



# A GUIDE TO **CAMPUS SERVICES** FOR **EMPLOYEES**

[algonquincollege.com/campusservices](https://algonquincollege.com/campusservices)

**ALGONQUIN**  
COLLEGE | Campus  
Services



# ENHANCING CAMPUS LIFE

**The Campus Services Team** delivers services designed to create a simple and enjoyable experience to ensure that the Algonquin College community can focus on achieving success.

This guide was created to help you make the most of what our campus services have to offer in a way that works for you. From ensuring your exams are printed on time, to carefully crafting the meal that you share with your colleagues, the Campus Services Team is here to enhance campus life. Services include:

- Food & Conference Services
- Parking, Lockers & Card Services
- Print Services
- Retail Services
- Course Material Services
- Residence Services



# EAT, MEET AND CELEBRATE ON CAMPUS



## OUR DINING EXPERIENCE

Food and Conference Services is dedicated to providing fresh and delicious meals that fuel employees, learners and the public. With seven locations across campus, you are never far from your next snack, meal, or cup of coffee.

### MARKETPLACE FOOD COURT

(Building D) | Here you will find custom, freshly prepared meals for any time of the day. Enjoy seven stations to customize freshly prepared meals including crepes, stirfry, pasta, pizza, salads, and more! Our employee dining lounge with a shaded patio is open during the warmer months.



**THE FIX EATERY** (Building CA) | This location offers a made-to-order stir-fry bar, a grill, soups, salads, and much more. Located near the transit station, it is a great place to grab your breakfast on the way into the office, or a snack for the bus ride home.

**TIM HORTONS** (Building A) | Find your Tim's favourites here including hot & cold beverages, freshly made treats and meal options.

**35TH STREET MARKET CAFÉ** (Residence) | This location is both a food service location and market, offering fresh hot and cold meals, grab and go options and a variety of convenience items.



We offer the price of a small on any hot beverage when you bring and use your own mug (up to 24 ounces) at participating Food Service locations.

## DIETARY RESTRICTIONS

Each location has a variety of menu items that accommodate a range of dietary constraints, allergies and needs. Symbols are used throughout these locations to identify the delicious vegan, vegetarian, halal and gluten aware items.



## SAVE WHEN YOU DINE ON CAMPUS

By registering a Meal Plan, employees are eligible for a 5% savings on food items at all Food Services locations with the exception of Tim Hortons. Meal Plans work on a declining balance system and can be found online by loading money onto your AC Employee Card. Visit [algonquincollege.com/foodsolutions](https://algonquincollege.com/foodsolutions) to sign up for a meal plan today!





## CATERING ON CAMPUS

Planning an upcoming meeting and looking to serve beverages, snacks or a hot meal? Place an internal catering order!

Internal catering orders can be customized to suit the needs of your meeting – big or small. Prior to placing an order, you will want to verify with your business administrator to confirm your respective departmental ordering process. This individual will also be able to coordinate the necessary approvals and notify you of the appropriate budget code.

Place your order online today at [algonquincollege.com/foodservices](https://algonquincollege.com/foodservices)



Sign into the system using your standard AC credentials to place an order. Note - when entering your username don't include the @algonquincollege.com portion of your email.

## GIFT CARDS

Food Services gift cards make wonderful tokens of appreciation and are available for purchase by phone, at the Food Services Office or in-person at any one of the cashes in all Food Service locations.

## CONFERENCE SERVICES

Looking for support with your next event, conference or banquet? Food and Conference Services offers an array of amenities to create a successful and seamless experience. Available for internal and external clients.

**CATERING SERVICES** | Boasting an extensive catering menu with an assortment of delectable meal and snack options. Menus can be tailored to suit your unique needs.

**BANQUET SERVICES** | Banquet rooms are available for booking to accommodate a range of events including weddings, annual general meetings and more!

**CONFERENCE SERVICES** | Conference, meeting and examination rooms are available for booking along with the coordination of audio-visual services.

To request a quote for catering, banquet, wedding or conference services, visit [algonquincollege.com/foodservices](https://algonquincollege.com/foodservices)



# PARKING, CARD & LOCKERS



## PARKING OPTIONS

Parking Services offers annual and monthly parking permits, daily flat rates and short-term parking options for the convenience of learners, employees and visitors. Employees can purchase a parking permit online by visiting [algonquincollege.com/parking](https://algonquincollege.com/parking)

## PARK, PAY & GO

Our campuses feature several hourly parking options as well as daily parking options. For a full breakdown of parking rates, visit [algonquincollege.com/parking](https://algonquincollege.com/parking)

## EVENING & WEEKEND PARKING

On campus during weekends and evenings only? Weekly, monthly, term and annual evening & weekend parking permits are available for purchase. Only on campus once a week? Pay a flat rate of \$6 per evening, Saturday or Sunday in lots 8, 9, 10 and 12.

## GUEST PARKING

Guest speaker or community partner coming to campus? Departments can purchase guest parking passes for use in the visitor parking lot (Lot 7) at the reduced rate of \$9 per pass. Guest passes can be purchased by emailing [parking@algonquincollege.com](mailto:parking@algonquincollege.com). Be sure to obtain the necessary budget code and approvals prior to reaching out.

## 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 Communauto
- U-Pass Program for Students



## AC CARD

All Algonquin College employees receive an AC Card. The AC Card is designed to make your life on campus easier. You will receive your first card within your first week of employment free of charge. Load money onto your AC Card 24/7, online or at AC Cash kiosks around campus! AC Cash can be used as a valid method of payment for a variety of services at participating locations.

## HOW TO GET AN AC CARD

Once you have completed all of your on-boarding steps in WorkDay, please visit [algonquincollege.com/card-services/getting-your-card/faculty-staff/](https://algonquincollege.com/card-services/getting-your-card/faculty-staff/) to submit your photo for your staff card. The Card team will validate your photo and work with you to book a pick-up appointment.



## LOCKERS

Did you know that employees can rent lockers on campus? Rent a locker and avoid the stress of carrying personal items throughout your day. Lockers can be rented by visiting Locker Services in E120 or at [algonquincollege.com/lockers](https://algonquincollege.com/lockers)

# PRINT ON CAMPUS



## PRINTING MADE EASY

The Print Shop offers a suite of print products and professional services designed to support employees and learners with their printing needs. Our state-of-the-art printing equipment can produce anything from examination booklets, to book binding, large scale print jobs, to business cards and more! Our services include:

- Digital black & colour printing
- High-volume printing
- Print on Demand and short-run printing
- Bindery & finishing
- Wide-format printing, banner stand & display printing
- Signage and wayfinding
- Business cards (Algonquin College branded & custom)
- Poster board mounting
- Laminating
- Print production consultation & support

## THE PRINT SHOP ONLINE

Looking to print a large number of exams or documents? Don't spend your time waiting at the printer for your print job to be completed! The Print Shop Online is the College's online shop for employees and students, both on or off campus, to easily and securely place print orders of all kinds.



Orders from The Print Shop Online can be picked up in-person, or delivered through internal deliveries to a specified office on campus. This service is especially useful for employees who are not on campus during store hours. Login using your network credentials.

## CLASSROOM, OFFICE, LAB, AND HALLWAY PRINTERS

We have 150 printers in our cross-college printer fleet ready to print when you are! You can print documents directly to any printer on campus – simply send to print and tap your card at the nearest printer to release your print job.

Do you have a project you need support with? Let's chat! The Print Shop can be contacted via phone, in-person or by email. Visit [algonquincollege.com/printshop](https://algonquincollege.com/printshop) for more details.

## AC PRINT

AC Print is an easy way to print from your phone, tablet or laptop computer. With AC Print you can print your document directly from your device then tap your AC card on a campus printer to start printing.

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



Residence Building

# STAY ON CAMPUS



## RESIDENCE: YOUR HOME AWAY FROM HOME

Residence provides a home for over 1,000 of our learners each year. Learners who stay in Residence live in a safe, affordable and convenient environment where they can thrive. Countless resources are available to learners living in Residence including Resident Advisors, engaging community activities, staff to direct learners to support services and more.

## SUMMER ACCOMMODATIONS

Do you have guests visiting from out of town? Hotel-alternative accommodations are available at the Algonquin College Residence mid-May through mid-August. Each suite is comprised of two bedrooms with one double bed in each, a three-piece bathroom and a kitchen preparation area equipped with a full-sized fridge and a microwave.

With non-smoking facilities staffed 24/7, your guests are sure to enjoy their stay. Amenities included with each booking:

- Great rates and comfortable, convenient alternative to a hotel
- Full two-bedroom suite with kitchenette included in booking, sleeps up to four people.
- Air conditioned
- High speed internet
- Extra large double beds
- Ideal for conference, events, and sporting groups



Algonquin College employees, including their friends & families, get an exclusive rate when staying in Residence during summer months. This discount is extended to friends and family too! Book your stay at the insider rate by visiting [bit.ly/ACResidence](https://bit.ly/ACResidence)

# SHOP ON CAMPUS



## THE CAMPUS STORE

Connections: The Campus Store provides employees and learners with one-stop access to materials required for all courses offered through the College. The knowledgeable staff are available to provide support with:

- Course materials (including books, uniforms, and equipment)
- Bring Your Own Device technology and peripherals
- Departmental orders
- Course Kits and supplies
- Algonquin College branded clothing and gifts
- Office and school supplies
- Tech supplies
- Personalized student booklist
- Name tag ordering

With a large variety of items, shop in person during store hours or 24 hours a day, 7 days a week, online!

Head to The Campus Store to stock up on your favourite Algonquin College gear and show your **#ACspirit!** To shop online and check store hours, visit [thecampusstore.ca](https://thecampusstore.ca)



Connections - The Campus Store H-Building





## COURSE MATERIAL SERVICES

Course Material Services is your go-to for all digital and print learning resources! The team is dedicated to ensuring all required resources are available to you and your learners. Services available include:

**DESK COPY REQUEST** | Desk copies provide you with an opportunity to explore a resource as part of the curriculum review, program review and the program development process.

**OPEN EDUCATIONAL RESOURCES** | Educational materials available free of charge under an open license that may be accessed by anyone, at anytime, anywhere.

**PUBLISHER CONTACTS DIRECTORY** | Looking to speak with a publisher? Find your Algonquin College contact today!

### CHECK MY RESOURCE STATUS |

Visit Connections: The Campus Store in-person to browse current resources or verify the status of your resource online.

**DEPARTMENTAL ORDERS** | When placing an order for course materials and general merchandise through Course Material Services, departments are not charged HST and receive:

- Delivery directly to your office, or pickup at The Campus Store
- Free quotes and consultations
- Competitive departmental pricing where profits are returned to the College

**BOOKLIST** | Matches a learner's campus, program and courses with the materials needed for each, and displays them in a personalized custom list. Learners can order materials online directly through Booklist, or bring their Booklist to The Campus Store to purchase their materials.

## DYK: The Campus Store offers three ways to save:

1. Prices on course materials at The Campus Store are **the same, or less**, when compared to buying directly from the publisher\*.
2. The Campus Store sells a variety of used books to help you save roughly **25% off** the current new selling price of the print version.
3. Digital resources, when available, are another great way to save on course materials as learners can save up to **50% off** the print edition when they go digital.

\*Please review the **terms and conditions** section on our website for more details on course material pricing.



Connections offers a textbook buyback program for your students! Here is how it works: Buy new or used and save 25% off the original price\*. Sell used and receive up to 50% of the current selling price\*.

\*Based off in store pricing. For more details visit:  
[thecampusstore.ca](https://thecampusstore.ca)

# ADVERTISING ON CAMPUS



## REACH YOUR AUDIENCE

Campus Services oversees requests from external organizations wishing to advertise on campus. Advertising platforms available include:

- Digital screens
- Large backlits
- Poster boards
- Washroom boards



## POSTER BOARDS ON CAMPUS

Our College has roughly 50 General Interest Poster Boards at the Ottawa campus. General Interest Poster Boards are reserved for announcing special events, activities or programs. You are welcome to submit your notices and/or posters for approval and stamping at The AC Hub (2nd Floor, E Building) five business days prior to posting.

## CAMPUS SERVICES GIVES

Campus Services' business units are pleased to partner with Algonquin College learners and employees by supporting their initiatives through Campus Services Gives. If you would like your initiative or event to be considered for the Campus Services Gives program, please visit [algonquincollege.com/campuservices](https://algonquincollege.com/campuservices) and fill out a form at least ten business days prior to your request deadline.



FIND US | #ACSpirit

