




2 nd Floor C Bldg 	Counselling Services	Workshops thru Counselling	Student Employment Services	Mamidosewin Aboriginal Students' Centre	Peer Tutoring	Library (Learning Resource Centre)	
Services	<ul style="list-style-type: none"> • Career, academic, personal • Vocational and aptitude testing • Emergency walk-in • Suicide/self-injury • Eating disorders • Substance abuse • Relationship issues • Anger management • Stress/anxiety/depression • Parent Resource Network • Study skills • Tragic Event Response Team • Cross-cultural counselling • Settlement counselling 	<ul style="list-style-type: none"> • Career Planning • Study skills and time management • Overcoming procrastination • Test-taking skills and anxiety management • Stress management • Team building • Interpersonal & group communication 	<ul style="list-style-type: none"> • Job search skills coaching • Interview coaching • Resumé, portfolio, cover letter coaching • On-campus recruiting • Job search resources • Job postings for positions on and off the campus • CSEP & OWSP guidelines for staff hiring students for work on campus • Jobs on-campus • On-line Graduate Referral Service (OGRS) 	<ul style="list-style-type: none"> • Aboriginal counselor • Culturally relevant support services • Links to services throughout the National Capital Region • Aboriginal activities, ceremonies, teachings • Access to elders • Social gathering space • Kitchenette • Computer lab and printer • Traditional healing 	<ul style="list-style-type: none"> • One-on-one academic assistance • Requests to receive tutoring are made online • Tutors are strong, upper level students • 48 hours notice • User fee of \$5 per hour • Tutors may not be used to help complete assignments • No "group" tutoring 	<ul style="list-style-type: none"> • Access to books, periodicals, visual media, e-resources • Remote access to electronic databases and over 80,000 journals, mags, newspapers • Research help • AV viewing areas • Study areas • Inter-library loans • Virtual reference 	Over  Academic Referral Ctr International Students Ctr Math Drop-in Ctr Student Success Specialists Residence Life Free Services for Students Academic Coaches ITS (Information technology) Security Services Language Institute
Contact & Hours	C226 www.alg.../counselling Ext. 7200 Mon. – Fri. 8:30 – 4:45 Tue & Thu 4:45 – 7:30 in C141 Sat 10:00 – 2:00 in C141	C226 By request Ext. 7200	C226 www.alg.../employment Ext. 7171 Mon. – Fri. 8:30 – 4:45	C221 www.alg.../mamidosewin Ext. 5127 (Elena Abel) Mon – Fri 8:30 – 7:30 Sat & Sun 10:00 – 2:00	C224 intraweb.alg.../apps/PT Ext. 6661 Mon. - Fri. 9:00 – 4:00	C205 http://www.alg.../lrc Ext. 5834 Mon – Thu 7:30 -9:00; Fri – 7:30 – 5:00; Sat – 10:00 – 4:00; Sun during exams 27 Nov, 4/11 Dec	
1 st Floor C Bldg 	Registrar's Office / Financial Aid		Ombudsperson	Students' Association	Health Services	Centre for Students with Disabilities (CSD)	Mobile Learning Centre
Services	Registrar's Office <ul style="list-style-type: none"> • Registration & admissions • Withdrawals • Application for course exemptions • Academic records and transcripts • Timetables • Fees • Scheduling • Graduate validation • Enrolment audit 	Financial Aid Office <ul style="list-style-type: none"> • Canada - Ontario Integrated Student Loan Program • Fee deferments • Ontario Work Study Plan • Cash advances • Ontario Special Bursary Prog. • P/T Canada Student Loans • Child-Care bursary • Ont. Int'l Education Opportunity Scholarship • Entrance and student assistance bursaries • Donor bursaries • Budget counselling 	<ul style="list-style-type: none"> • College policies and procedures • Student rights and responsibilities • Directing complaints and inquiries • Protection of student academic rights • Clarifying policy and procedure issues • Investigating complaints • Conflict resolution 	<ul style="list-style-type: none"> • Health and Dental Plan (opt out by Oct 6, 2011) • Free resume copies, colour report printing and faxing • Emergency hotline • Tax preparation • Housing referral, Ride board • Used books • Funding for grad, clubs, field trips • Observatory pub (courtesy phone) • Silent study lounge, mtg rms • Fitness Zone • Recreation leagues • Thunder varsity tes 	<ul style="list-style-type: none"> • Doctors & nurses • Emergency medical care • Birth control • Pregnancy testing • Tests for STDs & HIV • Vaccinations, TB tests, flu shots • Quitting smoking • Nutritional advice • Colds, headaches, flu • Allergy injections • Blood tests • Travel advice • Referral to specialists • Free condoms 	<ul style="list-style-type: none"> • Assessment of appropriate academic accommodation. • Faculty consultation regarding students • Student advocacy • Learning Strategist • Adaptive technology lab and support • Sign language interpreters • Computerized note taking • Exam proctoring • Intake Assessment Advisor 	<ul style="list-style-type: none"> • Access to network, printers, e-learning resources • Mobile devices on loan • Group study/ work areas • Coaching in Computer skills, Math and English • Student Success Centre • Academic advising and coaching room C102c • CSD Learning Strategist • Help with access to Bb, ACCIS, library card activation
Contact Hours	C150 www.alg...RegistrarsOffice/ 727-0002 or 1-800-565-4723 Mon. – Thur. 8:30 – 7:30 Fri. 8:30 – 4:30	C150 – pick up # for appt. C225 – financial aid service www.alg.../financialaid 613-727-0002 Mon. – Fri. 8:30 – 4:45	C145 www.alg...com/ombudsperson Ext. 5306 George Cole coleg@alg...com Mon. - Fri. 8:30 – 4:45	C151 www.algonquinsa.com Ext 7711 Mon – Thur: 8:30 – 7:00 Mon – Fri: 8:30 – 5:00 Sat in Sept: 10:00 – 2:00	C141 www.alg.../healthservices Ext. 7222 Mon, Wed & Fri. 8:30 – 4:45 Tues & Thu 8:30 – 7:30 Sat 10:00 – 2:00	C142 www.alg.../csd Ext. 7683 Mon, Wed & Fri 8:30 – 4:45 Tues & Thu 8:30 – 7:30	C102 open 24/7 http://www2.algonquincollege.com/mlc/ Main Desk Ext. 6552 e-library services Mon-Fri 9:00 – 5:00 SS Centre ext. 5152 Mon–Thu 8:00 -7:00; Fri 9:00 – 5:00; Sat 10:00 – 2:00

Algonquin College Resource List for Academic Advisors, Fall 2011

	Academic Referral Advisors	International Education Centre	Workshops for Int'l Students	Math Drop-in Centre	Student Success Specialists	Residence	Free Services for students
Services	<ul style="list-style-type: none"> For current students in LINC, ESL, and Academic Upgrading For prospective students Discuss College program options and admission requirements Information about how to become College eligible and obtain prerequisites Liaison with Chairs/Coordinators regarding special applicants 	<ul style="list-style-type: none"> Academic coach available Contact Michelle Cameron at 2535 Information about off campus work permits Workshops on plagiarism, study skills, Cdn. education system etc. Information about income tax, temporary visas etc. Social activities List of Int'l students provided to Chairs 	<ul style="list-style-type: none"> One hour workshops at various times E.g. plagiarism, differences in education, presenting in front of peers, exam preparation, stress and time management, finding a job Free workshops on work permits, tax forms etc. 	<ul style="list-style-type: none"> For students in specified courses in Technology and Trades Free tutoring by qualified coach in math fundamentals First-come, first-serve basis 	<ul style="list-style-type: none"> Full time staff One point person for each Faculty including Pembroke and Perth campuses; one College-wide SSS in Mobile Learning Centre; Aboriginal SSS available First point of contact for inquiries, referrals Registration assistance Orientation to the College Guidance and support Support for student success and retention initiatives 	<ul style="list-style-type: none"> First point of contact for faculty is Kim Dixon, Manager of Residence Life Each student has an RA (Residence Advisor) who is an upper level student A Residence Programmer is on site to organize educational workshops and events 	<ul style="list-style-type: none"> Faxing of academic-related material, job searches within Canada and the U.S. International faxing for International students only Colour report printing with USB file, updated student ID, 20 pages Group study room booking Lists of housing rentals and ride boards
Contact & Hours	<p>J205 www.alg.../access/referral.htm</p> <p>Ext. 5722 Mon – Fri 8:00 – 4:30</p>	<p>C429 www.alg.../international</p> <p>Ext. 7031 Mon – Fri: 8:00 – 4:30</p>	<p>C434 www.alg.../international/news_event/s/algonquin.html#Workshops</p> <p>Ext. 7037 (Matt Wheatley)</p>	<p>T111a Mon – Fri 11:00 AM – 1:00 PM Contact Nelly Faycal</p> <p>Ext. 5905 faycaln@algonquincollege.com</p>	<p>www.alg.../studentsuccess SSSs have individual offices pls. see website Hrs: Monday – Friday, 8:30 to 4:30</p>	<p>www.alg.../studentsupportservices/ros Office - Mon- Fri 8:30 -4:45</p> <p>Ext. 7004 (Kim Dixon) dixonk@algonquincollege.com</p>	<p>C151 www.algonquinsa.com/services</p> <p>Ext. 7200 Mon-Thur 8:30 –7:00 Fri - 8:30 – 5:00</p>
	Academic Coaches for 2011-2012			ITS (Information Technology Support)	Security Services	Language Institute	<p>Are you a faculty member with academic advising responsibilities?</p> <p>More resources at</p> <p>www.algonquincollege.com/acadvising</p> <p>Visit the Advising Office in C102c</p> <p>Information about conferences, association memberships, PD opportunities</p> <p>Contact Marni Squire Ext. 5902, squirem@algonquincollege.com</p>
Services	<ul style="list-style-type: none"> Graduates from same or related programs provide support related to specific program Role model of a successful graduate Time management, practice, study skills, research advice One-on-one or small groups Focus on first-year students <p>Program Contact/Coach</p> <p>Animation Tom Crook/David Laliberte & Tony Mayoh Architectural Technician Cynthia Poulin/Melanie Smith Biotechnology Technologist Melanie Brown/Kim Seguin Business for Communication Liz Skitmore/Pat Sterling</p>	<p>Child & Youth Worker Vicki Grisim/Wendy Cahill Community & Justice Services - Janet Crupi/April Gervais Construction Technician Cynthia Poulin/Dale Bingley Developmental Service Worker - Laura Rogal-Black/Jennifer Acres Electrical Engineering Kathryn Reilander/Russell Pingyin GAS – Shelley Styles/Adele Yamada Health & Community Studies for Communication Janet Scharfe/Adam Cowley Interactive Multimedia John Kozodoj/Adam Jarvis</p>	<p>International – Susan Olszynko/Sharon Sober Mechanical Engineering – Ken Jessome/Adam Valenta Media & Design for Communication - Lee McCoy/Michael Falcone Practical Nursing – Janet Scharfe/Adele Yamada Pre-Nursing GAS – Diana Partridge/Mark Quirie Recreation & Leisure Patsy Pyke/Rachel de Waard Social Service Worker Scott Fewer/Natasha So Transportation and Building Trades – Chris Hahn/Amandah Selvey</p>	<ul style="list-style-type: none"> Support for network account, email, ACSIS, network drives, printing Mobile Computing Device Support Passwords and lockouts live@algonquincollege.com support Home connection to Algonquin via VPN Support in person, by email and by phone. <p>No Blackboard support beyond login issues. See LRC</p>	<ul style="list-style-type: none"> Campus security and protection Crime prevention and awareness Incident response & reporting Lost and Found "Walk Safe" program Smoking regulations "Crime Stoppers" 	<ul style="list-style-type: none"> English as a Second Language for Newcomers, International students, Prospective students, Govt. employees Intensive program to prepare students for College programs French as a Second Language Foreign languages Sign language Language Instruction for Newcomers (LINC) Multimedia Lab Location for TOEFL and CAEL tests (student must register online with TOEFL or CAEL) 	
Contact & Hours	<p>Program- specific Schedules available in the Advising Office, C102c, or contact name above for each program's details. More information about the coaching program – contact Marni at squirem@algonquincollege.com</p>			<p>C316 www.alg...com/its</p> <p>Ext. 5555 Mon – Fri 7:30 - 5:00</p>	<p>C128C</p> <p>Info: Ext. 5010 Emergency: Ext. 5000 24 hours/day 7 days/wk</p>	<p>B442 www.alg.../languages Ext. 5700 Mon – Thurs 8:00AM – 8:00PM Fri 8:00 AM – 5:00 PM Multimedia Lab B453, hrs same as above and Sat 10:00 – 2:00</p>	