

Student Handbook



2027/2028

A photograph of a modern building with a large, colorful glass facade. The glass is composed of many rectangular panels in various shades of blue, green, and grey. The building has a brick section on the right and a grey stone base. A glass-enclosed staircase is visible on the right side. In the foreground, there is a paved walkway and some greenery. The sky is overcast.

“When the only limit is your imagination, your future is unlimited.”

Claude Brulé – President and CEO, Algonquin College

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POLICIES & AGREEMENTS

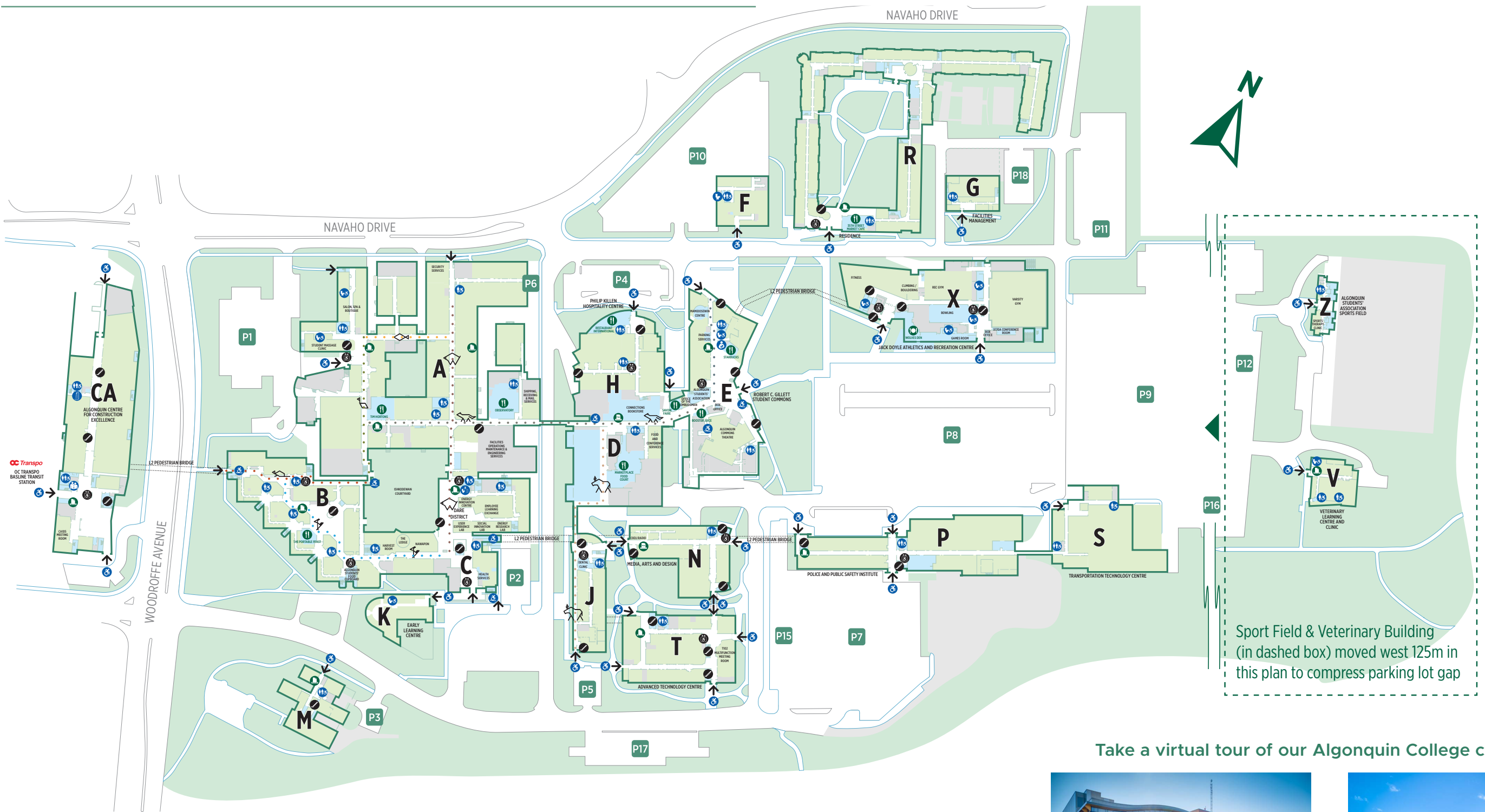
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QUICK REFERENCE

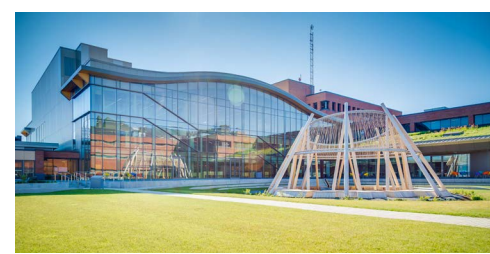
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Ottawa Campus Map



Take a virtual tour of our Algonquin College campuses!



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



PEMBROKE CAMPUS
1 College Way
Pembroke, ON K8A OC8
613.735.4700

Living Our Values

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.



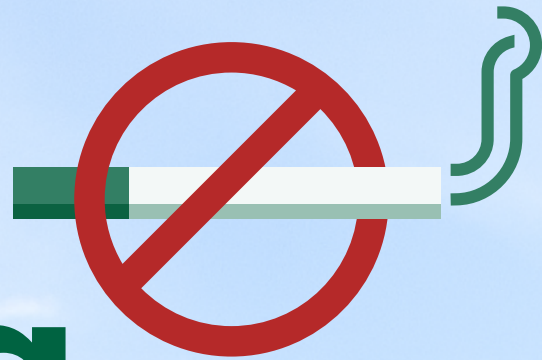
Student Bill of Rights

Statement of Student Rights and Responsibilities

Membership of the College Community implies acceptance of the principles of mutual respect for the rights and responsibilities, dignity, and well-being of any member of the College community. With respect to students and prospective students, these rights, and responsibilities that accompany them, include, but are not limited to, the following:

1. You retain all your ordinary RIGHTS, under applicable laws of Canada and Ontario, when you become a member of the College Community. By the same token, as a student, you continue to have the RESPONSIBILITY to abide by all Federal, Provincial and Municipal laws, regulations and by-laws, in addition to College policies. The College may decide to impose and enforce its own discipline procedures, pursuant to its policies, in addition to any enforcement procedures of civil authorities.
2. Subject to availability of College resources, you have the RIGHT to participate, unhindered, in the academic, intellectual, cultural and social life of the College. You have the RESPONSIBILITY to respect the rights of others to the same participation by refraining from actions that threaten or disrupt the academic, intellectual, cultural and social life of the College.
3. Pursuant to the laws of Canada, Ontario and College policies, you have the RIGHT to the safety and security of your person in an environment free from harassment, intimidation, discrimination or assault. You have the RESPONSIBILITY to treat others with respect and refrain from acts of harassment, intimidation, discrimination or assault.
4. Subject to your compliance with College policies and rules, you have the RIGHT to the free and peaceful use of College property, grounds and facilities for all legitimate purposes. You have the RESPONSIBILITY to respect and preserve property, grounds and facilities so they may be equally available to others.
5. You have the RIGHT to fair process and an expectation that the principles of natural justice will prevail in official procedures. This implies the provision of: impartial arbiters; advanced written notice of all complaints; sufficient time to prepare oneself for a hearing, if accused of a policy violation; opportunity to testify, present evidence, know, respond and seek clarification of evidence presented by Witnesses; timely access to information and documentation upon which judgments are to be made; the right to an advisor; the right to timely resolution of issues following guidelines set out in College policies. You have the RESPONSIBILITY to recognize and respect the legitimate exercise of authority by a College Official or authorized agent. This includes, but is not limited to, the authority of a faculty member in a teaching environment, and the authority of any official, agent or Employee carrying out duties as assigned by or on behalf of the College.
6. At Algonquin College, you are at the centre of decisions about your education, services, and supports. We are here to work directly with you, respect your privacy, and help you build confidence in navigating College processes. As a college student, you are expected to lead your own decision-making, ask questions, and take an active role in the choices that affect your learning and well-being. If you would like a parent, family member, or support person to be involved, they are welcome to support you when you give permission or ask for their involvement.

Thank you for not smoking



This is a clean air campus, smoking and vaping are prohibited

Security Services

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: 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 Pembroke campus
 - 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?

Ottawa Campus Room A1216 613.727.4723 ext. 5010

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.

Pembroke Campus 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 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 Pembroke Campus, 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 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

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 and make sure your phone is charged.
- 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.
-

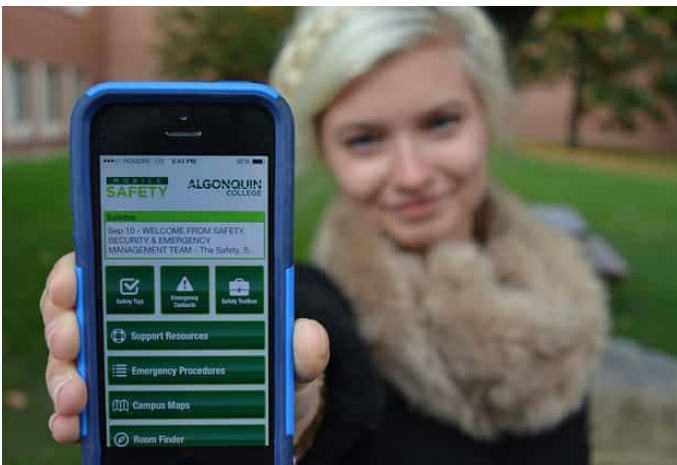
Locker Theft Prevention

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 A1216 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 A1216 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 A1216. If you have lost an article, you may inquire at the same office. For the Pembroke Campus, you should inquire at the General Information Offices.

A promise to live up to our name.

At Algonquin College, we acknowledge that we live and work on the traditional territory of the Algonquin people. As Canada moves along a path of Truth and Reconciliation, we will do our part to ensure that Indigenous Knowledge, ideas and culture are an integral part of everything we do.

Anamikàge (Welcome to) Algonquin College.



Services



AC Card + U-Pass (Student ID Card and transit pass)

Your AC Card + U-Pass is your one card that has it all! It can be used as a form of ID for everything, from borrowing library books and equipment, to accessing your health plan discounts. It grants you access to classrooms, labs, and Residence rooms. You can also load money onto your card and use it as a form of payment at food locations, The Campus Store, and 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.

For full-time, U-Pass eligible, students on the Ottawa Campus, your AC Card + U-Pass will also serve as your transit pass. It will serve as your payment on all OC Transpo and STO routes. Be sure to hold your card on the fare reader for 4 seconds to ensure proper validation! (We're serious about those 4 seconds! Hold on the fare reader until you see a green validation message!). The card must also be removed from your wallet or any other cards to avoid card read conflicts.

Getting your AC Card + U-pass

New Students

Log in to the [AC Photo Portal](#) and follow the steps to submit a photo for your card. If you are eligible for a U-Pass, your AC Card + U-Pass will be enabled to be used as your transit pass for unlimited use on all OC Transpo and STO routes.

The cost of the U-Pass is \$234.80 per term for the 2025/2026 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 \$8.50 will be charged to a student's account once per academic year.

For information about U-Pass eligibility, please check out the U-Pass website, algonquincollege.com/upass.

Ottawa Campus

613.727.4723 ext. 7187



Services



The AC Hub

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.

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
- Collaborative idea sharing
- Networking and leadership experiences
- Volunteer opportunities through the AC Hub Volunteer Centre
- Orientation

Aside from the physical location of the AC Hub, there are also 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 Pembroke to provide outreach and programming to students at those campuses.

Ottawa Campus 613.727.4723 ext. 5152
Room E217
(Student Commons)



The AC Hub Volunteer Centre

Volunteerism is a primary passion at the AC Hub. The AC Hub’s Volunteer Centre offers volunteer opportunities that cultivate valuable transferable leadership skills, while creating rewarding experiences. The Volunteer Centre acts as a connector to on-campus and off-campus volunteering opportunities. Simply join the Volunteer Centre on [Bloomerang](#) to learn about and sign up for exclusive events and opportunities.

Algonquin College supports the [United Nations Sustainable Development Goals](#) (UN SDGs). The SDGs are the blueprint to achieve a better and more sustainable future for all, and we strive to have each of our volunteer opportunities align with one or more of the SDGs.

Ottawa Campus 613.727.4723 ext. 5854
Room E203
(Student Commons)

Services



Alumni & Friends Network

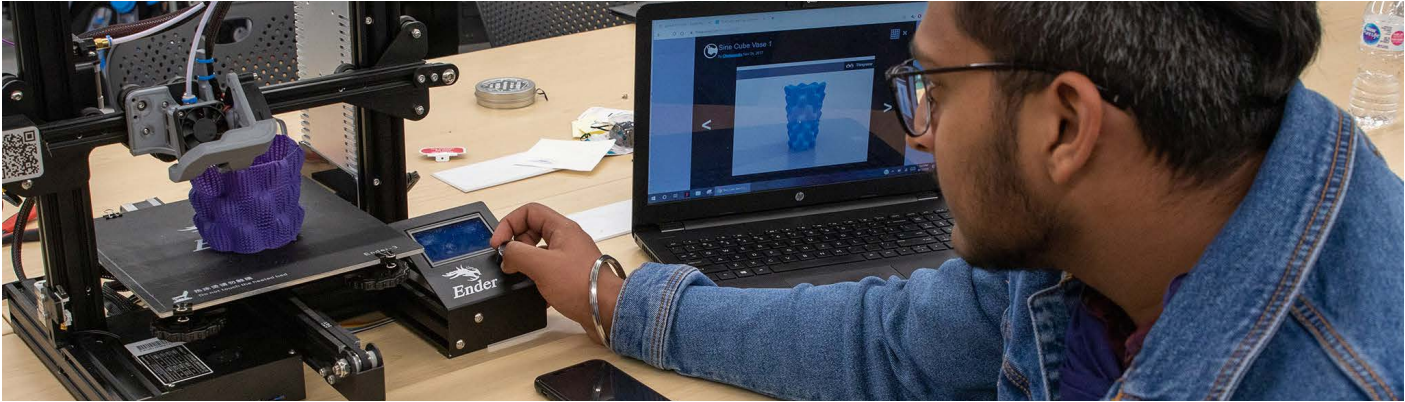
The Algonquin College Alumni & Friends Network is a vibrant network of more than 230,000 alumni that stretches from Ottawa to the far corners of the world. This network allows alumni to stay connected to the College, faculty, and classmates, while supporting their career success, in addition to enjoying a host of other benefits.

Follow us on social media to stay in touch!

All Campuses 613.727.4723 ext. 7072
Ottawa Campus
Room C212a (C Building)

Your goals are within reach.

Connect with our advisors today to map out your personalized path to graduation.



Applied Research

Make a Real Impact with Applied Research at Algonquin College

Are you ready to take your learning beyond the classroom and into the real world? At Algonquin College, our Applied Research program connects students with professors, businesses, and community organizations to tackle real industry challenges—right here in the Ottawa area.

As a Research Assistant, you'll work on hands-on projects that drive innovation, helping companies develop new products, services, and processes. Along the way, you'll gain valuable experience that sets you apart in your career.

Why Get Involved?

- Apply your classroom knowledge to real-world challenges
- Build essential skills in communication, teamwork, and problem-solving
- Collaborate with industry partners and faculty on meaningful projects
- Explore your talents and demonstrate your capabilities in a professional setting
- Enjoy the flexibility of applied learning while making a positive impact in your community

Becoming a Research Assistant is your opportunity to turn curiosity into innovation, build a standout resume, and contribute to meaningful change. Learn more about Applied Research [here](#).

Ottawa Campus 613.727.4723 ext. 2429

Services



ASPIRE AC

ASPIRE AC offers programming to help students get to college, stay in college, and find meaningful employment after graduation.

What does this support entail?

- Sponsored peer tutoring that allows students to access one-to-one tutoring for classes where they need extra academic help (this way, they can focus on their academics and not worry about funding the extra support).
- ASPIRE AC Job Coaches who help them understand workplace culture and expectations, so that they can gain meaningful employment and thrive in the workplace.
- Transition Coaches and Mentors who can meet with them to tackle any barriers that come up during their college experience. Examples include:
 - Applying for college programs through ontariocolleges.ca.
 - Submitting an OSAP or bursary application.
 - Reviewing best practices for college success.
 - Learning how to log into student email and other College systems.
 - Managing their assignments and responsibilities in one electronic calendar.
 - Ensuring the software for their program is loaded and working on their electronic devices.
 - Referring them to services at the College and in the community.
 - If this program sounds like a fit for you, please don't hesitate to register on our website and we will connect with you shortly!

Ottawa Campus



ATM Machines

You will find two ATM machines at the Ottawa Campus.
The locations are:

- Student Commons (E Building), near Starbucks – Scotiabank ATM
- Student Commons (E Building), near Starbucks – BMO ATM

Pembroke Campus:

- An ATM is in the hallway outside the cafeteria.



Services



Brightspace

To log in to Brightspace and view your course information:

1. Go to brightspace.algonquincollege.com
2. Use your Algonquin College email 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.

Brightspace Technical Support for Students (Ottawa Campus)

Hours of Operation (Excluding holidays observed by the College):

Fall and Winter (Aug. 25-May 8)	Spring (May 11-Aug. 21)
Monday - Friday: 7:30am-8pm	Monday - Friday: 7:30am-5pm
Saturday: 8am-4pm	

In-person support at Student Central (DARE district). Call, email, or complete our online form for additional support: help.algonquincollege.com/webtocase

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

Ottawa Campus
Student Central
(DARE District)

613.727.4723 ext. 5555
1.866.921.5763



Career Development Services

At Career Development Services, we’re here to support you at every stage of your career journey—whether you’re exploring your options, preparing for the job market, or mapping out your next steps with clarity and purpose. Using a stepped care model, we offer a range of flexible, accessible supports tailored to meet your unique needs.

- **Online Resources** – Discover self-guided tools available 24/7 to support independent exploration and career readiness
- **Workshops & Events** – Join group-based learning opportunities and opportunities to build skills and make connections
- **Peer Support & Drop-ins** – Drop by for informal, accessible peer support for quick questions, resume reviews, or guidance on navigating career resources
- **Career Advising** – Book a one-on-one session with a career advisor for tailored advice on career planning, resume and cover letter writing, LinkedIn optimization, job search strategies and interview skills.
- **Career Counselling** – Access in-depth, personalized support from a career counsellor to address complex career concerns, decision-making challenges, and career-life integration.

No matter where you are in your journey, we’re here to help you move forward with confidence.

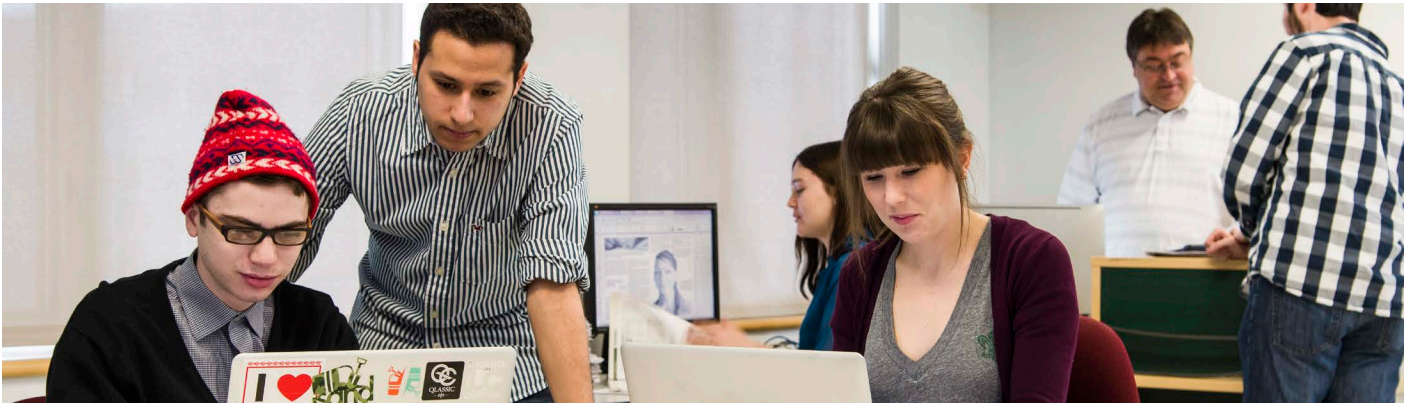
Ottawa Campus



Helping you
every step
of the way.

Here *2* Help

Services



Centre for Accessible Learning

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 CAL. With just above 20% 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 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 an Accessible Learning Advisor, 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
- Transcription services
- ASL Interpreting

CAL Test Services, located on the 3rd floor of the Student Commons (E304e), provides in-person proctoring support on behalf of the faculty when accommodations cannot be delivered in the classroom environment.

When accommodations cannot be provided in the classroom environment, students must complete a booking request through the [CAL Student Portal](#) for each virtual or in-person test/exam.



Connections: The Campus Store

Connections: The Campus Store is located in H building on the Ottawa Campus, supplying everything you need to help set you up for success. You can also shop online 24/7 at [thecampusstore.ca](#). The Campus Store offers worldwide shipping, online order pick-up, and in-store shopping.

[Booklist](#) is a custom list of textbooks and course materials that you will need this term! Log in using your Algonquin College network username and password (found on ACSIS) You can purchase either a print or digital format of their books, if available. The Campus Store also sells course-required items such as course clothing, kits, and more.

Feel confident about getting the best prices on your course materials! Save three different ways at Connections: The Campus Store.

1. Prices on course materials at The Campus Store are the same, or less, when compared to buying directly from the publisher*.
2. Save roughly 25% off the current new selling price of the print version when you buy used books directly from Connections: The Campus Store.
3. Go digital and skip the printing costs. When available, digitals resources can save you up to 50% off compared to new print textbooks.

The Campus Store offers a great selection of Algonquin College branded clothing, giftware, and school supplies to show your AC Spirit! Need tech products? The Campus Store has you covered with exclusive educational deals on laptops, software, and computer accessories.

**Please review the [terms and conditions](#) section on our website for more details on course material pricing.*

FIND US | **#ACSPIRIT**

Ottawa Campus

613.727.4723 ext. 7200
TTY: 1.866.620.3845
Fax: 613.727.7661

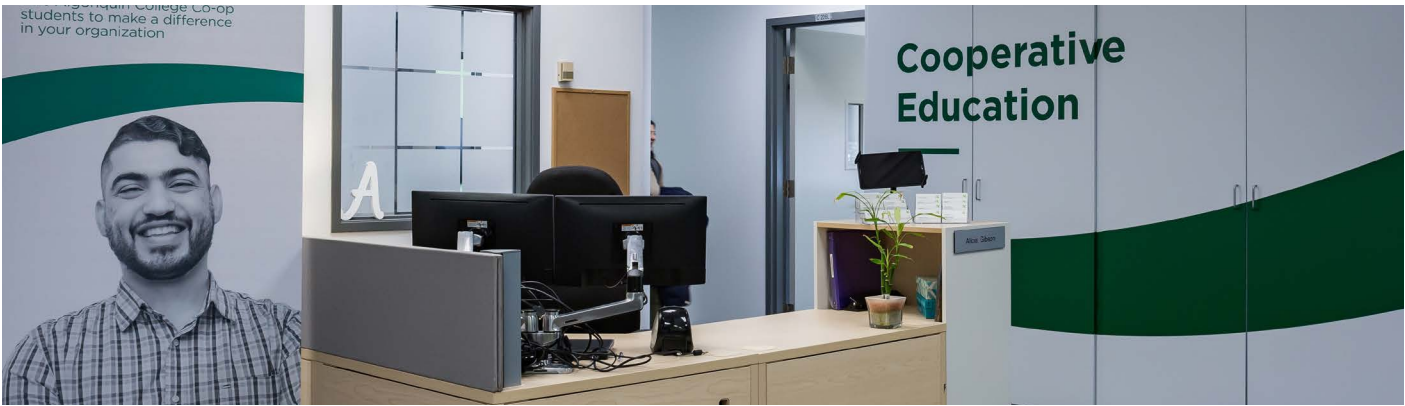
Pembroke Campus

613.735.4700 ext. 2729

Ottawa Campus
H Building

613.727.4723 ext. 7109

Services



Co-op and Career Centre

The Co-op and Career Centre at Algonquin College is here to help you make the most of your co-op journey. Whether you're preparing for your job search, applying for positions, or navigating your co-op work term, we offer the guidance and support you need — every step of the way.

The Co-op and Career Centre also offers access to HireAC.ca — the college's exclusive job platform — to students and alumni seeking part-time, full-time and summer employment opportunities.

Unlock Your Career Potential with HireAC

[HireAC.ca](#) is the dedicated job board for all Algonquin College students and graduates. Whether you are a co-op or non-co-op student, start your job search here for full-time, part-time, summer, and on-campus opportunities.

- **Explore Employment Opportunities:** View current full-time, part-time, and summer job listings across various industries and career fields.
 - **On-Campus Positions:** Access on-campus CSEP positions as part of Algonquin's Work Study Program.
- **Job Alerts:** Set up alerts to be notified when new opportunities in your field are posted.
 - **Networking Events:** Connect with employers, alumni, and industry professionals to build your network and explore career paths.

Note for recent graduates and alumni: You must use an active AlgonquinLive account to log in to HireAC and access career services. To keep your account active, be sure to log in at least once every six months.



Counselling Services

Counselling Services offers caring, confidential, professional help to Algonquin College students at no cost. Our qualified and professional counsellors can support students with a variety of mental health and wellbeing concerns such as:

- Managing stress, anxiety, and other mental health concerns while you're in school.
 - Building resilience and self-awareness, supporting you with the tools to thrive—not just survive—your College experience.
- Navigating academic and personal challenges including navigating conflict with peers and managing academic pressures and coping through test anxiety.

Members of the Counselling team are each registered and experienced psychotherapists or social workers. When you need to talk, we're here to help.

To book an appointment with a counsellor, please contact:

Ottawa Campus		613.727.4723 ext. 7200
Pembroke Campus		613.735.4700 ext. 2804

Ottawa Campus		613.727.4723 ext. 7623
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Services



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 each individual, client-centered care plans are developed that may include the following:

- Complete oral assessments
- Radiographs
- Comprehensive teeth cleaning
- Stain removal
- Fluoride application
- Placement of enamel sealants
- Oral health education
- Nutrition counselling
- Tobacco use cessation counselling

Tooth whitening treatment and custom-fitted sports guards are also available. Small, routine fillings may be provided by a team of Registered Restorative Dental Hygienists, Dentists, and Dental Assisting students, as required.

For service and fee information, please visit: algonquincollege.com/dental-clinic/services

Ottawa Campus 613.727.4723 ext. 2017



Financial Aid and Student Awards

The [Financial Aid and Student Awards](#) Office helps students access funding to pay for their studies and living expenses. There are many sources of possible funding, and students are encouraged to apply for as many different sources of funding as possible. It is very common for students to receive funding from more than one source.

Students who are residents of Ontario are encouraged to apply for the [Ontario Student Assistance Program \(OSAP\)](#). OSAP provides loans that are interest free while students are in school. OSAP also provides grants that you do not need to pay back (but you must be sure to pass your courses). Ontario residents studying nursing also have the option of applying for the [Ontario Learn and Stay Grant \(OLSG\)](#) to receive non-repayable grants for education costs.

Students can submit an OSAP or OLSG application even if they aren't sure yet if they will proceed with their studies. By submitting an OSAP or OLSG application, students can see how much loan and grant funding they will receive. Students can choose to refuse the loan funding and keep only the grant funding, meaning students could graduate debt free.

[Other provinces and territories have similar financial aid programs](#) to support students from other provinces coming to Algonquin College to study.

For help with applications or general questions, students are invited to contact their Financial Aid Officer: algonquincollege.com/financial-aid/contact-us

Ottawa Campus	613.727.0002 1.800.565.4723
Pembroke Campus	613.735.4700 ext. 2709

Services



Food & Conference Services

Algonquin College is home to many different food locations, each specializing in its own flavour profile. Students are encouraged to tour the campus, taste all the different eateries, and sample each of their signature menu items.

Each location provides balanced nutritional food options at competitive prices. We offer a wide variety of gluten-aware, vegan, halal, and vegetarian options. Our Executive Chef is happy to accommodate those with medical or lifestyle food requirements.

To find out which locations are open for the current term, as well as current hours of operation, please check the Food Services website: algonquincollege.com/foodservices.

Meal Plan Information

Meal Plans are a quick and easy way to save money when you purchase food on campus. Meal Plans work on a declining balance system using your AC Card.

After loading money on your Campus Meal Plan, you can use your AC Card to save up 5% on most food purchases. Other Meal Plan options are also available that allow you further savings. Follow the simple steps below to load funds to your Campus Meal Plan account or contact us at 613.727.4723 ext. 5723 to discuss additional plans.

1. Purchase and load funds to your Meal Plan online at onlineplan.algonquincollege.com
2. Present your AC Card during checkout at any of our Food Service locations or Algonquin Students' Association locations.
3. Tap your card to pay! The amount will be deducted from your Meal Plan account.

Balances on your Meal Plan can be checked anytime by visiting onlineplan.algonquincollege.com, or by asking for a receipt when you make a purchase.



Ottawa Campus

613.727.4723 ext. 7615



Services



Health Services

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

We provide a range of medical services, including:

- Treatment of minor illnesses & injury
- Immunizations & screening
- TB skin testing
- Wound care
- Mental health support
- Screening for sexually transmitted infections
- Smoking cessation support
- Birth control & pregnancy options

If you are new to our Health Services clinic, you must first register as a new patient. [Click here to visit our webpage to register.](#)

Please have the following information available when booking an appointment and when visiting our clinic for your appointment:

- A valid health card (provincial health card for Canadians or a GuardMe card for international students)
- Your AC student card
- A list of your current medications or pictures of the bottle labels

Ottawa Campus 613.727.4723 ext. 7222
Room C141 (C Building)
Pembroke Campus 613.735.4700 ext. 2748
Room 110d



Housing for Students

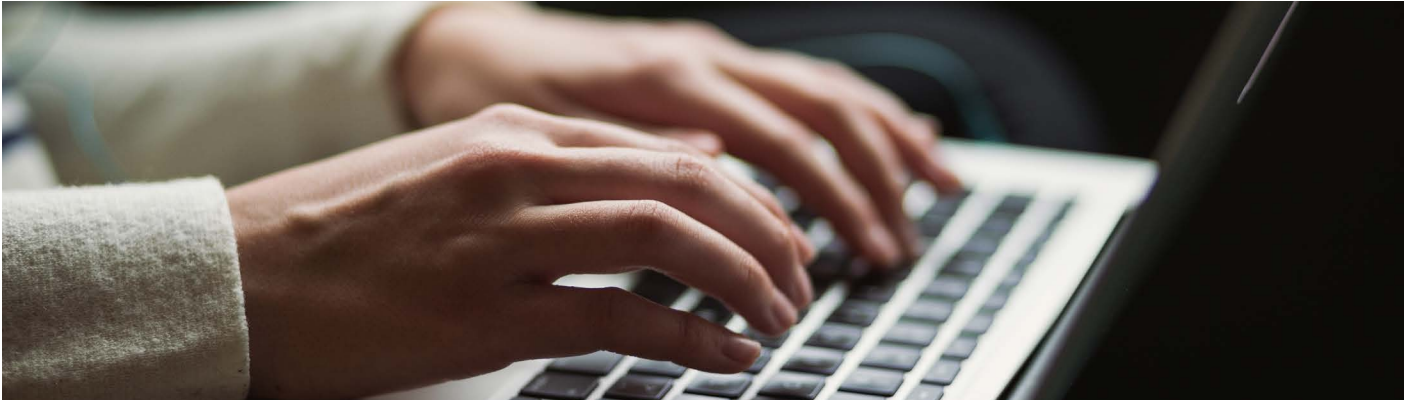
The Student Housing Coordinator offers education and guidance to future and current students on housing-related matters across the Ottawa and Pembroke campuses.

What does this entail?

- Pre-arrival housing education and guidance
- Information regarding on-campus and off-campus housing
- Information on market rent prices and trends
- Guidance on how and where to apartment search
- Guidance on Ontario Standard Lease agreements
- Guidance on tenant and landlord rights and responsibilities
- Guidance on navigating roommate considerations and agreements
- Guidance on navigating tenancies
- Budgeting
- Education on how to be a good tenant and roommate
- Webinars to educate students on various housing topics
- Emergency housing

Ottawa Campus 613.727.4723 ext. 2401

Services



Information Technology Services (ITS)

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; telephones; and systems including Brightspace, ACSIS, software installation, software deployment, and software license management.

Please refer to algonquincollege.com/its/about-contact-its for the current hours of operation.

For Self Help please visit algonquincollege.com/itshelp

To submit a service request: help.algonquincollege.com/webtocase

Ottawa Campus 613.727.4723 ext. 5555
Pembroke Campus 613.735.4700 ext. 2634



International Education Centre

The International Education Centre (IEC) is your support team at Algonquin College. The IEC can help you settle into your studies and to life in Canada. It can also help you connect with the college community and with other students.

Services include:

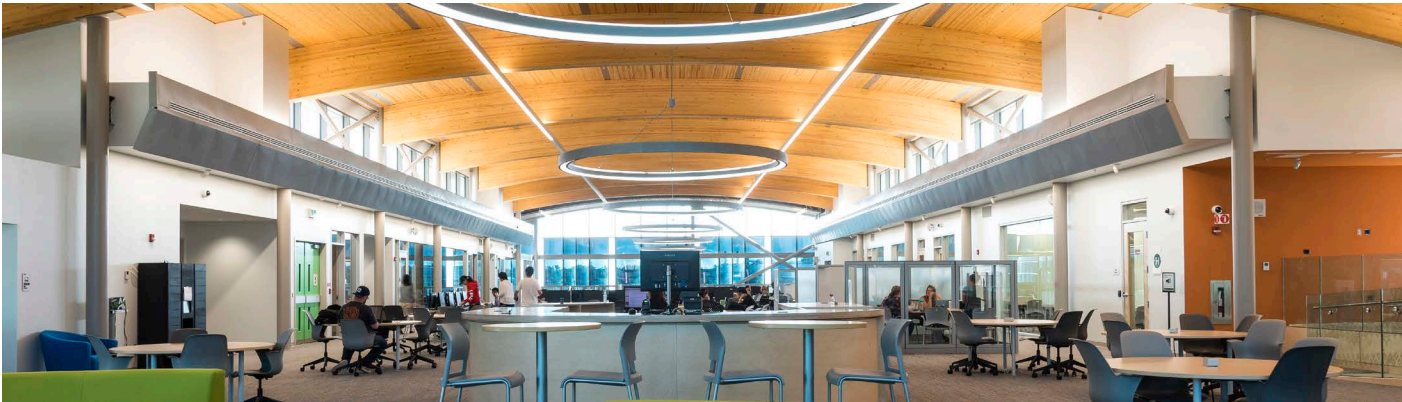
- Arrival services (airport pickup, accommodation assistance, and more)
- Settlement support and resources ('Succeed in Canada' workshop series, employment supports, Winter 101, and more)
- International Student Orientations – Academic and EAP Programs
- GuardMe Health Insurance support
- Immigration, Refugees, and Citizenship Canada (IRCC) information and support
- Social and cultural activities
- Up to 10 hours of free peer tutoring each term
- Licensed International Student Advisors to assist with visa and permit issues (group and individual sessions). Please note that one-on-one appointments with International Student Advisors must be booked in advance
- Immigration, financial, and employment workshops and clinics
- Volunteer opportunities
- Biweekly newsletters
- Goin' app to help you connect with your fellow students and the iCent app for your one-stop shop for international student information

International Mobility – Go Global With AC

Boost your cultural awareness and build your career skills beyond borders through an international experience. Algonquin College can connect you with the resources that can make it possible for you to study or work abroad. International experience shows future employers that you are adaptable, have strong communication and problem-solving skills, and are able to work across cultures and with diverse groups of people. Take the first step in creating your own travel adventure by browsing this website to learn more about international opportunities as well as funding you may qualify for as a student. Go Global with AC. Contact us: algonquincollege.com/international/current

Ottawa Campus 613.727.4723 ext. 7031
Room C021 (C Building)

Services



Library

The Library offers learners a wide variety of on-campus and online services to help them succeed. Visit the Library website for current information about the delivery method of each service. The following services and resources are provided by the Library:

- Access to Page 1+, AC Library’s innovative search platform that streamlines the research experience
- 24/7 access to subscribed digital resources (with network account) including eBooks, streaming video and film, online tutorials, full-text journals, articles, magazines, newspapers, and more
- Borrowing of materials from within the library’s collections (with student card)
- In-person or online research appointments
- Online research assistance via askON our Library Chat service
- Laptop loans (for same day, on-campus use)
- Curated subject guides for programs and areas of study
- On-campus and online study skills workshops for students
- Intercampus and interlibrary loans
- Membership in the Sm@rtllibrary consortium to access other local libraries
- Ottawa Campus, Room C350: 24/7 access for study including a silent study space, bookable group meeting rooms and presentation studio



Lockers

Lockers are rented [online](#), on a first-come-first-served basis, and can be rented for one, two, or three terms at a time. The locker rental fee is \$21, including tax, per term.

Any locker issues, such as an unauthorized lock or damage, should be immediately reported to Locker Services. Students may use their own lock or can purchase one at [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 Room E120 (Student Commons)	
Pembroke Campus	
613.727.4723 ext. 7187	613.735.4700 ext. 2702

Ottawa Campus Room C350 (DARE District)	
Pembroke Campus	
613.727.4723 ext. 5834	613.735.4700 ext. 2707

Services



Mamidosewin Centre

Mamidosewin means “gathering place” or “walking together” in Algonquin/Ojibwe. The Mamidosewin Centre provides a warm and welcoming environment for First Nations (Status and Non-Status), Métis, and Inuit learners, as well as those with Indigenous heritage who are just discovering their culture and want to learn more. Students can drop in anytime Monday-Friday 8:30am-4:30pm, with no appointment needed.

Amenities:

- Student lounge with kitchenette
- Computer lab and study space
- Traditional medicines and space to smudge

Events:

- Cultural Workshops & Ceremonies
- Land-based learning opportunities
- Algonquin College Round Dance
- Annual Indigenous Graduate Honoring Ceremony

Supports:

- Indigenous Counsellor provides both group and one-on-one counselling by appointment
- Indigenous Student Support Officer provides dedicated support to Indigenous students, including referrals to internal college support services or external Indigenous community services
- Financial Aid & Bursaries
- Educational workshops & presentations

Ottawa Campus 613.727.4723 ext. 7186
Room E122
(Student Commons)



Services



Office of the Ombudsman

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 Algonquin College campuses, the Office of the Ombudsman provides a safe space for students to seek advice and assistance, and to pursue the resolution of any college-related concern. The Office of the Ombudsman does not take sides but explores options and seeks to facilitate fair resolutions. The Office of the Ombudsman has the mandate to provide information to students on College policies and procedures, the rights and responsibilities of students in college situations, and provide advice on options for the resolution of college-related concerns, including where and to whom concerns should be appropriately directed.

In addition, the Office 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 employees

Communication with this Office is kept in the strictest confidence; therefore, students may discuss their concerns frankly and fully. Information obtained by the Office of the Ombudsman is privileged; this privilege cannot be waived by others.

Our services are available virtually to all Algonquin College campuses.

Ottawa Campus

613.727.4723 ext. 6835



Parking

Choose the parking option that is right for you! Algonquin College offers both short-term and long-term options available at the Ottawa Campus for you to choose the one that best suits your needs including daily, weekly, monthly, and annual parking. You can find the option that best fits your schedule by using our parking comparison chart or our parking options selector, both available at algonquincollege.com/parking.

When you pay for parking or purchase a permit, you will receive a receipt but not a physical permit. Your licence plate is your permit and how we confirm valid vehicles on campus. You can have more than one licence plate registered to your account if you have more than one vehicle – but you cannot have more than one vehicle parked on campus at a time. Please ensure your licence plate information is accurate and up-to-date when you purchase parking.

Daily parking options can also be purchased [online](#) and on the [Honk Mobile app/website](#).

Save on parking with MultiPacks

Available at the Ottawa Campus, MultiPacks provide a discounted rate on a pack of 10 daily parking passes, when pre-paid. MultiPacks are available in limited quantities and locations.

MultiPacks are only available for purchase on the Honk app or website.

Parking Map:

algonquincollege.com/parking/map

Ottawa Campus
Room E120
(Student Commons)
Pembroke Campus

Services



Printing on Campus

The Print Shop and The Print Shop Online

Check out our full suite of printing, scanning, copying, and custom printing services available to students at [The Print Shop](#). Log into the Print Shop Online and place your order at any time.

The Print Shop provides students with premium quality printing services that make printing and copying easy, convenient, and affordable. Services offered include colour printing, wide-format printing, scanning, lamination, and bookbinding.

The wide range of quality products at affordable prices means everyone can access the customized materials they need to create a successful learning experience.

Campus Printing

All students can print at campus printers using their AC Card. AC Print allows you to easily print your documents directly from your phone, tablet, or laptop computer to a College printer.

Print Balance

Algonquin College provides a \$13 print balance each term to full-time students who have paid the full IT fee. The pages are provided as a \$13 print balance equal to 100 Letter size (8.5"x11") single-sided black and white printed pages. Print balances are added prior to the start of each term.

The campus printers' website has all the information you need to print on campus, including:

- Locations of campus printers
- How to get assistance with printing
- How to manage your account, including checking your PaperCut print balance and adding AC Cash
- [Information on print balances](#) - Full-time students who have paid the full IT Fee will receive a \$13 print balance at the start of each term, which is equivalent to 100 8.5" x 11" black and white pages. Print balances do not roll over and are re-set at the start of each term.



Registrar's Office

The Registrar's Office provides assistance to applicants, students, and graduates. We are here to support you, and we look forward to serving you!

The following is a list of services available through the Registrar's Office:

- Admissions
- Program and course registrations
- Grades
- Fees and payments
- Timetables
- Credit Transfer
- Prior Learning Assessment and Recognition
- Records and transcripts
- Convocation

Make sure to visit the Registrar's Office website for more information about our services, including key dates and deadlines for the academic year. Our services are available in-person and by phone Monday-Friday. Many services are also available in the Algonquin College Student Information System (ACSIS). Log in to ACSIS to view your timetable, check your fee balance, apply for transfer credit, order transcripts, apply for financial awards, and much more. For more information on how to use ACSIS, visit this webpage with helpful [video tutorials](#).

Ottawa Campus	613.727.0002 or 1.800.565.4723	
Pembroke Campus	613.735.4700 ext. 2700	

Ottawa Campus In Connections: The Campus Store (H Building)	613.727.4723 ext. 7109

Services



Residence Living

In Residence, we work together with you to provide a safe and comfortable environment where you can learn more about yourself, build life skills, and experience a positive community environment. By promoting both your personal and academic growth, we take your Algonquin College experience beyond the classroom! Getting involved in Residence is easy: you can enjoy spending time with your new neighbours (who are soon to be new friends), form a study group, and/or attend our weekly events. You can also become a student leader and make positive change 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 in college life, 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 introduce you to a wide variety of cultures, languages, and histories.

Living in Residence is a unique experience unlike anything you've ever experienced!

Algonquin Residents' Council (ARC)

The Algonquin Residents' Council consists of members of the Residence community who act as the voice of the other residence students. Council members take an active role in the Residence community by hosting regular feedback forums

and meeting with the residence management team to guide important decisions.

If you choose to get involved with the Residents' Council, you'll be provided with a unique student leadership opportunity that will allow you to connect with other students living at Algonquin College Residence. You'll also have the opportunity to develop employable skills, such as leadership, advocacy, event management and planning, time management, communication, community development, and so much more!

All Council 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 Residents' Council, please visit our website for more information. algonquincollege.com/residence/residence-life/arc

Who is the Residence Team?

Residence staff promote 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)

RAs are trained student leaders who offer peer support and guidance to help you succeed in your transition to college life. RAs host events and community meetings with a focus on creating safe spaces for residents to build friendships. Just like you, RAs are students who live in the building, and they know about all the resources you can access on-campus. Feel free to let your RA know if you need anything, if they can't help, they will know who can! You can find out who your RA is by visiting our website: algonquincollege.com/residence/residence-life/meet-your-ra

Resident Life Coordinators & Manager

Algonquin Residence has four Residence Life Coordinators and one Residence Life Manager. These full-time professional staff focus on enriching the student experience by supporting your RAs in building a safe and enjoyable learning community. Additionally, they work alongside students to maintain the Residence Community Living Standards through proactive education and intentional conversation. One of these staff is available 24/7 in the rare cases of emergency, we are committed to your success.

Administrative Team Resident Services Representatives (RSRs)

RSRs work out of the Front Desk in residence and are available 24/7/365 to help you with anything you need. This team will make sure your packages are ready for pick up, assist you if you're locked out of your room, and can help you connect with a residence life staff. Our friendly RSRs are here anytime you need something!

Housekeepers and Maintenance Staff

Our dedicated team of Housekeeping and Maintenance Representatives support the community by keeping the building in good repair. Whether it's keeping the common areas of the building clean or fixing a maintenance issue in your room, our team is here to support you.

For more information about Residence Life at the Ottawa Campus and other services provided by Residence, visit our website or follow us on Instagram ([@ACResidence](https://www.instagram.com/ACResidence)).

FIND US | [@ACResidence](https://www.instagram.com/ACResidence)
[@ACWelcomeHome](https://www.instagram.com/ACResidence)

Ottawa Campus
1385 Woodroffe Avenue
613.727.7698
Fax: 613.727.7647

Services



Restaurant International

Discover Algonquin College’s premier teaching restaurant — your destination for an exceptional fine dining experience right on campus. Enjoy gourmet meals crafted daily by the next generation of top chefs, using fresh, locally sourced ingredients. Our hospitality students provide warm, professional service in a welcoming atmosphere. Your visit directly supports student learning, offering them valuable hands-on experience in a real-world setting. Whether you’re planning a lunch outing or a special dinner, reservations are available online at restaurantinternational.ca or by calling 613.727.7691.

Ottawa Campus

613.727.7691

Success is a team sport.
You bring the ambition, and our support services will help you cross the finish line.



Services



Savoir Fare

Experience Algonquin College’s gourmet food store, located in the main floor lobby of the Student Commons at the Ottawa Campus. Enjoy a wide selection of delicious and affordable takeaway meals, freshly prepared each day by our talented culinary and baking students. From hearty soups and crisp salads to complete meals, artisan breads, decadent cakes, pastries, and more — there’s always something new and tasty to try.

Every purchase helps our students gain practical experience and build their skills for future careers in the culinary/pastry arts industry.

Great food, unbeatable value — come see what’s cooking at Savoir Fare!

Ottawa Campus

613.727.4723



Spiritual Centre

Looking for a space to practice your faith, explore the big questions, or receive spiritual counselling? Or maybe you’re looking for somewhere on campus to take a few quiet minutes? Algonquin College’s Spiritual Centre is a collaborative environment of positive, spiritual, and religious engagement, diversity, and respect. We strive to celebrate, support, and nurture the spiritual and religious well-being of all students within the College community.

We offer two multi-faith gathering spaces, which are available for various group events. Chaplains are on-site and are available to provide support in difficult times. If you’re looking for resources, have questions, or are just curious about spirituality, stop by for a visit or email us at spiritualcentre@algonquincollege.com.

Visit us on the second floor of Student Commons/E Building in Room E211 and Room E204!

Ottawa Campus
Room E211 & E204
(Student Commons)

613.727.4723 ext. 6456

Services



Student Health & Wellness Zone

Your health and wellness are at the heart of everything we do. The Student Health and Wellness Zone team offers a wide range of resources, events and peer-led support to help you care for your physical, mental, and social well-being throughout your post-secondary journey.

What’s at the Core of the Zone?

Wellness-Focused Events: Participate in engaging wellness related workshops, awareness campaigns, and interactive events across campus.

Accessible Wellness Resources: From engaging educational materials to guides to on-campus services, our resources are designed to help you make informed choices, build confidence, and stay connected to the supports that matter most.

Peer Support That Understands You: Connect with trained student peers (Campus Connectors) through one-on-one appointments or peer-led groups. These are welcoming, non-clinical spaces where you can talk openly, build skills, and get support from someone who gets what student life is like.

Featured Wellness Initiatives

Project Lighthouse is an initiative that shines a light on sexual violence and helps students navigate healthy, respectful sexual relationships. Through awareness and education, Project Lighthouse aims to empower our community to understand consent, recognize harmful behaviors, and support those impacted by sexual violence. Join us in creating a safer, more respectful campus by completing the [Sexual Violence Prevention training course](#).

You can learn more about Project Lighthouse by visiting algonquincollege.com/projectlighthouse

Umbrella Project is an initiative focused on providing substance use education. Grounded in harm reduction, Umbrella Project aims to provide accurate, non-judgmental information about alcohol, cannabis, opioids, and other substances to help students make informed choices and reduce risks. You can learn more about Umbrella Project by visiting algonquincollege.com/umbrellaproject



Self-Regulation Station

Feeling stressed? Need a moment to reset? Say hello to the Self-Regulation Station, brought to you by the Student Counselling and Wellness Supports Team!

This quiet, self-guided space will help you feel more grounded when life feels a little too loud.

Located in the Student Health and Wellness Zone on the third floor of the Student Commons (E Building).

Student Health and Wellness Zone activities can be found on the Student Support Services [Events Calendar](#).

For additional support, our [Student Mental Health and Wellness website](#) is a one-stop-shop for a wide selection of on and off-campus resources and services.

- Try out one or all six brain/body regulation stations.
- Pause, breathe, and get back on track.
- Once you’ve had your moment, you’ll be ready to head back into your day feeling refreshed and in control.



Ottawa Campus
3rd Floor, Student Commons/E Building

Services



Student Learning Centre

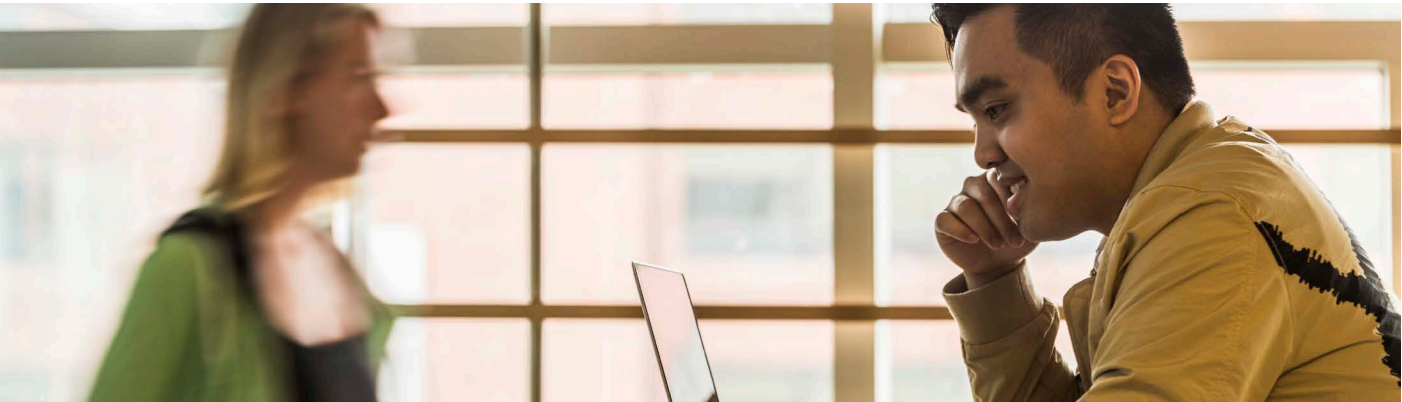
The Student Learning Centre offers services that can help students succeed in their classes. These include:

- Coaching in writing, ESL, math, computers, presentation skills, study skills and biology/anatomy.
- Peer tutoring for specific courses.
- Workshops

Coaching or Peer Tutoring? Which one is best suited for you?

	COACHING	PEER TUTORING
Areas you can get help with	• Math (basic and advanced) • Presentation skills • Writing • Anatomy & biology • ESL • Computer skills • Study skills	Specific courses in your program
Why you may need it	To develop and strengthen skills in the subjects supported by our expert coaches	To better understand course materials and concepts with the help of peer tutors. These are fellow students at higher levels of their program and are trained to help
Appointment format	One-on-one appointments online and in-person Drop-in sessions	One-on-one appointments online and in-person
Cost	Free	\$10.00 per hour (sponsorship available for both domestic and international students)

Coaches and peer tutors will not correct, edit, or proofread students' work. Visit the [Student Learning Centre website](#) for more information.



Pembroke students can also visit the Pembroke Campus Student Support Lab page to book an appointment with a Pembroke Campus Coach:

algonquincollege.com/pembroke/student-support-lab

Workshops

Students can participate in free workshops to develop and improve skills such as study skills, research, math, presentation skills, writing and digital skills to help them succeed in their classes and career.

Workshops may be offered online or in person. Visit the Student Learning Centre website for more information.

Ottawa Campus
Pembroke Campus

Services



Student Massage Clinic

Massage therapy can manage pain, improve movement, reduce stress, and create a sense of well-being. The student therapists use manual techniques to stretch muscles, encourage circulation, and sedate or stimulate the nervous system to ease pain or promote function. Students provide assessment, treatment, and homecare exercises 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 \$40 for 75 minutes.

Ottawa Campus 613.727.4723 ext. 2138

You belong here.

Our comprehensive support network is dedicated to ensuring you thrive.



Welcome Centre

The Welcome Centre reception area is located on the 3rd floor of the Student Commons on the Ottawa Campus. It is the first point of contact to access a number of Student Support Services, including the Centre for Accessible Learning and Counselling Services. The Welcome Centre space features five reception desks, including an AODA -accessible station.

Students can call 613.727.4723 ext. 7200 or email welcomecentre@algonquincollege.com to book an appointment with the Centre for Accessible Learning or Counselling Services.

Please visit our website to learn more about our services and hours of operation.

Ottawa 613.727.4723 ext. 7200

Services



Bursaries, Scholarships, and Awards

The Financial Aid and Student Awards team grants over \$7 million per year to students in the form of hundreds of bursaries, scholarships, and awards. In many cases, students need to complete applications throughout the year, but many funds are granted automatically.

Bursaries are funds that are awarded based on financial need. To be considered for bursaries, students are encouraged to submit a single bursary application available in 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 amount of bursary funding and the criteria change from term to term, so students should be sure to apply every term, even if they did not get a bursary previously.

Scholarships are funds awarded based on academic achievement. Most scholarships do not require students to submit an application. Scholarships will automatically be awarded to the student with the highest academic achievement.

Awards are given in recognition of a student's academic achievement combined with extracurricular activities or other activities, such as volunteering or leadership. An award takes various forms, including a sum of money, a medal, a plaque, books, tools, or memberships. Some awards are based on nominations from instructors, but some awards require applications. Award applications are available at various times throughout the year. Students are encouraged to check the financial aid website periodically and to keep an eye out for emails about award application opportunities.

More information about bursaries, scholarships, and awards can be found at algonquincollege.com/financial-aid

Ottawa Campus	
	613.727.0002 1.800.565.4723
Pembroke Campus	
	613.735.4700 ext. 2709



Algonquin Students' Association



Serving Students Since 1970!

The SA is the heart of student life at Algonquin College.

We create opportunities for you to connect, find support, and shape your college experience. That means programming, services, and events designed for everyone. From fitness and recreation to clubs and athletics, and from great food to live entertainment, the SA is where the fun lives at Algonquin.

A student-led, not-for-profit corporation, our team works for you! If you're looking to get involved, try something new, make new friends, or find your rhythm on campus... you're in the right place.

Algonquin Students' Association Services

The SA provides many services and facilities on campus.

Services

- Student Health Plan
- Clubs and Communities
- Fitness Classes
- Graduation Photos
- Printing
- Meeting Rooms
- Food Cupboard
- Concerts
- Events and Live Shows

Facilities

- Jack Doyle Athletics and Recreation Centre
- Algonquin Commons Theatre
- Wolves Den Restaurant and Games Room
- Starbucks
- The Silent Study

For a complete list of services and facilities, visit AlgonquinSA.com.

Social Channels

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

Ottawa

SA_Algonquin
AlgonquinSA
AlgonquinSA
Algonquin Students' Association

Pembroke

SA_Pembroke
AlgonquinSA.Pembroke
AlgonquinSA

Campus Events

AlgonquinSA.com/events

Your SA coordinates events and activities annually on all campuses. We offer diverse experiences, including concerts, outdoor movie nights, comedy shows, and more.

Ottawa Campus	613.727.4723 ext. 7711
Pembroke Campus	613.735.4700 ext. 2758

Algonquin Students' Association

Class Representatives

[AlgonquinSA.com/classreps](https://algonquinSA.com/classreps)

Be a leader on campus! Class Reps are students from each program who bring forward concerns to our Board of Directors at their meetings held on each campus every term.



Clubs and Communities

[AlgonquinSA.com/clubs](https://algonquinSA.com/clubs)

The SA encourages and welcomes all students to join a club or community on campus. Club members can design and implement programs, events, and activities that enrich and amplify the student experience.

Learn more and check out our list of clubs and communities on our website.

Food Cupboard

[AlgonquinSA.com/foodcupboard](https://algonquinSA.com/foodcupboard)

The Food Cupboard is here to support students facing food insecurity, meaning they might not have enough money for the meals they need. This can involve concerns about running out of food, sacrificing portion size or quality, skipping meals, or going without food altogether. Students can access this service once a month, as needed.

Located in B102 by appointment only. Please visit our website to book:

[AlgonquinSA.com/foodcupboard](https://algonquinSA.com/foodcupboard)

Student Health Plan

[AlgonquinSA.com/healthplan](https://algonquinSA.com/healthplan)

Our Student Health Plan covers all full-time and part-time domestic students. It includes coverage for prescription drugs, dental and vision care, and mental health support. Contact healthplan@algonquincollege.com with questions or concerns.



Algonquin Students' Association

OTTAWA CAMPUS

AlongquinSA.com

Algonquin Commons Theatre

AlgonquinSA.com/act

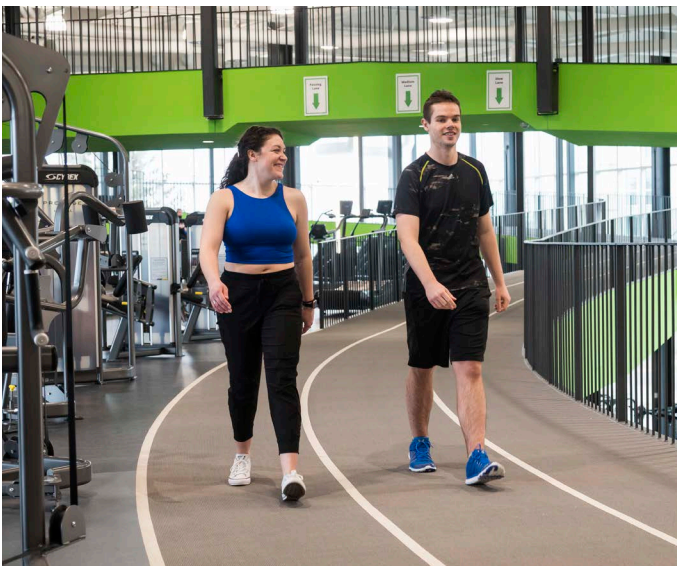
The Algonquin Commons Theatre (ACT) is a dynamic 700-seat auditorium. Its primary purpose is to host events such as live music, comedy, guest speakers, dance competitions, plays, and more.

Almost all events are open to the public, with AC Student-priced discount tickets available for most shows.

Events previously hostedSome notable past performers at the ACT include Steve-O, Nelly, Trixie Mattel, Mac Miller, Machine Gun Kelly, Tokyo Police Club, and even Kaitlyn Bristowe from The Bachelorette.

Student Discount Tickets: AlgonquinSA.com/algonquin-commons-theatre/student-priced-tickets.

For more information, visit the website or email boxoffice@algonquincollege.com.



Jack Doyle Athletics and Recreation Centre

AlgonquinSA.com/arc

The Jack Doyle Athletics and Recreation Centre (ARC) is dedicated to helping students own their fitness and health. Join us in the ARC to have fun while building healthy habits. The ARC features a varsity gymnasium for events and Algonquin Wolves home games and a recreation gymnasium for leisure and intramural sports. You'll also find climbing and bouldering walls, fitness equipment, free weights, a circuit training area, a 346m Discovery Track, and fitness studios with a variety of classes (Boxing, Jiu Jitsu MMA, Muay Thai, Zumba, Yoga, and more).

Access to the ARC is included for fee-paying members of the SA. Be sure to review and sign the waiver online before your first visit! To access the ARC, you need to Activate your AC Card at the Welcome Desk inside the ARC.

Waiver: algonquinsa.com/athletics/arc/memberships/waiver.

Wolves Den Restaurant and Games Room

AlgonquinSA.com/wolvesden

Located in the ARC, the Wolves Den Restaurant and Games Room is the perfect spot to relax with friends. Enjoy house-made food and great company in the dining room, patio, or Games Room! In addition to lounging, you can try out Ottawa's only 10-pin bowling alley, play a round of golf on our HD golf simulator, or shoot some pool at one of our three pool tables. To Access the Games Room, you need to Activate your AC Card at the Welcome Desk inside the ARC.

Recreation Leagues

AlgonquinSA.com/intramurals

Campus recreational sports are organized for students within a fair-play environment. The Athletics and Recreation Department offers a wide variety of leagues and tournaments throughout the academic year. Leagues include ball hockey, basketball, soccer, badminton, pickleball, flag football and more.

Starbucks

AlgonquinSA.com/starbucks

Starbucks is here for you, making college life manageable, one cup at a time. Visit us in the Student Commons (E Building).

Varsity Sports

algonquinwolves.com

The SA is the home of Algonquin Wolves Varsity teams. We provides a range ofoperates men's and women's varsity sportteams in three sports: volleyball, basketball, and soccer.s. All Algonquin College Wolves varsity teams compete across the province and are part of the Ontario Colleges Athletic Association (OCAA).

Algonquin Wolves Varsity games are FREE for all current Algonquin College Students. Register for free tickets in advance, including our new free season ticket option for students.

Tickets: algonquinwolves.com/Tickets/Information



Algonquin Students' Association

PEMBROKE CAMPUS

AlongquinSA.com/pembroke

Fitness Zone

Strengthen your entire body and add variety to your everyday routine with full-circuit machines and dumbbells at our Pembroke Campus fitness facility. All members can enjoy the added benefits of the functional trainer, Smith machine, and flexibility area to improve their fitness levels. Start your fitness journey today and take charge of your health. Passes are included for fee-paying members of the SA. Please activate your student card to access the Fitness Zone at the SA Office (Room 100).

Gymnasium & Intramural Sports

Participate in recreation leagues in the Gymnasium, including basketball, floor hockey, volleyball, and more. For more information about intramural sports, please visit AlgonquinSA.com/pembroke/gymnasium.



Loggersports

Students from all programs can try out for the Wolves Loggersports team. The team participates in annual competitions across Canada in a variety of events, including the axe throw, pole climb, water boil, horizontal and vertical chop, cross-cut saw, chain saw, and log decking.

For more information, please visit the SA Office (Room 100) or team website: algonquinsa.com/pembroke/athletics/loggersports

Rock Climbing Wall

The two-story rock-climbing wall features eight lanes, including five auto-belays, and three top ropes of varying difficulty levels. This service is included with your SA fees.

For more information, please visit the SA Office (Room 100).

The Landing

The Landing is a student event space on Pembroke Campus. A variety of entertainment is scheduled throughout the year. Check Pembroke SA event listings for details.

Pembroke Events: algonquinsa.com/pembroke/events

STUDENT LEADERSHIP

Board of Directors

The SA's student Board of Directors reports directly to the SA membership, which consists of full-time, fee-paying students; this means you have the right to seek nomination for a position on the Board and vote to elect its members.

The Board, made up of full-time students, makes key decisions that can impact your student experience. They govern the management of the SA through policy development and speak directly to the College administration, making them the strongest student voice on campus.

Get involved! Connect with your Board of Directors or seek nomination for the Board yourself!

Electing Your Board of Directors

Beginning in November, students on Ottawa and Pembroke campuses can seek nomination for one of eight positions on the Board of Directors to become Board Members. Those who meet the qualifications undergo a selection process, and up to eight nominees are recommended to the student body for election.

A general election is held if two or more elected Board Members wish to run for the position of President or Vice-President. The SA encourages all students to be leaders on campus!

2026 - 2027 Board of Directors

Jacob Stewart
President
stewarj-c@algonquincollege.com

Cianah Miller
Vice-President
miller-c@algonquincollege.com

Alex Gamero
Board Member and Elections Officer
gameroa-c@algonquincollege.com

Hunter Houle-Saikaly
Board Member
bihoulesh-c@algonquincollege.com

Ishimwe Divine
Board Member
divinei-c@algonquincollege.com

Shawna Storie
Board Member
stories-c@algonquincollege.com



**Empowering success in
a safe, fair, and thriving
campus community.**

College Policies

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.

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AC - Accessibility

AC01 Academic Accommodation for Accessible Learning

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.

AC02 Client Service Standards for Persons with Disabilities

The policy establishes accessibility standards at Algonquin College to comply with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). It ensures that persons with disabilities have equal access to and benefit from the college’s goods and services, respecting their dignity and independence, and includes provisions for assistive devices, authorized animals, and support persons. The policy also mandates staff training, feedback mechanisms, and procedures for addressing temporary disruptions to services.

College Policies

AC04 Notification of Service Disruption for People with Disabilities

Algonquin College is required to provide notification of temporary disruptions in facilities or services made available for persons with disabilities. This includes both planned and unplanned disruptions, with the goal of ensuring timely and effective communication about the reason for the disruption, its anticipated duration, and any available alternatives. Notifications may be provided through various channels such as MyAC, BrightSpace, onsite signage, departmental websites, and other appropriate methods to ensure accessibility and minimize inconvenience for persons with disabilities.

AC05 Use of Authorized 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.

HS02 Emergency Response

Algonquin College has implemented a comprehensive emergency response framework to manage situations that could severely impact the College. The framework emphasizes the safety of individuals, damage mitigation, and swift recovery of operations. It details the roles and responsibilities of College officials, criteria for activating the emergency plan, and the necessary collaboration with various agencies and departments.

HS06 Fire Safety and Emergency Evacuation

In keeping with fire safety regulations, Algonquin College maintains a comprehensive Fire Safety Plan within its Emergency Response Plan to mitigate the risk of fire and ensure the safety of all occupants. The policy requires that all staff, students, and other occupants familiarize themselves with fire pull stations, exits, and evacuation routes, and adhere to posted evacuation orders. Regular fire safety reviews and drills are conducted to ensure preparedness in case of a fire emergency.

HS07 Emergency Campus Closing

In the event of severe weather or other emergencies, Algonquin College may cancel classes or close campuses to ensure student safety, with decisions made by senior administration based on safety assessments. Students should stay informed through official College communication channels and follow instructions regarding class cancellations and campus closures.

HS09 First Aid

Algonquin College maintains a first aid system to provide emergency treatment to employees and the College community. Qualified personnel can offer first aid, but should not move injured persons to avoid further harm, and must contact EMS for injuries beyond their capacity. The College ensures the availability of first aid stations, provides necessary training, and requires documentation of all incidents requiring first aid.

HS10 Smoke-Free 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. The College recognizes the unique relationship that many Indigenous cultures have with traditional and sacred medicines such as tobacco, sweet grass, sage, and cedar. The authorized use/burning of sacred medicines in a ceremonial context is excluded.

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.

HS15 Food and Drink in Labs and Shops

Algonquin College's policy prohibits food and drink in all labs and shops to ensure safety and prevent damage to equipment, in compliance with the Occupational Health and Safety Act of Ontario. Signs are posted prominently to indicate this prohibition, and disciplinary measures may be enforced for non-compliance.

College Policies

IT – Information Technology

IT01 Information Security

This policy establishes the standards for the use of College information, technology systems, and technology-related services that are shared resources critical to teaching, learning, research, and business operations. 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.

IT08 Algonquin College Managed Print Service

Algonquin College's Managed Print Service policy ensures that students have reliable access to network printers and multi-function devices (MFDs) across the Ontario campuses. Students can use their print credits for printing, which are available if they are registered for a minimum of 45 hours of courses in a term. Secure on-demand printing is provided to protect confidentiality, and students can manage their print balance through the PaperCut software. If there are any issues with printers, students can contact the Information Technology Services Service Desk for support.

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 and offer advice and counsel regarding student-related matters falling within the mandate of the Office regarding 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. This policy applies in situations where a College policy or procedure, specific to a student's complaint, is not already in place.

SA03 Response to the Death of a Student

Algonquin College's Response to the Death of a Student policy provides guidelines for addressing the death of a student in a sensitive and timely manner. The policy ensures that appropriate support and resources are made available to grieving students and employees. It includes procedures for reporting the death, verifying facts, communicating with the College community, and assisting the student's family, including memorial gestures and closing administrative records.

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.

SA06 Fees

Algonquin College's Fees policy outlines how tuition and ancillary fees are set and managed for all post-secondary and graduate certificate programs. Full-time and part-time status is determined based on enrollment percentages, and international students are subject to additional fees. Refund policies are specified, with details on how to withdraw and request refunds within specific time frames, ensuring students understand their financial obligations and options for refunds under various circumstances.

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 College's 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.

SA07 Fee Deferral

The policy allows students to defer the payment of tuition fees if they demonstrate the ability to pay the outstanding balance by the applicable due dates. All students must adhere to the agreed payment terms to avoid late fees and ensure continued enrollment. The policy applies to both domestic and international students, outlining conditions and deadlines for fee deferrals.

SA10 Student Loans

The College, through Financial Aid and Student Awards (FASA) Office, 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.

SA15 Spiritual Centre

Algonquin College's Spiritual Centre provides a supportive environment for religious and spiritual engagement for students and employees, promoting inclusivity and diversity. The policy ensures fair access to the facilities for all religious groups, and that religious/spiritual organizations and individuals providing spiritual care are authorized and adhere to College values.

College Policies

SA16 Sexual Assault/Sexual Violence

Sexual assault and sexual violence are unacceptable and will not be tolerated. The College is 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.

SA17 Student Mental Health and Wellness

Algonquin College is dedicated to fostering a supportive, inclusive, and psychologically healthy environment for students. This policy highlights the College's commitment to providing services, supports, resources and programming around mental health and well-being. Committed to evidence-based practices, stigma reduction, and student-centred care, Algonquin College ensures accessible, trauma-informed support is available free of charge to promote student well-being and academic success.

SA18 Combating Racism and Hate

This policy ensures Algonquin College maintains a diverse, inclusive, and respectful environment that upholds the human rights for all members of its community. In alignment with the Ontario Human Rights Code, the College takes meaningful action to prevent and eliminate racism and hate while promoting

education, dialogue, and early intervention. Reports of discrimination are taken seriously, ensuring due process and protection from retaliation.

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, and to resolve issues as needed.

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 admitting 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 belief that previous postsecondary education and/ or experiential learning provide an overall equivalency to one or more courses or levels of the program curriculum.

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 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 for successfully completed courses.

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, Academic Department, the Registrar's Office and/or the International Education Centre. It is the student's responsibility to be aware of the impact of dropping or adding a course on their program of study, course load, and student status.

AA13 Assessment and Evaluation of 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.

College Policies

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 Colleges and Universities (MCU) 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.

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.

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).

AA22 Student Participation in Athletics, on the Students' Association Board of Directors, or in Military Service

Algonquin College provides accommodations for students who miss evaluations due to participation in Varsity Athletics, the Students' Association Board of Directors, or military service. Students must notify faculty and academic administrators of their commitments at the start of each term and request rescheduled evaluations as needed. The policy ensures flexibility in deadlines, alternate assignments, and timetable adjustments to support these students' dual commitments.

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 and Breadth Courses

The purpose of General Education courses is to develop educated citizens who are aware 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 purpose of Breadth courses in degree programs is to contribute to knowledge in fields outside of the main field(s) of study.

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.

AA31 Algonquin College Library

Algonquin College's Library provides resources and support for learning, teaching, and research, including 24/7 access to digital materials and various study spaces. Students can use their AC Card to borrow materials, access digital resources, and participate in information literacy sessions and workshops. The Library ensures a conducive learning environment with tools and services to assist with academic projects from start to finish.

AA32 Use of Electronic 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 interaction between students and faculty, and assist the students to collect, analyse and apply new knowledge while supporting the development of independent learning, communication, collaboration, and thinking skills. 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.

College Policies

AA34 Copyright

Algonquin College’s copyright policy ensures compliance with the Canadian Copyright Act for the use, reproduction, and distribution of copyrighted materials by students and employees. It mandates that all content creation and usage respect copyright laws, including obtaining necessary permissions and adhering to fair dealing provisions. The policy also highlights the College’s commitment to recognizing Indigenous cultural rights and provides guidelines for managing and documenting copyright permissions.

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.

AA39 Program Progression and Graduation Requirements

In order to graduate from an Ontario College Credential or an Honours 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.

AA44 International Travel and Safety – Students

The policy ensures student safety for College-approved activities abroad by requiring risk assessments, registration, and insurance. Students must follow safety guidelines and travel advisories, with the College retaining the authority to alter or cancel plans based on changing conditions.

AA48 Academic Integrity

Adherence to values and standards of academic integrity is an important aspect of the learning and teaching processes. In keeping with the Mission of the College “to transform hopes and dreams into lifelong success,” the development and demonstration of academic integrity values and practices contribute to success while maintaining the value of credentials issued by Algonquin College. Academic work submitted by learners is evaluated on the assumption that the work presented by the learner is their own.

AA50 Experiential Learning

Algonquin College ensures that all post-secondary students have at least one experiential learning opportunity within their program of study to connect theory with practice and support their transition to the workforce. The policy outlines the requirements and quality standards for experiential and work-integrated learning, emphasizing the importance of meaningful, hands-on experiences that involve industry or community partners.

AD – Administration

AD07 Upholding Free Speech

Algonquin College’s Upholding Free Speech policy ensures freedom of expression, open discussion, and free inquiry for all students, employees, and guests on College premises or during College activities. The policy promotes a respectful environment where diverse voices can be heard and debated, while prohibiting speech that violates the law, constitutes harassment, threats, or hate speech, and aligning with other College policies like Academic Freedom and Student Conduct.

PM – Property Management

PM02 Parking

The Parking policy outlines the management, monitoring, and enforcement of parking regulations across all campuses. It covers the responsibilities of Parking Services, parking permits, rates, accessible parking, and the consequences of parking violations, ensuring a structured and fair approach to parking for students, employees, and visitors.

PM04 Advertising and Selling on Campus

This policy establishes rules for the advertisement and sale of products and services, including the posting and distribution of materials. It requires approval from Campus Services or the Students’ Association and ensures that all activities comply with College policies and do not conflict with existing College services or values.

College Policies

PM06 Residence Admissions

The Residence Admissions policy outlines the process for admitting students to the Ottawa Campus Residence on a first-come, first-served basis, with reserved spaces for specific student groups such as international and Indigenous students. Students must apply online and pay a non-refundable application fee to validate their application. The policy also includes guidelines for a waitlist and requires students to agree to the Student Residence Agreement, which ensures a safe and respectful living environment.

RE – Research

RE02 Integrity in Research and Scholarly Activities

This policy ensures that all research is conducted ethically and responsibly. It establishes guidelines for data management, authorship, and the investigation of misconduct allegations, emphasizing the importance of maintaining high standards of conduct. Students involved in research must adhere to these principles and report any suspected breaches of integrity.

RE03 Research Involving Human Subjects

The policy ensures the protection and ethical treatment of participants in all research activities. All research must comply with the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans, requiring prior approval from the Research Ethics Board (REB). This policy highlights the importance of informed consent, respect for privacy, and the equitable treatment of all research participants.

RE05 Intellectual Property

Algonquin College’s Intellectual Property policy establishes that the College generally owns the rights to intellectual property created by employees during their employment, using College resources. Students typically retain ownership of their work unless they are paid by the College or use College resources outside of course requirements. The policy also details procedures for confidentiality, collaboration agreements, and the commercialization of intellectual property, ensuring fair recognition and revenue sharing.

RE09 Commercialization

The policy ensures that intellectual property (IP) from applied research is identified, protected, and managed to maximize benefits. It defines the roles of stakeholders, including the Applied Research Office, in handling IP disclosures, confidentiality, and commercialization efforts.

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. For information on the development, implementation, and maintenance of these pathways, please see [AA45 Articulation Agreements](#).

Algonquin College has established Pathways with the following institutions:

Ontario

- Brock University
- Carleton University
- Collège La Cité
- Conestoga College
- Nipissing University
- Ontario Tech University
- Queen’s University
- Saint Paul University
- Sheridan College
- Trent University
- University of Ottawa
- University of Western Ontario

- York University

Online

- Athabasca University
- Royal Roads University

Canada

- Okanagan College
- Thompson Rivers University

Abroad

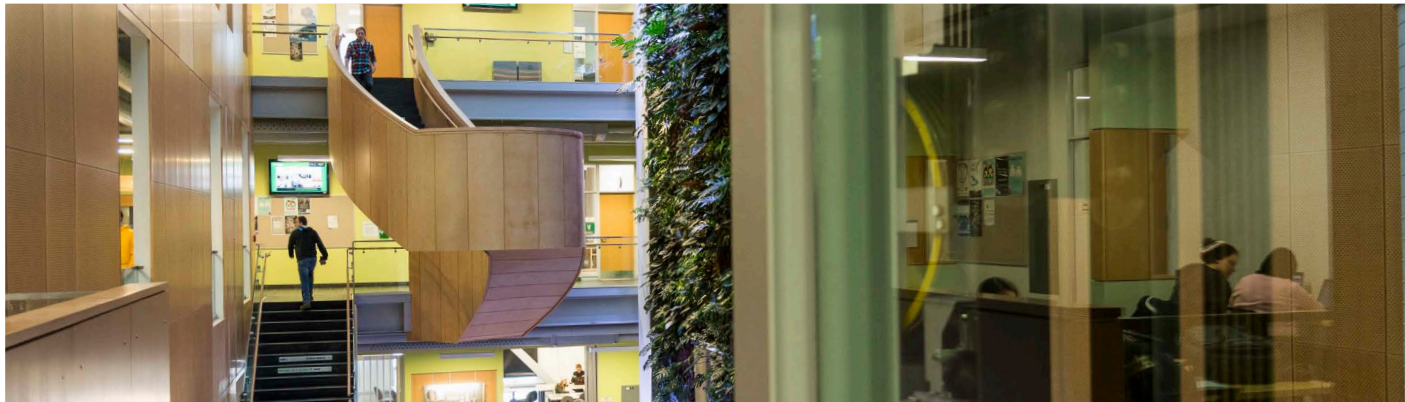
- Endicott College
- Hartpury College
- Institute of Technology, Sligo
- Munster Tehnological University
- Limerick Institute of Technology
- University of West England

Find Your Pathway

Using our Find Your Pathway tool (www.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.

Quick Reference



Student Success Specialists

Student Success Specialists foster relationships between students and the college, which empowers the students to make informed decisions, access resources, and get support to guide them in their educational or career pathway. Each program area has a dedicated Student Success Specialist, which allows students to connect with the same staff member who has a strong working knowledge of the programs and faculty they support.

To view the Student Success Specialist for your school, visit our website.

Ottawa Campus
Pembroke Campus

613.727.4723
613.735.4700

Your wellbeing matters.

Strong minds need strong support.
Reach out anytime.



OTTAWA	613.727.4723
Department/Service	ext
Academic Access Centre	5722
AC Hub	5152
AC Hub Volunteer Centre	5852
AC Online	3330 1.888.684.444
Algonquin Commons Theatre Box Office	6442
Applied Research	2429
Centre for Accessible Learning (CAL)	7200
CKDJ Radio	5523
Connections: The Campus	7609
Cooperative Education	7623
Counselling Services	7200
Dental Clinic	2017
Early Learning Centre	7774
Career Centre	7200
Experienced Worker	2955
Facilities Management	7710
Financial Aid and Student Awards	613.727.0002
Health Servicesing (CAL)	7222
Information Technology Services (ITS)Store	5555
International Education Centre (IEC)	7031

Jack Doyle Athletics and Recreation Centre (ARC)	7294
Language Institute	5700
Library	5834
Lost and Found	5010
Mamidosewin Centre	7186
Massage Therapy Clinic	2138
Observatory	6017
Office of the Ombudsman	6835
Parking, Lockers, and Card Services	7187
The Print Shop	7109
Registrar's Office	613.727.0002
Residence Front Desk	4990 613.727.7698
• Text Line (Current	4990
Restaurant International	613.727.7691
Security Services	5010
• Emergency	5000 or 911
Spiritual Centre	6456
Students' Association	7711
Test Centre	7079

PEMBROKE	
Department/Service	ext
General Information	2700
Admissions/Registrar's Office	2811
Bookstore	2711
Campus Recreation & Fitness	2757
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	2634
Library	2707
Testing	2742



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



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