

**YOU'VE BEEN ACCEPTED**

**NOW TAKE THE NEXT STEP**

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## CONGRATULATIONS

It is our pleasure to send you this Offer of Admission and we look forward to your arrival on campus. To guide you through the next steps of the admission process, this booklet provides details about how to confirm your acceptance and secure your place and about the wide range of services available to you at Algonquin College. Take a moment to read it through. If you have any questions, please do not hesitate to contact us. We encourage you to keep this booklet handy for future reference.

## CONFIRMING YOUR PLACE

The most important thing you need to do now is confirm your acceptance. If you received Offers for multiple programs, only confirm to the program in which you intend to register. Your confirmation must be made no later than May 1, 2009 for the Fall 2009 Term at:

**Important:** If you do not confirm your acceptance by May 1, 2009, you may lose your seat in the program. If you have been accepted after this date, your confirmation due date will be reflected on your Offer of Admission letter.

For the Winter and Spring Terms, confirmations are due following receipt of your Offer of Admission. To monitor the status of your application, for example, to view what admission requirements are still outstanding, if any, log into [ACSIS](#).

**User ID:** Student number

**Password:** Date of birth (DD/MM/YYYYY)

## COMPLETING YOUR FILE

You may have received a conditional acceptance; this is indicated in your Offer of Admission letter. While you are able to confirm your interest and pay your fees to hold your seat with outstanding requirements, you can not register until your file is complete. Submit all required documentation as soon as possible. For the Fall 2009 Term, if your file is not complete by August 1, 2009, your Offer of Admission may be cancelled.

## PAYING YOUR FEES

Once you confirm your acceptance through [ontariocolleges.ca](http://ontariocolleges.ca), you are encouraged to pay your first term tuition fees to Algonquin College as soon as possible, and no later than the dates below:

Term Fees	Fees Due Dates	Timetables Available	Term Start Date
Fall 2009	July 15, 2009	July 31, 2009	September 8, 2009
Winter 2009	November 15, 2009	December 11, 2009	January 11, 2010
Spring 2010	April 1, 2010	April 6, 2010	May 10, 2010

Fees can be paid online via ACSIS, in person, by mail or by phone. We accept VISA, MasterCard, American Express, cash, cheque, money order or debit card. Cheques and/or money orders should be made payable to Algonquin College; please be sure to write your name and student number on the reverse of the cheque and include the fee payment form with your payment. This form will be sent to you once you confirm your program choice. The College will provide you with a receipt.

Post-dated cheques will not be accepted and a fee of \$25 will be charged for all cheques returned from the bank.

If the Fees Due Date falls on the weekend, then payment is due on the next business day. If you are accepted after the fee deadline, immediate payment is required.

### FEES CAN BE PAID AS FOLLOWS:

**Online:** [AC SIS](#)

**By Phone:** 613-727-0002 or 1-800-565-4723

#### By mail/in-person:

Woodroffe Campus  
Registrar's Office  
C150  
1385 Woodroffe Avenue  
Ottawa, ON K2G 1V8

Pembroke Campus  
315 Pembroke Street East  
Pembroke, ON K8A 3K2

Perth Campus  
7 Craig Street  
Perth, ON K7H 1X7

**IMPORTANT:** Applicants who do not pay their tuition fees by the Fees Due Date may lose their seat in their programs.

## YOUR FILE IS CONFIDENTIAL

*According to the Freedom of Information and Protection of Privacy Act, Algonquin College cannot discuss an application with anyone but the applicant. To arrange for release of information you must complete the release form located in the back pocket of this booklet.*

## TUITION FEE DEFERMENT

Tuition Fee Deferment is a process by which a student requests the Algonquin College Financial Aid Office to arrange for the payment of his/her tuition fees with a source of government assistance (i.e. OSAP) which is administered by the Financial Aid Office.

[financialaid@algonquincollege.com](mailto:financialaid@algonquincollege.com)

Students not in receipt of Financial Aid may be eligible for a fee deferral through the Registrar's Office. Please visit the [Registrar's Office](#) for fee deferment information.

**Note:** Students qualifying for a Tuition Fee Deferment will be charged a non-refundable \$20 administrative fee.

## ENTRANCE BURSARIES

Algonquin College offers Entrance Bursaries to full-time first-year Level 01 students enrolled in degree or diploma programs. Entrance Bursaries are awarded based upon demonstrated financial need. Successful bursary recipients enrolled in a degree program may receive a \$1,000 Entrance Bursary; successful bursary recipients enrolled in a diploma program may receive a \$500 Entrance Bursary.

**Important:** If you are applying for an Entrance Bursary, you should complete and submit the application form (*included in the back pocket of this booklet*) at the same time you confirm acceptance. Applications should be submitted to the Financial Aid Office of the campus you will be attending.

## SPONSORED STUDENTS

Any student whose tuition fees are being paid by a sponsoring agency must provide a letter, typed on the official letterhead stationary of the sponsoring agency, detailing this arrangement by the fee payment deadline. The letter must specify: the name, address and telephone number of the sponsoring agency; a list of fees that the sponsor will be covering – tuition fees, books, your name, date of birth, Algonquin student number and the program you have selected; and both start and end dates of sponsorship.

In the absence of a sponsor's letter, it is the student's responsibility to secure tuition payment. Please note that the Algonquin College refund policy supersedes other sponsorship agreements.

## **LATE CONFIRMATION OR LATE FEE PAYMENT**

If you confirm your acceptance or pay your first-term tuition fees after the deadline, you'll be granted admission only if a seat in your program is still available. Otherwise, your name will be added to the waiting list and you will be notified when a seat becomes available.

**Note:** Applicants must ensure that their contact information is updated and remains current so that the College can contact them should space become available.

## **REFUND POLICY**

New students who officially withdraw in writing or cancel their application prior to the first day of their program will receive a tuition refund, less a \$40 administrative fee. Students who officially withdraw in writing within the first 10 business days from the start of term will receive a refund, less a \$100 administrative fee. International Students should consult with the International Client Service Officer.

**Please note:** Cancellation of payment is not considered to be an official withdrawal. Students who withdraw after the refund date are not eligible for a refund.

## **APPLICATION FOR EXTERNAL TRANSFER OF ACADEMIC CREDIT (Exemptions)**

You may wish to transfer academic credits from another institution. To do so, obtain a Transfer of Academic Credit Form from the Registrar's Office. Fill in all pertinent information and leave it at the Registrar's Office with supporting documentation (course outline(s) and official transcript). A fee of \$10 per transfer credit will be charged. The Registrar's Office will forward your application to the academic department of your program for evaluation and will subsequently inform you of the results. It is recommended that you apply for transfers of academic credit following your acceptance into the program.

## **PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Do you have work experience? We have a process in place to help you gain course credits for the knowledge and skills you have acquired at work or in your personal life. You can gain a credit in your program of study if you can demonstrate the required knowledge.

[plar@algonquincollege.com](mailto:plar@algonquincollege.com)

### **Woodroffe Campus**

613-727-4723 ext. 7027

### **Pembroke Campus**

613-735-4700 ext. 2756

## **ORIENTATION DAYS**

### **WOODROFFE CAMPUS**

To help you prepare and make a smooth transition to college, we invite you to attend Orientation Days 2009 – in late August for the Fall Term or in December for the Winter Term. This orientation event gives you all the information you will need to become well-prepared to begin your College program successfully.

It's a great opportunity to meet other students, ask questions, get your ID card, your OC Transpo bus pass and tour key areas throughout the College. Look for the Orientation Days invitation and reserve your spot quickly!

Further information about orientation is available at:

613-727-4723 ext. 7077

[orientation@algonquincollege.com](mailto:orientation@algonquincollege.com)

### **PERTH CAMPUS**

Perth Campus Preview, which is held in late August, is a day for incoming students to: tour the campus; ask questions; meet faculty, staff and classmates; purchase textbooks, parking passes and lockers; receive information on student services; attend blackboard workshops to get set up on your new Algonquin account; get their student ID and much more! Watch your mail in late July for your invitation.

For more information email or call:

613- 267-2859 ext. 5604

[lancast@algonquincollege.com](mailto:lancast@algonquincollege.com)

## PEMBROKE CAMPUS

Information about Algonquin Advantage Days, held in late August, will be mailed to you shortly. To arrange a tour of the campus, call 613-735-4700 ext. 2709.

## WHAT SERVICES ARE OFFERED TO YOU?

There are many services available to meet the needs of Algonquin's diverse student population.

### BOOKS AND SUPPLIES

All required books and supplies can be purchased from the Woodroffe Campus First Class Bookstore and the Pembroke Campus Bookstore, and are usually available two weeks before classes commence. The Bookstore also carries school jackets and rings, crested clothing, stationery supplies and giftware selections for all seasons.

Purchases can be made at the Woodroffe Bookstore (open Monday through Friday, from 8:00 a.m. to 7:00 p.m.) or online at:

[bookstore.algonquincollege.com](http://bookstore.algonquincollege.com)

[bookstore@algonquincollege.com](mailto:bookstore@algonquincollege.com)

**Note:** If you purchase your books early, it is recommended that you maintain them in their original condition and keep your receipts until you can confirm you have the correct books. Students at the Pembroke Campus will receive book lists at Algonquin Advantage Days. Students at the Perth Campus will receive book lists on the first day of classes, or by mail if lists are available early.

#### Pembroke Campus—Bookstore Hours

9:00 a.m. to 2:00 p.m.—August to September

9:00 a.m. to 1:30 p.m.—January to April

(Closed Study Break—February 16 to 20)

**Note:** For Continuing Education students the bookstore is only open on the first night of classes (6:00 p.m.—6:30 p.m.)

## COMPUTERS AND HOME ELECTRONICS

The New Technology Store, located across from the Bookstore at the Woodroffe Campus, can assist you with all your computing, consumer electronics and entertainment needs. Its broad inventory includes computers (PC and Apple), software, televisions, cellular phones, DVD players, movies, consoles, games and more. Academic pricing is available on many product lines at up to 80% less than other retailers (valid student ID required).

Store hours are Monday through Friday, 8:00 a.m. to 7:00 p.m. and Saturday 9:00 a.m. to 4:00 p.m.

Visit the store online at:

[bookstore.algonquincollege.com](http://bookstore.algonquincollege.com)

[newtechnologystore@algonquincollege.com](mailto:newtechnologystore@algonquincollege.com)

## HEALTH SERVICES

Open Monday to Friday to all students and staff, Health Services offices are located at the Woodroffe and Pembroke Campuses. You can see a registered nurse on a drop-in basis or arrange an appointment with a doctor, at the Woodroffe office. Health Services can also help you complete any medical forms required for your program.

## FINANCIAL AID OFFICE

Algonquin College's [Financial Aid Offices](#) are located on both the Woodroffe and Pembroke Campuses. The Offices are responsible for the timely delivery of various governmental financial assistance programs to both full and part-time students; plus, they are responsible for the administration of the Algonquin College bursary program. At the Perth Campus, contact the Registrar's Office.

## **PARKING**

Woodroffe Campus

Parking permits for new students at the Woodroffe Campus go on sale, beginning July 6, 2009, online at:

[algonquincollege.com/parking](http://algonquincollege.com/parking)

613-727-4723 ext. 7187

[parking@algonquincollege.com](mailto:parking@algonquincollege.com)

Perth Campus

Permits will be on sale at Campus Preview.

Pembroke Campus

Permits will be on sale at Algonquin Advantage Days.

## **LOCKERS**

Your invoice for tuition fees gives you the option to make early arrangements for a locker. If you include your locker rental fee along with your tuition payment, you'll automatically be assigned a locker at the time of registration. Pembroke Campus will be assigned lockers during Algonquin Advantage Days in late August.

Students at the Perth Campus can choose to rent a locker, beginning the week prior to the start of classes. Students must come to the Front Office to make payment arrangements and be assigned lockers.

### **Woodroffe Campus**

613-727-4723 ext. 7187

## **CENTRE FOR STUDENTS WITH DISABILITIES**

*All information will be kept strictly confidential.*

The Centre for Students with Disabilities (CSD) provides academic accommodations and educational support services to students with verifiable disabilities applying to, or attending, Algonquin College.

Students may:

- Have a learning disability
- Have ADD/ADHD
- Be hard of hearing or deaf
- Have a medical disability
- Have a physical disability or be mobility impaired
- Be blind or visually impaired
- Have a mental health disability
- Have autistic spectrum disorders
- Have an acquired brain injury
- Have a mild intellectual disability
- Have a temporary disability or multiple disabilities

Call the CSD to book an appointment with a Counsellor to discuss your specific needs.

Services include, but are not limited to:

- Screening and referral for LD/ADHD psycho-educational assessments
- Alternative-to-print material
- Adaptive technology needs assessment and training
- Individualized learning strategies instruction
- Access to Adaptive Technology Lab
- Access to Test Room accommodation services
- Referral to medical specialist for management of adult ADHD issues
- Transcription services (Braille, e-text, enlarged print and Kurzweil)
- Sign language interpretation

Some services require advance notification to arrange, so be sure to identify your needs well before the term begins.

[algonquincollege.com/student-services/csd](http://algonquincollege.com/student-services/csd)

**Woodroffe Campus**

613-727-4723, ext. 7683

TTY: 613-727-7747

[csd@algonquincollege.com](mailto:csd@algonquincollege.com)

**Perth Campus**

613-727-4723 ext. 7063

**Pembroke Campus**

613-735-4700 ext. 2729

## **LEARNING RESOURCE CENTRES**

(LIBRARY and Student Support Lab [SSL])

Students, faculty and staff are welcome to explore and access a wide range of services provided by the Learning Resource Centre.

Traditional and non-traditional services provided include:

- Research assistance
- Online access to electronic resources
- Circulation of print and non-print materials
- Inter-campus and inter-library loans
- Use of a laptop within the Centre
- Access to computers, printers and photocopiers
- English and math support
- Assistance with general computer questions

To learn more about our services, hours, locations and how to access materials from home, visit the Learning Resource Centre (LRC) at your campus or online at:

[algonquincollege.com/lrc](http://algonquincollege.com/lrc)

**Woodroffe Campus**

6613-727-4723 ext. 5834

**Perth Campus**

6613-267-2859 ext. 5607

**Pembroke Campus**

6613-735-4700 ext. 2707

## **EARLY LEARNING AND CARE PROGRAM**

The Early Learning Centre, located at the Woodroffe Campus, is a demonstration teaching facility for Early Childhood Education students. The program offers an educational setting for children, newborn to five years old. Open year-round, the Centre offers full and part-time care to children of students, employees and community members. Space is limited and demand is high; ensure your name is on the centralized waiting list at:

[afchildcare.on.ca](http://afchildcare.on.ca)

For more information, please call:  
613-727-4723 ext. 7774

## **INTERNATIONAL EDUCATION CENTRE**

The International Education Centre provides personal support to international students throughout their programs of study. Services include admissions, health insurance, airport pick-up, accommodation assistance and orientation. The Centre also offers specialized English as a Second Language training for those who wish to achieve English proficiency as a stepping stone to further post-secondary study.

[algonquincollege.com/international](http://algonquincollege.com/international)

[international@algonquincollege.com](mailto:international@algonquincollege.com)

## **NATIVE STUDENTS' CENTRE**

The Mamidosewin Centre provides a welcoming and supportive environment for Aboriginal students. It offers career, academic and personal counselling, as well as traditional healings, cultural gatherings, encounters with Elders and educational workshops.

613-727-4723 ext. 5566

## **FOOD SERVICES**

Whether you have allergies, dietary constraints or simply strive for a healthier lifestyle, Algonquin College Food and Beverage Operations offers a wide variety of menu options guaranteed to satisfy your needs. Algonquin students can be assured that only well known; top-quality brand name products are used in our dining facilities.

## Meal Plans

Algonquin offers several meal plan options. Our plans work on a declining balance system using your Algonquin Student ID Card. When you purchase your Meal Plan, food dollars are deposited into your account. Once you have chosen your meal from any one of our seven food locations, you simply present your Algonquin Student ID card to the cashier. The appropriate number of food dollars for the meal 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.

**Important:** *All first-time Residence students* must select one of the three Full-Year Meal Plan options. Details and the application form can be found in the pocket at the back of this booklet.

**Note:** Meal Plans are not available on the Pembroke and Perth Campuses.

[algonquincollege.com/food\\_and\\_beverage](http://algonquincollege.com/food_and_beverage)

[mealplans@algonquincollege.com](mailto:mealplans@algonquincollege.com)

613-727-4723 ext. 7615

### **The Observatory (Woodroffe) and The Landing (Pembroke)**

Your student lounges are operated by the Students' Association at both the Woodroffe and Pembroke Campuses. You can relax near the fireplace, play a game of pool, watch TV and have something to eat. The Observatory now accepts the Student Meal Plan card on all food items and serves STARBUCKS coffee. A variety of entertainment is scheduled throughout the year.

[algonquinSA.com](http://algonquinSA.com)

613-727-4723 ext. 7711

## **STUDENTS' ASSOCIATION**

The Algonquin Students' Association (SA) is a not-for-profit corporation whose mission is to create an environment that inspires a passion for student success. The SA is governed by a Board of Directors made up of nine students, and is run by a fulltime staff. Together, they work to ensure that your concerns are heard and addressed, and that you receive the assistance you require to succeed. The SA has offices at the Woodroffe and Pembroke Campuses. Visit our website for news on upcoming events and to find out about all the services available to you through the Students' Association. An information flyer is also included in the pocket at the back of this booklet.

[algonquinSA.com](http://algonquinSA.com)

613-727-4723 ext. 7711

## **STUDENT EMPLOYMENT SERVICES**

Algonquin College offers a comprehensive employment program that matches qualified students and graduates with local employers. Although the Student Employment Services Office is located in room C226 at the Woodroffe Campus, these free services are available to all campuses. Employment Officers promote full-time, part-time and summer job opportunities through the bulletin board, online postings and the online graduate referral service.

The Student Employment Centre provides training on job-search techniques, and offers résumé writing and labour-market information.

[algonquincollege.com/employment](http://algonquincollege.com/employment)

613-727-4723 ext. 7171

## **ATHLETICS**

Algonquin's athletic facilities and programs are an excellent complement to your academic life. In 2005, the Algonquin Students' Association opened its \$4.9 million dome on the Woodroffe Campus—complete with regulation-size soccer field, clubhouse and physiotherapy clinic.

### **Algonquin Fitness Zone**

This 20,000 square foot, state-of-the-art fitness facility, built by the Students' Association, has everything you need to achieve your fitness goals.

613-727-4723 ext. 7294

### **Campus Rec Leagues**

Get a team together and join one of the many Rec Leagues offered by the Students' Association. Leagues include floor hockey, badminton, basketball, volleyball and indoor soccer, touch football, cricket and ice hockey.

Students at the Pembroke Campus can participate in intramural sports, such as basketball and ball hockey, on the Students' Association's new outdoor court.

## **THUNDER VARSITY SPORTS**

Be a part of the THUNDER experience! Fully funded by the Students' Association, teams include men's and women's soccer, volleyball, basketball, and curling. Algonquin has some of the best teams in the province! Try out for a team, or come to a game and help your mascot Thor cheer on the THUNDER.

For more information, please visit:

[algonquinSA.com](http://algonquinSA.com)

613-1727-4723 ext. 5331

## **COUNSELLING SERVICES**

Counselling Services are available to students at all Algonquin campuses. Professional counsellors are on hand to assist students with:

- Career Planning
- Personal Concerns
- Academic Issues
- Study-skills Seminars
- Peer Tutoring

All services are free and confidential. Referrals to professionals in the community can also be provided.

[counselling@algonquincollege.com](mailto:counselling@algonquincollege.com)

### **Woodroffe Campus**

613-727-4723 ext. 7200

### **Pembroke Campus**

613-735-4700 ext. 2804

### **Perth Campus**

613-267-2859 ext. 5610

## RESIDENCE LIFE

First time away from home? Not from the area? Get the full college experience by living on campus at Algonquin's Residence. Make new friends while enjoying what residence life has to offer.

Located at the Woodoffe Campus in Ottawa, this 1,050-bed facility is available to both new and returning students. Every two-bedroom suite includes a full bathroom and a kitchenette equipped with a fridge and microwave. Barrier-free suites are available upon request.

Acceptance into residence is allocated on a first-come, first-served basis. Applications for the Fall 2009 term can be submitted beginning May 13, 2009, for the Winter 2010 term by mid-December 2009 and for the Spring 2010 term in April 2010 to be considered for the 2009-2010 academic year. Applicants are advised to apply as early as possible.

Students applying after the deadline are placed on a waitlist on a first-come, first-served basis. Residence will mail out a Notification of Waitlist or a Notification of Acceptance. A Notification of Acceptance will include all necessary paperwork and forms for residency. A Notification of Waitlist will include terms of the waitlist and the waitlist procedure. It is your responsibility to contact the Residence if you have not received either notification.

Should you be placed on the waitlist and a spot becomes available, Residence will contact you by telephone and you will have 48 hours to claim your spot.

Everyone who is accepted into Residence must fill out a personality profile. This profile contains various questions, including covering how social you like to be and your interests, and musical tastes. Based on these profiles, we will place you with a roommate, of the same gender, with similar interests. If you have a friend who will be living in Residence, there is an option on the profile to include his or her name. If you request each other, we will try our best to ensure you are placed in the same room. Please note that there are no coed suites.

For your convenience, an application form has been included in the back pocket of this booklet or visit us online at:

[theplace2be.ca/algonquin](http://theplace2be.ca/algonquin)

613-727-7698

[algonquin@stayrcc.com](mailto:algonquin@stayrcc.com)

Important: Tuition fees should be sent to the Registrar's Office and your Residence fees sent separately to Residence.

## HOUSING

Algonquin's Students' Association (SA) helps students search for off-campus accommodation year-round. Rental listings of apartments, houses and rooms are posted on the SA website. City maps, bus maps and information on tenant rights are also available through the Woodroffe Campus Office, room C151. Students joining Algonquin for the Fall Term should begin their accommodation search as soon as possible since spaces fill up quickly.

To obtain a copy, please contact:

### **Woodroffe Campus**

[algonquinSA.com](http://algonquinSA.com)

613-727-4723 ext. 7711

### **Perth Campus**

[algonquincollege.com/Derth](http://algonquincollege.com/Derth)

613-267-2859

### **Pembroke Campus**

[algonquincollege.com/dembroke](http://algonquincollege.com/dembroke)

613-735-4700

The Pembroke Campus hosts an Open House and Housing Day, which will be held Saturday, June 20, 2009 from 9 a.m. to 1 p.m. This is an opportunity for students to find housing for the upcoming school year—they have access to phones; tour the campus; attend workshops; meet staff; and take care of College business (payments, etc.). To obtain a copy of the housing list:

[algonquincollege.com/dembroke/appartments](http://algonquincollege.com/dembroke/appartments)

613-735-4700

The Perth Campus releases an Accommodation List in April. To obtain a copy of the Accommodation List:

613-267-2859

# OFFERS OF ADMISSION - IMPORTANT DATES

**Algonquin College will issue Offers according to the following schedule:**

## ADMISSION TO THE 2009 FALL TERM

**November 30, 2008** Transmission of Fall applications from [ontariocolleges.ca](http://ontariocolleges.ca) to the College begins.

**February 1, 2009** Deadline for applications for Equal Consideration to a program. Applications received after this date will be considered on a first-come, first-served basis as long as space is available in the program.

## OFFER DATES

**February 5, 2009** Algonquin College sends out Offers of Admission to applicants who applied to Open programs.

**March 5, 2009** Algonquin College sends out Offers of Admission to applicants who applied to highly-competitive programs.

**May 1, 2009** Deadline for applicants to confirm their acceptance through [ontariocolleges.ca](http://ontariocolleges.ca). Applicants who do not confirm by this deadline may lose their seat in their program.

**May 12, 2009** Residence applications are due.

**July 15, 2009** Tuition fees are due. Applicants who do not pay their tuition fees by this deadline may lose their seat in their program.

**September 8, 2009** Fall Term classes begin.

**October 8, 2009** Deadline to complete the online opt-out forms for the Health and Dental Plans.

## ADMISSION TO THE 2010 WINTER TERM

**September 2009** Application processing begins for Winter and Spring programs. Applicants will be notified of their acceptance on a first-come, first-served basis as long as space is available.

**November 15, 2009** Tuition fees due.

**January 11, 2010** Winter Term classes begin.

## ADMISSION TO THE 2010 SPRING TERM

**April 1, 2010** Tuition fees due.

**May 10, 2010** Spring Term classes begin.

***2009 Fall: Applicants who apply after the Equal Consideration Date will receive their letters as their applications are processed.***

## WHAT'S LEFT TO DO?

REGISTRATION – Fees, Due Dates, Timetables and Term Start Dates

Once you've confirmed your acceptance, submitted all required documentation and paid your first-term tuition fees, you will be registered and your timetable will be available on ACSIS as follows:

<b>Term Fees</b>	<b>Fees Due Dates</b>	<b>Timetables Available</b>	<b>Term Start Date</b>
Fall 2009	July 15, 2009	July 31, 2009	September 8, 2009
Winter 2009	November 15, 2009	December 11, 2009	January 11, 2010
Spring 2010	April 1, 2010	April 6, 2010	May 10, 2010

Students can retrieve their timetables via [AC SIS](#).

## CHECKLIST: AFTER YOU'VE BEEN ACCEPTED

- Confirm your acceptance to [ontariocolleges.ca](#) by the deadline.
- Complete any conditions of acceptance.
- Secure fees either through a financial institution or OSAP.
- Pay your fees or defer fees, if necessary.
- Book your campus tour or register for your campus orientation.
- Check into housing, if necessary.
- Apply for your transfer of academic credits, if necessary.
- Complete and submit your Entrance Bursary Application if you are in a diploma or degree program.

## **YOUR FILE IS CONFIDENTIAL**

In accordance with the Freedom of Information and Protection of Privacy Act, Algonquin College may not discuss an application with anyone other than the applicant. To arrange for the release of information—to a parent, legal guardian, spouse, or sponsor—you must complete the Authorization for Release of Student Information form located in the back of this booklet.

Still require further information or assistance?

**[AskAlgonquin](#)**

Call the Registrar's Office at:

613-727-0002 or 1-800-565-4723

TTY: 613-727-7766

Email: [AskAlgonquin@algonquincollege.com](mailto:AskAlgonquin@algonquincollege.com)