/Sexual Violence

Sexual assault and sexual violence are unacceptable and will not be tolerated. We are committed to challenging and preventing sexual assault/sexual violence and creating a safe space for anyone in our College community who has been affected by sexual assault/sexual violence. The College is expected

to be a safe and positive space where members of the College community feel able to work, learn, and express themselves in an environment free from sexual assault/sexual violence.

All reported incidents of sexual assault/sexual violence will be investigated in a manner that ensures due process. It is this policy's intention to make individuals feel comfortable about making a report in good faith about sexual assault/sexual violence that they have experienced or witnessed.

AA – ACADEMIC AFFAIRS

AA03

Program Councils

Program Councils provide students the opportunity to provide feedback to their faculty and the Academic Administrator on their current experience in the program.

AA04

Admissions

The College assesses applicants against criteria that indicate the prospect of success in the program selected by the applicants. The College gives consideration to admit those applicants who meet the published admission requirements. The selection procedures shall be equitable, fair, and open, and consistently applied.

AA05

Advanced Standing

Advanced standing is recognition awarded to a student upon admission that enables direct entry to a second or higher level of a program. It is based on the assumption that previous postsecondary education and/or experiential learning provide an overall equivalency to one or more courses or levels of the program curriculum.

COLLEGE POLICIES

AA06

Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) recognizes that adults may acquire college level learning through life experience. To credit this learning, it must be described or demonstrated; assessed as to its nature, extent, and depth; and deemed equivalent and current when compared to course learning requirements or program learning outcomes. PLAR focuses on the evaluation of experiential learning.

AA08

Course Load

Each program has an approved program of study, outlining the combination of courses that must be successfully completed to entitle a student for certification as a graduate of the program. The program of study is divided into academic achievement levels, each one outlining the courses to be taken in a given term. The number of courses taken in a particular term is referred to as the course load and defines a student's full-time or part-time status.

AA09

Transfer of Academic Credit (Internal)

The College recognizes that courses delivered within the College in different programs may lead to the same essential learning requirements. The assigning of equivalency status to courses allows students to receive an internal transfer of academic credit for identical or equivalent College courses when entering another program of study.

AA10

Transfer of Academic Credit (External)

Transfer of academic credit is awarded for courses completed at other recognized postsecondary institutions, on the basis that the learning outcomes are equivalent and current to the courses within the program of study. Normally, only those courses completed during the previous five years will be considered for transfer of credit and a minimum grade of "C" or equivalent is required.

AA11

Registration

Registration consists of two steps: payment of full fees or fees deposits, and selection and registration in courses. Once both steps are complete, students are eligible to attend classes, use College facilities and resources, and receive academic credit.

AA12

Changes to Original Registration - Course Drop/Add

Students who wish to make changes to their original registration may do so within the time frame and constraints determined by the College. Students are encouraged to do so in consultation with their Academic Advisor. It is the student's responsibility to be aware of the impact of dropping or adding a course on his/ her program of study and student status.

AA13

Evaluation of Student Learning

The College is accountable for the assessment and evaluation of students' performances through the application of standards that guide assessment, evaluation and progression. A formal process of assessment provides timely and specific feedback to students as they work towards the achievement of learning outcomes. It informs students of their current level of achievement in a course or program. A process of formal evaluation also enables the College to make decisions regarding students' progress through a course or program.

AA14

Grading System

The College is accountable for evaluating student achievement based on established standards and for communicating the results of evaluation in a clear, consistent, and equitable manner. The assignment of College-defined grades formalizes a student's status within a course and/or program and provides a basis for decisions regarding recognition of excellence, promotion, academic probation, and withdrawal.

AA15

College Credentials

The Registrar has responsibility for certifying graduates who have achieved the approved program learning outcomes established by the Senior Vice President, Academic. This policy documents the credentials issued to graduates as stipulated in the Ministry of Advanced Education and Skills Development (MAESD) guidelines on program certification.

AA17

Dean's Honours List

The Dean's Honours List is established each term to officially recognize the outstanding academic achievement of students enrolled on a full-time basis in an Ontario College Credential or bachelor's degree program.

AA18

Academic Dishonesty and Discipline

Adherence to acceptable standards of academic honesty is an important aspect of the learning process. Academic work is evaluated on the assumption that the work presented by the students is their own. Students who commit acts of academic dishonesty, also known as cheating, will be subject to disciplinary action. This policy documents the penalties to be imposed for an act of academic dishonesty.

AA19

Academic Appeal

Algonquin College is accountable for setting and maintaining standards of academic performance. The College is committed to ensuring that students are treated in a fair and consistent manner regarding all matters that relate to their academic performance progress. In keeping with this commitment, all students are provided a timely process to appeal academic decisions they believe to be unfair or unreasonable that impact their academic standing or progression.

COLLEGE POLICIES

AA20

Plagiarism

Algonquin College expects students to follow acceptable standards of academic honesty crucial to the teaching/learning process. Academic work submitted by students is evaluated on the assumption that the work presented by the student is his/her own, unless designated otherwise. Plagiarism constitutes an act of academic dishonesty. This policy documents the penalties to be imposed for an act of plagiarism.

AA21

Deferred Evaluation

Students demonstrate their mastery of the program learning outcomes by participating in evaluation mechanisms scheduled throughout the semester. The College recognizes that students may face exceptional circumstances during the semester that can prevent them from completing an evaluation(s) as scheduled. In those circumstances, students in good academic standing can request an extension to complete the missed evaluation(s).

AA23

Faculty Consultation with Students

Algonquin College strives to provide students with the academic support required to make their learning experience successful. All faculty must provide out-of-class hours to consult with students to support student learning and success.

AA24

Disruptions to College Activities

The College recognizes that there may be circumstances beyond its control that interrupt the activities of the College. The College will take every reasonable measure to remain open and, when closure is unavoidable, to reopen as soon as possible. The College will endeavour to provide the level of service possible, given the circumstances.

AA25

Student Course Feedback

Student Course Feedback provides a systematic and consistent mechanism for students to share their course experiences with the College. Results are used to identify required improvements to course design and delivery, facilities, and equipment, to assist in program review, and to support the professional development of faculty.

AA26

Course Outlines and Course Section Information

Course outlines and course section information are essential components of all courses offered at Algonquin College. Together, they document the curriculum at the course level. Course outlines support the learning process by identifying course learning requirements, activities, and resources, as well as the evaluation framework planned to assess student achievement. Course section information details how the course outline is implemented with a specific group of learners within the context of a particular section.

AA27

General Education Courses

The purpose of General Education courses is to develop educated citizens who are conscious of the diversity, complexity, and richness of the human experience and who are able to contribute thoughtfully, creatively, and positively to the society in which they live and work. The specific themes General Education courses cover are: Arts in Society, Civic Life, Social and Cultural Understanding, Personal Understanding, and Science and Technology.

AA28

Essential Employability Skills

Algonquin College recognizes the importance of preparing its graduates for their careers by ensuring that they meet the expectations of their future employers. Essential Employability Skills are integrated components of postsecondary programs of study.

AA32

Use of Mobile Computing Devices in Class

Technology is an essential component of many facets of modern higher education today including the core activity of teaching and learning. When used effectively, these tools can increase student engagement and enhance the overall learning environment. In order to ensure a productive and positive teaching and learning environment for all students, the use of mobile computing devices in the classroom and evaluation sessions is ultimately at the discretion of the faculty.

AA35

Confidentiality of Student Records

The College has a legal obligation to protect the student's right to privacy and to make judicious use of student data and academic information in its possession as required by the Freedom of Information and Protection of Privacy Act, 1987, Province of Ontario (FIPPA). This policy outlines the manner in which the College protects and manages the personal information of all students.

AA36

Field Trips

Field trips are activities sanctioned by an academic department of the College and offered to students as either mandatory or optional activities. The trips are off-campus visits, normally of no more than two days' duration and under the supervision of a College staff member. A field trip is distinct from field placement, field work, or clinical experience.

AA37

Review of Final Grade

The College is accountable for the assessment and evaluation of students' performance through the application of standards that guide assessment, evaluation, and progression. Evaluation of students' performance ends with the awarding of a final grade. There may be occasions when students disagree with the grade they receive on their overall final grade or on an evaluation. This policy provides students the procedure to request a review of their overall final grade, at the conclusion of the term, or a review of a component of the final grade.

COLLEGE POLICIES

AA39

Program Progression and Graduation Requirements

In order to graduate from an Ontario College Credential or bachelor's degree program, students are required to successfully complete all course requirements as set out in the approved Program of Study. The Program of Study provides a continuum in learning from basic to more complex levels. Students must demonstrate their readiness to progress at various intervals; this is usually determined by successful course completion. In addition, in some programs, an overall review of progress will be required at various stages.

AA40

Academic Advising

Students who have access to effective and timely academic advice have an increased ability to make informed decisions about their studies and have higher chances of remaining committed to academic success and career goals. Academic Advising is an integrated and systematic service that provides students with the opportunity to plan, discuss, and review academic progress and to address challenges that may impede successful performance.

AA41

Cancellation of Classes

Students are provided a schedule of classes at the beginning of each semester so they can commit themselves to responsible class attendance and plan their activities. If a class or lab must be cancelled, students must receive adequate notice.

AA42

Learning Management System

Students are provided access to essential course materials, resources, and other relevant information through the College's learning management system.

ARTICULATION AGREEMENTS

Articulation Agreements or Degree Pathways

Articulation Agreements, or Pathways, are agreements between Algonquin College and other postsecondary institutions that facilitate recognition of prior postsecondary study and transfer credit or admission to upper levels of study. As a result, it may take you less time to complete another credential, or result in a reduced course load. This means that you may enter the job market sooner and potentially save time and money.

Algonquin College offers a range of Honours Bachelor Degrees, joint degree programs with Canadian Universities, and a wide array of Pathway opportunities, allowing graduates to continue their studies in Ottawa, within the province, online, or even abroad! Pathways are available for most programs, including general Pathways for graduates of any of our diploma or advanced diploma programs. Algonquin College has established Pathways with the following institutions:

ONTARIO

- Algonquin College
- Brock University
- Lakehead University
- Laurentian University
- Nipissing University
- Ontario Tech University (University of Ontario Institute of Technology)
- Queen's University
- Ryerson University
- Saint Paul University
- University of Guelph
- University of Ottawa
- University of Western Ontario
- York University

ONLINE

- Athabasca University
- Davenport University
- Royal Roads University

CANADA

- Bishop's University
- Cape Breton University
- Okanagan College
- Thompson Rivers University
- University of New Brunswick

ABROAD

- Endicott College
- Griffith University
- Hartpury College
- Institute of Technology, Carlow
- Institute of Technology, Sligo
- Institute of Technology, Tralee
- Limerick Institute of Technology
- University of West England

Using our NEW **Find Your Pathway** tool (algonquincollege.com/pathways/list), you can find current information about the specific Pathways available for your program, and filter your options based on your destination institution, preferred delivery method (online or in-class), and the completion time of the next program in your Pathway. Alternatively, you may find information about additional opportunities in Ontario on the ONTransfer website: ONTransfer.ca

Unless otherwise stipulated, you are subject to the admission requirements of the partnering postsecondary institution. Please note that every effort is made to reflect current pathway information; however, it may be subject to change.

STUDENT SUCCESS SPECIALISTS

Your Student Success Specialists are here to assist you, address your concerns, and help you find answers. They can help you by providing resources and referrals to assist with your learning success.

To view your dedicated Student Success Specialist for your school, visit:

[**algonquincollege.com/student-success-specialist**](https://algonquincollege.com/student-success-specialist)

OTTAWA CAMPUS

613.727.4723

PEMBROKE CAMPUS

613.735.4700

PERTH CAMPUS

613.267.2859

QUICK REFERENCE

Ottawa Campus: 613.727.4723

Department/Service	Ext.
AC Hub	5152
AC Hub Volunteer Centre	5852
Algonquin Commons Theatre Box Office	6442
Applied Research & Innovation	5213
Athletics	5589
Campus Travel	7700
Career & Academic Access Centre	5722
Centre for Continuing & Online Learning (CCOL)	613.727.7655
Centre for Accessible Learning (CAL)	7200
CKDJ Radio	5523
Connections: The Campus Store	7609
Cooperative Education	7623
Counselling Services	7200
Dental Services	7630
Early Learning Centre	7774
Employment Support Centre	7200
Experienced Worker Centre	7127
Financial Aid and Student Awards	613.727.0002
Health Services	7222
Information Technology Services (ITS)	5555
Innovation & Entrepreneurship Office	7832
International Education Centre (IEC)	7031
Language Institute	5700
Library	5834
Lost & Found	5010
Mamidosewin Centre	7186
Massage Therapy Clinic	2138
Observatory	5885
Office of the Ombudsman	6835
Parking, Card, and Locker Services	7187
Physical Resources	7710
Registrar's Office	613.727.0002
Residence	613.727.7698 ext. 4990
Restaurant International	7691

Security	5010
If emergency, dial 5000 or 911	
Spiritual Centre	6456
Students' Association	7711
Test Centre	7079
The Fitness Zone	7294
The Print Shop	7109
Wellness and Equity Centre	5519

Pembroke Campus: 613.735.4700

Department/Service	Ext.
General Information	2700
Admissions/Registrar's Office	2811
Bookstore	2711
Campus Recreation & Fitness	2758
Centre for Accessible Learning (CAL)	2729
Community & Student Affairs	2831
Co-op Office	2814
Counselling Services	2804
Financial Aid	2709
Health Services	2748
Information Technology Services (ITS)	5555
Library	2707
Testing	2742

Perth Campus: 613.267.2859

Department/Service	Ext.
Bookstore	2859
Centre for Accessible Learning (CAL)	7200
Community Employment Services	5680
Counselling Services	5610
Health Services	6546
Information Technology Services (ITS)	5256
Registrar's Office/Financial Aid	5604
Resource Centre/Library	5644
Student Services	5642
Students' Association	5629