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2015

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1. Introduction

► Meet the International Education Center Staff

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► City of Ottawa

About Ottawa

Ottawa is Canada's capital and the country's fourth largest city with a population of approximately 900,000 people living within the city limits.

Diversity characterizes so much of Ottawa. While English and French are the predominant languages, you will hear many others spoken on the streets. About 25 percent of the city's residents are born in other countries, and more than 20 percent of residents are visible minorities. You can enjoy this multicultural diversity in the shops, restaurants and neighbourhoods throughout the city.

Ottawa's natural environment is a very large part of its identity. The Rideau Canal is the world's largest skating rink and is used by Ottawa residents and visitors alike. The city has 850 parks that contribute to Ottawa's green character.

Ottawa honours a long tradition of Canadian culture and history in the many world-class institutions in the city: the National Arts Centre, the Canadian Museum of Civilization, and the National Gallery of Canada, to name just a few. Ottawa is well known as a festival city, boasting over 45 major festivals taking place each year.

From its beginnings as a lumber town, it had a rough and boisterous reputation and became Canada's Capital in 1857; from its fascinating and secret Cold War history to its modern multiculturalism, Ottawa has a fascinating and unexpected story.

Ottawa's gross domestic product (GDP) is more than \$40 billion. Its economy centres around two major sectors: government and high tech. In 2004, the median family income in Ottawa-Gatineau was \$73,500— the highest among Canada's six largest cities. Ottawa's stable economy has led to a quality of life that is rated among the top twenty cities in the world.

More about Ottawa

FAQ's

www.ottawa.com/about/faq_e.shtml

Ottawa Tourism

www.ottawatourism.ca/en/events

Ottawa Museums

www.ottawamuseums.com/

Ottawa Movie Theatres

www.cinemaslock.com/ont/Ottawa-movie-theatres.html

www.ottawa.ca

► Important Information!

Change of Status — If you withdraw, or cease to attend classes the College will inform Citizenship and Immigration Canada (CIC) of your change in status and you will no longer have health insurance coverage from the College.

Valid status — You must be authorized and have a valid status in Canada in order to study.

Passport and Study Permit — Provide a copy of your **Passport** and **Study Permit** as well as your new address in Ottawa.

Study — It is important to keep up with your studies in Canada while you are on a study permit. You convinced the Canadian Embassy that your intent is to study and that you have enough money to pay for your tuition fees and living expenses. If you do not study, you will be violating your stay in Canada and you will be reported to CIC.

We can help — If you are having difficulties in your studies and/or adjusting to your new life in Canada, please let us know as soon as possible (**room C429**). We are here to help!

Academic difficulty — For difficulties in your classes, please speak with your teacher. Your teacher will help you; all you have to do is ask. You can also speak with your program coordinator as well.

Advice — The staff in the IEC do not work for Citizenship and Immigration Canada but can offer guidance on matters concerning your study permit, TRV, and work permits for International students.

Changing addresses — If you move, it is your responsibility to inform the IEC (room C429) or the Registrar's office (room C150) of your new mailing address. If you do not, any mail sent to you from the College will go to your address in your home country. Do you want your parents to see your transcripts?

Expiring Passport — Remember to always be aware of the expiry date of your passport and renew it with your Embassy before you apply for any Canadian immigration documents.

Late Fee — Don't forget to pay your school fees by the due date. A **\$100 late payment** will be automatically charged after the due date.

Fees Due Dates for Post-Secondary Programs

June 30 for the Fall Term

November 15 for the Winter Term

April 1 for the Spring Term

2. Getting Started

► Email/Network Account, room C102

Check your Algonquin Email often!
Important information is sent to you at this email regularly.

Your Algonquin Network account allows you to use the College computers, the Internet and the academic systems for your courses.

LiveAC is the Algonquin student email/calendar application.

Once the semester starts you can begin using the account. To get your username and password you must visit the **ACSIS** system and click on “Network Account Info” on the left menu. You will use that username and password to log onto any system in the College - except ACSIS.

More information about your Algonquin College email account, as well as many other services, can be found at this web site:

<http://algonquincollege.com/onlineresources/ssg/>

You can also call the ITS (Information Technology Services) help desk at **613-727-4723 extension 5555** or you can visit the ITS office in **room C102**.

► ACSIS account

<https://acsis.algonquincollege.com/students/>

1. Log Into ACSIS With:

Your Student Number : i.e. 040220987

Password: Date of Birth – in the following format: dd-mm-yyyy (hyphens included)
example: 02-may-1989

This is a first-time log in password. You will be asked to change your ACSIS password upon logging in.

IMPORTANT: You do not log into Blackboard with your Student Number and newly created password. This is for ACSIS only.

2. View Your Network User Name and Password in ACSIS:

Once you are fully logged into ACSIS, click on the **“Network Account Information”** link on the left menu.

Your Network User Name, Password and email address will appear.

***Record this information and remember it! You will use this everyday for Blackboard, computers on campus and email.**

Student Information System account provides you with important student information -- including your Network User Name/Password.

Log in to ACSIS regularly to view your Timetable, Account Balance, Grades, Order Transcripts, and much more.

Have you been locked out of your ACSIS account? Forget your Network Username and Password? Having laptop troubles? Information Technology Services (ITS) can help.

Information Technology Services

Woodroffe Campus: C102

Hours: 7:30 a.m. to 10: 00 p.m

Phone: 613 -727-4723 ext. 5555

Email: 5555@algonquincollege.com

► Blackboard (Bb), room C048

<http://algonquincollege.com/blackboard/>

Logging into Blackboard

What you need

A Network User Name and Password
(found in your ACSIS account)

This logs you into **Blackboard, Webmail,
and the College network.**

Your Network User Name and Password
will look like:

User Name: smit0054 (first 4 letters of
last name and 4 digits)

Password: 16458987

Check the auto-response
email that you receive
after sending your email.
You may find the answer to
your question.

Blackboard Support
ITS C102

► Banking

We recommend that you open a **Student Bank Account** as it will assist you with financial transactions in Canada.

The following banks are located within walking distance of the College:

Bank of Montreal

College Square
1381 Woodroffe Avenue
Ottawa, Ontario
(613) 564-6984

Bank of Nova Scotia (BNS)

Carlingwood Shopping Centre
2121 Carling Avenue
Ottawa, Ontario
(613) 798-2000

Royal Bank

CentrepoinTE
117 CentrepoinTE Drive
Ottawa, Ontario
(613) 727-8130

Canadian Imperial Bank of Commerce (CIBC)

Carlingwood Shopping Centre
2121 Carling Avenue
Ottawa, Ontario
(613) 798-2000

We recommend that you bring your **passport, study permit, timetable
and Student ID Card** with you when you go to open your student bank
account.

► eTextbooks

There will be more than 100 programs offering eTextbooks this 2014 fall semester. Find out which programs offer eTextbooks at:

<http://www3.algonquincollege.com/etexts/>

A few benefits of eTextbooks:

Portable — Say goodbye to your heavy backpacks! You can read your eTextbooks in line-ups, buses, anywhere!

Organized — Store and organize hundreds of eTextbooks on your laptop, tablet or mobile device.

Convenient — Retrieve information fast, note-taking is easy with digital post-its, and editing is simplified with multiple colour highlighting, dictionary access, and copy and paste options.

Resourceful — Link to other related websites and enrich your projects.

Printable — Print on demand (POD) when necessary or print sections of a book.

Adaptable — Most eTextbooks can be listened to ('text to audio') and allow for multi-media support, images and sounds.

► Mobile Learning Program

If you are in a Mobile Learning Program, see this web site for important information:

<http://www.algonquincollege.com/byod/>

► Timetable

You can access your timetable via

ACSIS at <https://acsis.algonquincollege.com/students>

ACSIS system will also notify you if your timetable has changed since your last successful login. If this is your first login to ACSIS, you are required to provide your valid Student Number and your default login is your Date of Birth.

View instructions on how to read your ACSIS Timetable.

► Lockers, room C044A

When can I rent a locker?

Lockers can only be rented once your timetable is available through ACSIS. Please see the Registrar's Office academic calendar at <http://www3.algonquincollege.com/ro/>, for timetable release dates.

How much does a locker cost, and how do I rent one?

Lockers cost \$15 per semester. They can be rented through the ACSIS website, and can be rented in-person from either Locker Services (C044A) or the Registrar's office (C150).

I rented a locker and there is a lock on it. How can I get the lock removed?

You have the option of leaving a note on the locker or you can come to room C044a with your lock in the open position. The existing lock and contents will be removed by Locker Services and your lock will be placed on the locker. This process may take up to 48 hours.

How do I find my locker?

If you are having trouble locating your locker, you can use the locker locator . http://www.algonquincollege.com/parking/locker_locator.html If you are still unsure where your locker is located, you can come to Locker Services and our staff will assist you.

Can I change the location of my locker?

Yes, if availability permits. You can transfer your locker once per semester through ACSIS. When you transfer, it is considered immediate. Make sure to move your things and your lock before the end of the day. Any further transfers must be approved by Locker Services. Generally, transfers are not given within the first two weeks of the semester. Feel free to email lockers@algonquincollege.com if you have questions about a locker transfer.

My locker is damaged and will not open. How can I get it repaired?

In the event that your locker is unusable, please come to the office in room C044a or email the Locker Clerk at lockers@algonquincollege.com. The locker will be repaired or you will be transferred to another locker if necessary.

Can I have a refund for my locker if I am not using it?

A refund can be issued only before the withdrawal period from your program, which is ten business days into a new semester. If you wish to learn more about refund eligibility, please contact the Registrars office.

Can I share a locker with a friend?

The College does not encourage sharing of lockers. If you share a locker, you do so at your own risk and expense. If the registered occupant withdraws, their locker expires, or they choose to discontinue the use of their locker, the locker will become available to other students.

Can I keep my locker in the summer if I am returning next year?

You can only keep your locker if you are enrolled for the spring semester. If your program has ended, you should remove your contents to avoid their disposal.

I forgot my locker combination/lost my key. What can I do?

Proceed to room C044a to have your lock cut. There is a \$5 administrative fee for this service. Outside of our normal operating hours, Security Services can be asked to cut your lock in an emergency only. Their offices are located in room C128.

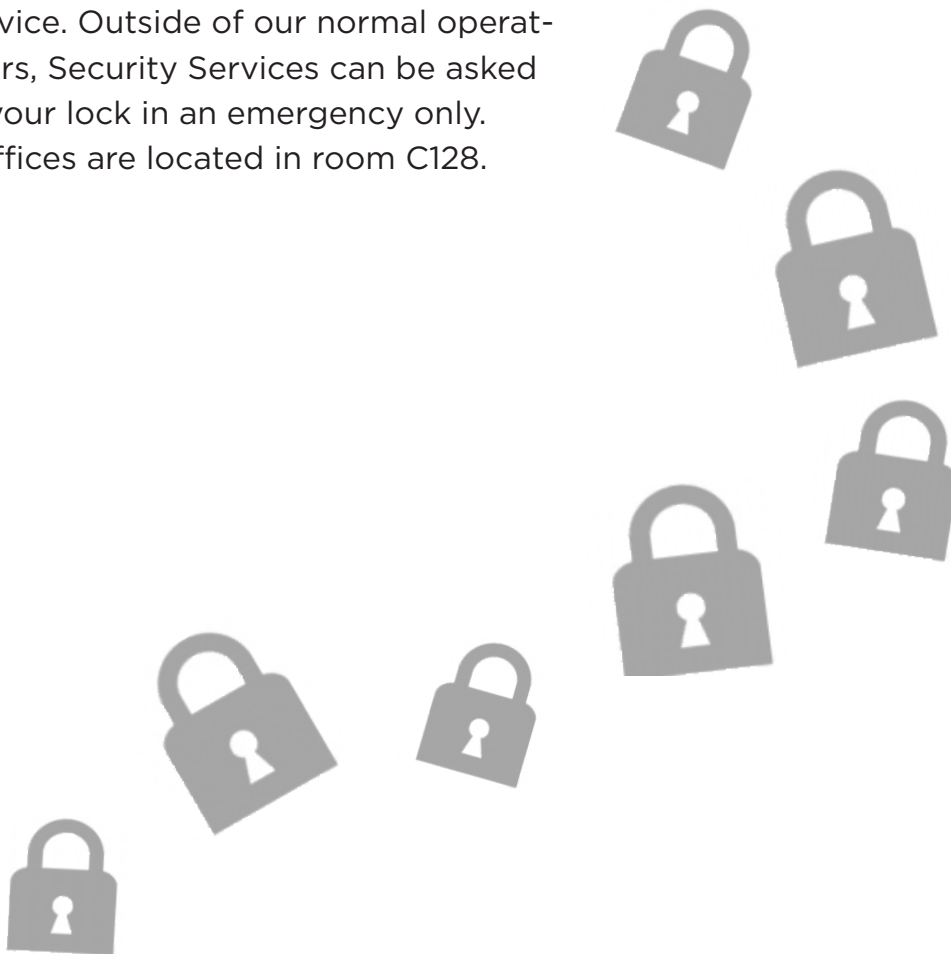
I think my locker has been broken into. What should I do?

If you believe that your locker has been compromised, please come to room C044a. If Locker Services did not cut your lock, you should file a report with Security Services as soon as possible. Their offices are located in room C128.

My question is not listed here. How can I get more information?

If you require more information, or have any comments or concerns which have not been listed above, you can contact Locker Services through room C044a or by email at lockers@algonquincollege.com.

Inquiries can also be directed by phone to (613)727-4723 Ext. 7187.



► Student ID Card, room C044A

Have your AC Card (student ID card) waiting for you when you arrive! E-mail your digital photographs and information to **photoid@algonquincollege.com** in advance, and your card will be ready for your to pick up (with your passport) upon your arrival!

Digital Photograph Requirements

- Background must be uniformly white or light in colour
- Face must be clearly visible and applicant facing the camera
- Photograph must be in colour
- Applicant must be the only person in the picture
- Must be in .jpeg format
- Nothing can impede the view of the face
- No hats, sunglasses, gestures



E-mail your first and last name, student number and digital photo to:
photoid@algonquincollege.com

Please write “**International Welcome**” in the subject line of this email.

To obtain your Student ID Card in person, you will require your **timetable** and **passport**. Bring these items to the Student ID office in room C044A.

FAQ's

<http://www.algonquincollege.com/cardservices/faq.html>

Why do I need an Algonquin Student ID card?

Here are just a few examples of why the Algonquin College ID card is such a useful tool:

- Identification across campus, including the Registrar's Office, Students' Association and for Security.
- Meal Plan programs
- Health Services
- Library circulation
- Admittance to sports and campus activities
- On-campus retail outlet discounts i.e. New Technology Store
- Computer lab access
- Photocopying and printing services

How much does the card cost?

The first card is free to all active students.

Where is the Card Services Office and what are the hours of operation?

The Card Services office is conveniently located downstairs from the Registrar's Office in C044A. The hours of operation are Monday through Friday, 8 am - 12 pm and 1 pm - 4 pm.

How do I load money onto my card?

Add money to your card 24/7 at this link: <https://campuscard.algonquincollege.com/login.aspx> or at a self-service loading kiosk on campus. You can use a credit card to add money to your card online. The self-service kiosks take \$5, \$10, \$20 bills as well as credit cards.

Where can I use my card as payment?

Your card can save you a great deal of money on your photocopying costs. Simply load up your card and save. Also use your card to pay at select vending machines across campus, for purchases at all Food Services locations, The Campus Store, New Technology Store or The Printshop, to do laundry in Residence, and to pay fines at the Learning Resource Centre.

Why do I need to provide photo-identification before getting my card?

Having to show identification is a form of security intended to protect both the student as well as the College. Algonquin College Identification Card distribution is strictly regulated because it is looked upon as a legitimate piece of identification and a future payment tender.

Will I need to get a new student card every year?

No. There is no need to get a new card done every semester or year. Simply bring your card and your current semester's official timetable to the Card Services office and we will provide you with an update sticker that validates your card for the new term.

What if I lose my card?

If your card is linked to a Meal Plan it is important to report a lost or stolen card immediately to Food Services (727-4723x7615) or log-in to Your Account and deactivate your card. They will automatically invalidate the card to prevent fraud.

The Card Services Office in C044 can replace any lost, stolen or damaged cards for a \$15 fee.

Where can I take advantage of discounts with my card?

There are many local merchants who offer special discounts upon presentation of a valid student card. The list is under development but will be posted to the card services website:

<http://www3.algonquincollege.com/card-services/>

I am having trouble logging into my online account for the first time?

Students: Please note your default PIN is your date of birth in the following format yyyyymmdd (e.g. 19801125). We strongly suggest you change your PIN to something unique upon your first log-in.

What else can I use my card for?

On Campus your official Algonquin College Identification Card is required by many departments and for many services around Woodroffe campus. It lets you:

SHOP

- Connections, The Campus Store
- New Technology Store
- The Print Shop
- Health Services
- Fitness Zone
- Algonquin Commons
Theatre Box Office

EAT

- Marketplace Food Court
- The Portable Feast
- 35th Street Market Cafe
- Bits 'n Bytes
- Tim Hortons Thunder Alley
- The Fix Eatery
- The Observatory
- Select vending machines
- Restaurant International
- Savoir Faire
- Starbucks

ACCESS

- Residence door access
- Access to labs
- Fitness Zone

STUDY

- Peer Tutoring

COPY & PRINT

- Form of payment at The Print Shop
- Campus photocopiers (B building
Rotunda and Library)

SAVE

- Student discounts at New
Technology Store
- Up to 30% at Restaurant International
- Save up to 13% with a
College Meal Plan
- AC Deals
- Many off-campus discounts
at College Square
- Save 10% at terra20

LAUNDRY

- Residence Laundry

BORROW

- Books & Materials - Library
- Equipment in Residence
- Media & photography equipment

IDENTIFY YOURSELF

- Security
- Exam identification
- Students' Association
- Health Services
- Registrar's Office

3. Citizenship and Immigration

► Citizenship and Immigration Canada (CIC)

The International Education Centre (IEC) staff at Algonquin College do not work for CIC. It is your responsibility to be well informed about the most up to date information.

It is your responsibility to verify your permit expiry date and to know when to send the application to extend your permit. We recommend applying for a study permit extension at least **2 months** in advance.

IEC staff cannot assist with any inquiries about immigrating to Canada or becoming a Permanent Resident.

Please check the expiry date of your passport. CIC does not issue visas or permits after the expiry of your passport. If your passport is expiring, you should contact your Embassy and have your passport extended.

It is important to keep up with your studies in Canada while you are on a study permit. If you do not study, you will be reported to CIC and may be asked to leave Canada.

If you need to contact Citizenship and Immigration Canada, call them at **1-888-242-2100** (dial 1, then 2, then 1, then 0 to reach a representative - note that this sequence can change at any time).

If you need information about Citizenship and Immigration Canada, visit their web site at www.cic.gc.ca.

For extension of study permit information: <http://www.cic.gc.ca/english/study/study-extend.asp>

Co-op work permit: <http://www.cic.gc.ca/english/study/work-coop.asp>

Post-graduate work permit: <http://www.cic.gc.ca/english/study/work-postgrad.asp>

Temporary Resident Visa (TRV - single or multiple entry in Canada): <http://www.cic.gc.ca/english/information/applications/visa.asp>

US Visa (US Government, not Canadian. The IEC cannot help): <http://canada.usvisa-info.com>



Technical Issues

For technical issues concerning on-line applications, send an email to:

question@cic.gc.ca. Provide as much detail as possible and include your full name and client ID # - also known as UCI (found on your study permit).

Processing Times

To check on processing times, visit the following website:

<http://www.cic.gc.ca/english/information/times/temp.asp>

Letter Requests

Letter requests can take up to 10 days to process. If you need a letter from the International Education Centre, you must send an email to **letter@algonquincollege.com**. It is important that you put the kind of letter request you want in the subject line. In the email, include your **full name, student name, and provide details of what you would like the letter for**.

Note, if you require a few courses in order to graduate from an academic program, ask your program coordinator to send an email to **letter@algonquincollege.com** confirming your expected graduation date. If you owe money to the college, a letter will NOT be issued as per Algonquin College Directive SA14.

IMPORTANT: The International Education Centre will send you important information about study permit extension, TRV (single or multiple entry), co-op work permit, post-graduate work permit, invitation, US Visa, Biometric, etc. We will do our best to provide you with the most up to date information, but it is your responsibility to ensure that you are studying with proper authorization and also working with proper authorization. If you are not certain about your status in Canada, you should contact CIC for clarification. This is your responsibility and no one else's.

► U.S. Visa

Please note that staff in the IEC cannot assist any student with U.S. Visa inquiries. To apply for a visa visit <http://canada.usvisa-info.com>

Or call **613-800-0917** if calling from Ottawa.

► On-Campus Work

It is important to note that on-campus work **is not guaranteed!**

Steps that will help you find on-campus work:

1. Resume

If you don't have one, visit the Employment Support Centre on the third floor of the Student Commons building. They will help you prepare a resume.

<http://www3.algonquincollege.com/employment/>

Even if you have a resume, it is a good idea to visit the Employment Support Centre. There are many things that should not be included on a resume including, your age, picture of yourself, marital status, religion, etc. If you include personal information, the employer will not consider you for employment. This web site may also help:

<http://jobsearch.about.com/od/resumetips/a/not-include-resume.htm>

Make several copies of your **resume** and hand them out to departments around Algonquin College along with a copy of your **timetable**.

2. Getting Hired

If a department hires you, you will require a Social Insurance Number. More information about the Social Insurance Number (SIN) is found at this web site:

<http://www.servicecanada.gc.ca/eng/sin/apply/proof.shtml>

The closest Service Canada location is located at 2525 Carling Avenue (Lincoln Fields Shopping Centre). You can find Lincoln Fields easily by taking the 95 bus (going downtown towards Orleans/Trim). Lincoln Fields is 3 stops away from Baseline station.

Some departments that have been known to hire International students include:

- International Education Center
- Bookstore (H building)
- Fitness Zone
- Various computer labs
- Marketplace Food court (D building)
- Observatory
- Residence
- ITS (C316)
- Student Services (C226)

About CSEP (College Student Employment Program)

International students are not eligible for CSEP which is funded by the government (tax-payers). Even though you are not eligible for CSEP, you are still eligible to work on-campus. The department hiring you can pay for your services with their own budget. Please note that some departments may not have a budget to pay for student jobs.

► Social Insurance Number (SIN)

A Social Insurance Number (SIN) **is NOT** the same thing as a work permit.

The Social Insurance Number (SIN) is a nine digit number used in the administration of various Canadian government programs. You will require a SIN to get paid once you are authorized to work in Canada. International students require a SIN to allow them to get paid on or off campus.

More information about the SIN can be found at this website:

<http://www.servicecanada.gc.ca/eng/sin/apply/proof.shtml>

The closest Service Canada location is at:

2525 Carling Avenue in the Lincoln Fields shopping centre

<http://www1.servicecanada.gc.ca/cgi-bin/hr-display.cgi?rc=3745&ln=eng>

4. Student Services

► Varsity Sports

Algonquin is a proud member of both the Ontario Colleges Athletic Association (OCAA) and the Canadian Colleges Athletic Association (CCAA). Our Varsity teams compete in (6) sports on the provincial level within the OCAA. In addition, our Men's and Women's teams in Basketball, Soccer, and Volleyball can qualify to compete for a "National Championship" as members of the CCAA.

- Men's Basketball
- Men's Soccer
- Men's Volleyball
- Women's Basketball
- Women's Soccer
- Women's Volleyball



The Fitness Zone is Algonquin's Fitness Centre. It is a state-of-the-art facility dedicated to enhancing the quality of life for all students, employees and the community through physical fitness. Our certified, friendly staff are committed to providing quality instruction and programs to help members meet personal challenges.

Please drop by the ZONE located in building A125 to pickup one of the information pamphlets. For additional information you may contact the Zone and speak to a Client Service Associate at (613) 727-4723 ext. 7294. A Fitness Counsellor can be reached at (613) 727-4723 ext. 7296.

Hours of Operation:

Monday to Friday

6:00 a.m.-10:00 p.m.

Saturday, Sunday & Holidays

9:00 a.m. - 8:00 p.m.

Recreation Leagues

Campus Recreational Sports are organized for students within a fair play environment. The Athletic Department offers a wide variety of leagues, tournaments and off campus activities throughout the academic year.

For more information, inquire at the Students' Association Athletic Desk in the gym - Woodroffe, A-121 or call 727-4723 ext. 5589.

<http://www.algonquinsa.com/athletics/campus-rec.aspx>

► Centre for Students with Disabilities - E building, third floor, Welcome Centre

The Centre for Students with Disabilities (CSD) provides assistance to students with disabilities. CSD staff work with students to ensure that academic accommodations are in place to help meet their individual needs. They provide disability-related counseling to students while promoting self-advocacy. The goal of the Centre is to facilitate an accessible education experience for students with disabilities. When needed, they will also provide referrals to other services. All information provided is kept strictly confidential.

<http://www3.algonquincollege.com/csd/services/>

► Counselling Services - E building, third floor, Welcome Centre

If you're having problems studying, adjusting to college life in Canada, tension and anxiety, or all of the above the counsellors are available to help you achieve a better understanding of the source of such difficulties and explore a variety of solutions. Experienced counsellors are able to assist you with the following:

- Individual Career Counselling
- Personal Issues
- Academic Related Difficulties
- Educational and Career Resources
- Study Skills Seminars

For more information please visit the Student Commons if you need assistance.

<http://www3.algonquincollege.com/counselling/>



► Health Services

Health Services

<http://www3.algonquincollege.com/healthservices/>

Algonquin College

Health Services, Room C141

1385 Woodroffe Ave

Ottawa, ON K2G 1V8

613 727-4723 ext. 7222

Fax: 613-727-7793

Fall and Winter Hours

Mon, Wed, Fri 8:30 a.m. to 4:45 p.m.

Tues and Thurs 8:30 a.m. to 7:30 p.m.

Saturdays 10:00 a.m. to 2:00 p.m.

Summer Hours

Monday-Friday 8:00 a.m. to 4:00 p.m.

Health Services for Students

Health Services can provide virtually all the services you would expect from a family doctor or medical clinic. Here's an alphabetical list of some services provided. If you don't see what you're looking for, contact Health Services.

- Allergy injections
- Birth control information and prescriptions (including NuvaRing, Evra and certain birth control pills at reduced prices, and emergency contraception – Plan B)
- Blood tests (including confidential HIV testing)
- Doctor appointments at the Ottawa Campus
- Emergency treatment for accidents, illnesses
- Flu shots
- Health and nutrition counselling (stress, exercise, smoking, drugs, alcohol) Note: for academic, career or personal counseling, please see Counselling Services
- Pap tests
- Sexually Transmitted Infection (STI) testing, including confidential HIV testing
- Tuberculosis (TB) testing
- Treatment for headaches, colds, etc.
- Vaccinations, including Hepatitis B, tetanus, and MMR (mumps/measles/rubella)

Health Insurance

As a full time International student, you have medical insurance coverage and prescription reimbursement under the College Health Insurance Plan offered through Sun Life Financial. The College Health Insurance Plan, (C-HIP), is an insurance plan for international students in Canada who are not eligible for health insurance coverage under the provincial government health insurance plan (OHIP). OHIP is only offered to Canadian citizens and Permanent Residents living in the province of Ontario.

Notes:

1. The College Health Insurance Plan is mandatory and is included in your full-time tuition fees.
2. If you become part-time at any point during your stay at Algonquin, you will be charged for your College Health Insurance Plan.
3. If you withdraw from your program of study at Algonquin, your College Health Insurance Plan will be **cancelled**. The College Health Insurance Plan is only available for students studying at Algonquin.
4. The College Health Insurance plan can also cover your eligible dependents. Please contact Carolyn Lepage Should you have any questions.

For details on the ISMP, please visit

<http://ismplan.com/student/home.htm>

Further instructions will follow, once the 10-day school withdrawal period is over. During the third week of your program, you will receive an email, to your Algonquin College Email Account, with instructions on how to activate your account with Sun Life Financial and how to print off your medical coverage card and your drug card. Should you require a medical coverage card prior to the activation of your Sun Life account, a temporary, 1-day coverage card can be issued. Please visit room C401 for further details.

Should you have any questions, please feel free to contact:

Carolyn Lepage, Room C401

Telephone: (613) 727-4723. Ext 7149

lepagec@algonquincollege.com

Dental

Dental coverage is NOT included in your Sun Life College Health Insurance Plan. The Students' Association (SA), Student Commons, offers a Dental Plan. Please visit the following web site for more information:

<http://www.algonquinsa.com/services/health-dental.aspx>

Please note: It is recommended that you visit the Health Services department on campus for your medical needs or a medical clinic off-campus if your situation is not an emergency. Medical clinics are found throughout the city. Hospitals are for emergency situations only. If you decide to go to a hospital for minor medical needs, you can expect a long wait, possibly many hours, since any situation more serious than yours will be looked at first.

► Housing

Homestay

Canada Homestay Network will match the student application to that of a suitable host family. Students are provided with a private furnished room and can choose a meal plan.

International students considering the Homestay program should realize that Canadian families come from diverse multicultural backgrounds. Students are expected to integrate into the family and participate in the family's daily routines. Students should realize that both adults may work outside the home and maintain a busy schedule of activities both work-related and social. Students should also understand that although many families enjoy participating in the Homestay program, each family enjoys a different lifestyle.

Fees can be found at this website:

<http://www.canadahomestayinternational.com/studentsservices.html>

Additional fees will be charged for students under the age of 18 years old and who need Custodianship Services.

How to Apply?

Complete the online application which can be found at:

<http://www.canadahomestayinternational.com/algonquin.shtml>

After reviewing your application, Canada Homestay International, will send you an invoice and, following the payment, you will be sent a confirmation letter with information describing your host family.

Contact information

For Ottawa or the Capital Region:

573 Cole Avenue

Ottawa, ON K2A 2B4

algonquin@canadahomestaynetwork.ca

<http://www.canadahomestaynetwork.ca>

Residence

The Woodroffe campus in Ottawa has facilities with a total of 525 two-bedroom suites, accommodating up to 1,050 students. Furnished suites include telephone service, high-speed Internet access, cable TV, utilities and light housekeeping. All residence facilities have 24-hour security services, controlled-access entry and an on-site counsellor. Each



residence features laundry facilities, common lounges and a games room with a pool table and big-screen TV.

Contact the Residence directly to find out the fees.

For more information on residence life and to find out how to apply, contact:

Algonquin College Residence
1385 Woodroffe Ave.
Ottawa ON, K2G 1V8
Phone: 613-727-7698

<http://www.algonquinrez.ca/>

Students who wish to live on their own or with friends may consider other housing options such as apartment rentals or renting a room.

If you'd prefer to live off campus, the Students' Association, Student Commons, has a directory listing of apartments and shared accommodations available for renting.

<http://algonquinsa.com/services/housing/listing.aspx>

Renting an apartment could cost between **\$700-\$1,000 CAD/month** (or more). Extra expenses to consider are the telephone installation, monthly telephone bills, household insurance, hydro, transportation, internet, and food.

Renting a room in someone's house could cost between **\$400-600 CAD/month**. Extra expenses to consider will be telephone installation, monthly telephone bills, internet, and food.

Housing Search Tips

If you are from outside Ottawa, we recommend making arrangements to spend a few days in the city while looking for accommodation.

Minto is one of the most popular rental companies in Ottawa. You can find more information at this website:

<http://www.minto.com/ottawa/apartment-rentals/projects.html>

Other Housing Options

► **Information Technology Services (ITS) - room C102**

Services include:

- Support Software
- ACSIS
- Blackboard support – login issues
- Network account login issues
- Live AC email

<http://www.algonquincollege.com/its/student/index.htm>

Email: 5555@algonquincollege.com

► **Students' Association (SA) – Student Commons E114**

The Algonquin Students' Association is a not-for-profit corporation with over 30 years of service. It is their mission to create an environment that inspires a passion for student success. A Board of Directors governs the Students' Association and they make all the key decisions that affect you, the student. They govern the management of the corporation and are your voice in the upper echelons of the College Administration. Without these dedicated individuals, many important student issues would not be advocated.

The Students' Association also has information on Housing, has a Game Area, Emergency Hotline, and provides services that include scanning, photocopying, along with many other services. For more information please visit the following website:

<http://www.algonquinsa.com/>

Faxing and scanning services

The Students' Association, Student Commons, offers free faxing and scanning (20 pages in total per semester) for all academic related material. This service applies to full-time, activity fee paying students only.

If you ever have any questions or concerns, please feel free to stop by the Student Commons building or call at **613- 727-4723 ext. 7711**.

► Peer Tutoring - E217

Get Academic Help from a Trained Student!

The Student Tutoring Service matches registered students who are having academic difficulties with trained students for one-to-one tutoring. If a match is available, sessions may start within as little as 48 hours after matching. Each hour of tutoring costs the student **\$6**; students with severe financial hardship can apply to the Peer Tutoring Centre for help in covering costs.

For the Woodroffe Campus:

Apply online at:

<http://intraweb.algonquincollege.com/apps/peertutoring/>.

Please note that you **MUST** be on campus or have a VPN established for the link to work.

Drop by the Peer Tutor kiosk in the new Student Commons building, 2nd Floor (inside the Mobile Learning Centre) Call us at the telephone numbers listed below.

Find Peer Tutoring on Your Campus

Ottawa: 613 727-4723 ext 6661

Pembroke: 613 727-4723 ext 2729

Perth: 613 727-4723 ext 5610

<http://www3.algonquincollege.com/counselling/resources/peer-tutoring/>

Want to Become a Peer Tutor?

Tutors are paid **\$11** per hour. To qualify you must:

- Be a registered Algonquin Student
- Have a minimum B+ grade in the course(s) you are tutoring and a minimum GPA of 3.0 in your program
- Successfully complete our training program and other requirements
- Have a reference from your Professor/Coordinator

To become a tutor, just:

Apply online at <http://intraweb.algonquincollege.com/apps/peertutoring/>. Please note that you **MUST** be on campus or have a VPN established for the link to work.

Drop by the Peer Tutor kiosk on the second floor of C building.

► Student Success Specialists 613-727-4723

General Arts and Science

Sharon Smith

Room B144d,
ext. 2253
sss-gas@algonquincollege.com

Jay Smith

Room B144d,
ext. 2253
sss-gas@algonquincollege.com

School of Business

Nastia Touhlova

Room B337d,
ext. 7024
touhlon@algonquincollege.com

Jan Strickland

Room B434a,
ext.5261
strickj@algonquincollege.com

Nastia is responsible for the following
Business Programs:

- Business – Accounting
- Business – Marketing
- Business Administration
– Accounting Major
- Business Administration – Finance
- Financial Services
- Law Clerk
- Law Clerk – Intensive
- Marketing and Business
Intelligence Research
- Office Administration – Executive
- Office Administration – General
- Office Administration – Legal
- Office Administration – Medical
- Organizational Quality Management
- Paralegal
- Professional Accounting

Jan is responsible for the following
Business Programs:

- BAB e-Business Supply
Chain Management
- Business Administration – Core
- Business Administration – General
- Business Administration
– Human Resources
- Business Administration –
International Business
- Business Administration – Marketing
- Business Administration – Materials
and Operations Management
- Business – Management
and Entrepreneurship
- Human Resources Management
- International Business Management
- Marketing Management
- Sport Business Management

School of Hospitality & Tourism

Irene Mitani

Room: H217f,

ext.2249

mitanii@algonquincollege.com

School of Health and Community Studies & Police and Public Safety Institute

Karen Gendron

Room P112a,

ext. 7558

gendrok@algonquincollege.com

Lorraine St-Pierre

Room J125

ext. 2992

stpierl@algonquincollege.com

Karen is responsible for the following programs:

- Early Childhood Education
- Early Childhood Education (Intensive)
- Recreation and Leisure Services
- Social Service Worker
- Social Service Worker (Intensive)
- Developmental Services Worker
- Library and Information Technician
- Applied Museum Studies
- Child and Youth Worker
- Police Foundations
- Community and Justice Services
- Paramedic
- Victimology
- Veterinary Assistant
- Advanced Care Paramedic
- Pre-Service Firefighter
Educ. & Training
- Veterinary Technician

Lorraine is responsible for the following programs:

- Respiratory Therapy
- Dental Assisting (Levels I and II)
- Massage Therapy
- Massage Therapy Intensive
- Medical Radiation Technology
- Diagnostic Medical Ultrasonography
- Dental Hygiene
- Fitness and Health Promotion
- Practical Nursing
- Personal Support Worker
- Orientation to Nursing in Ontario for Practical Nurses
- Orientation to Nursing in Ontario for Nurses
- Clinically Intensive Orientation to Nursing in Ontario
- Medical Device Reprocessing
- Practical Nursing - Foreign-Trained Nurse

School of Media & Design

Deborah Buck

Room N219,

ext. 5503

buckd@algonquincollege.com

School of Advanced Technology Algonquin Centre for Construction Excellence

Lisa Lamb

Room CA523a,

ext. 5196

lambl@algonquincollege.com

Student Success Centre Woodroffe Campus

Dan Cuddy

Room E343,

ext.5522

cuddyd2@algonquincollege.com

Online Learning – Student Support Officer for full-time students

Martine Plouffe

Room P209

ext.7047

plouffm@algonquincollege.com

Aboriginal Student Success Specialist

Tony Mendes

Room: E122e

(Mamidosewin Centre, 1st Floor Student Commons)

ext. 5517

mendest@algonquincollege.com

WSIB Student Success Specialist – Workforce and Personal Development – Experienced Worker Centre

Livia Koneval

Room A105

ext.6160

koneval@algonquincollege.com

Algonquin College Heritage Institute – Perth Campus

Sarah Abbott

Room 109

613-267-2859 ext. 5669

abbotts@algonquincollege.com

Algonquin College in the Ottawa Valley – Pembroke Campus

Shelly Waplinton

Room 142

613-735-4700 ext. 2803

waplins@algonquincollege.com

Want to know who your program coordinator is?

Visit the following website:

<http://www3.algonquincollege.com/student-success/home/wondering-who-your-coordinator-is/>

► Student Employment Services – E350

Student Employment Services department helps students to find employment, develop resumes, and provides information on Job Fair's.

Please visit the Students' Services website for more information.

<http://www.algonquincollege.com/student-services/>

► Transportation

OC Transpo

<http://www.octranspo1.com/>

Whether you're going from Orléans to Barrhaven or downtown Ottawa to Gatineau, OC Transpo can take you. They provide comprehensive transit services to nearly one million people in Ottawa. The OC Transpo fleet has over 1,000 buses and three trains serving nearly 370,000 daily riders.

OC Transpo's mandate is to deliver safe, reliable, and courteous service at a reasonable price. Transit use benefits the community by reducing greenhouse gas emissions, traffic congestion, and the requirement for more roads.

The Transitway is a dedicated system that runs from one end of Ottawa to the other, and is open only to OC Transpo and emergency vehicles. Since public vehicles are forbidden access to the Transitway it is unaffected by regular traffic delays. This means quick, comfortable, and easy travel, no matter what time of day!

If you are travelling by bus after 7 pm, you can ask the bus to stop at your destination if it is on the bus route and close to a designated stop.

You need a Presto Smart Card. Details can be found here:

http://www.octranspo1.com/tickets-and-passes/get_your_presto_card



Taxi Link

If you're travelling by bus after midnight, and need a taxi to complete your trip home, a taxi will meet you at a designated taxi pick up location at most Transitway Stations.

Just call a taxi company on your cell phone or a pay phone and provide the name of the station and your approximate arrival time.

If you don't have a cell phone, your bus operator may be able to assist you — just ask. The operator may be able to arrange for a taxi to meet you at a station.

Some exceptions apply and service cannot be guaranteed, but they will do their best.

For pick up at stations east of Lincoln Fields:

Blue Line

613-238-1111

Capital

613-744-3333

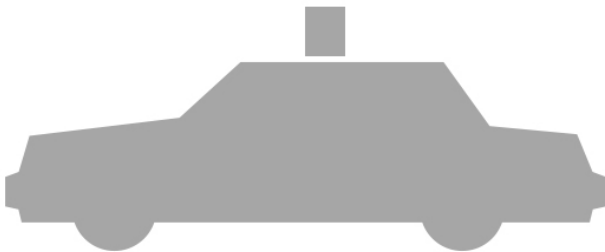
For pick up at stations in Nepean and Kanata:

DJ's

613-829-9900

Westway

613-727-0101



5. Academic Information

► Academic Coaching

To help you succeed in your courses, we have an Academic Coach available to assist you one on one with editing, writing skills, presentation skills, role playing to help with your conversational skills etc.

The times and dates of the Academic Coaching will be sent to your Algonquin Email once confirmed.

In order to take part and receive one on one help with an International Academic Coach, you must **sign up** for coaching on a sign up sheet found in front of the International Education Centre office, room **C429**.

Because we want you to succeed, You can only book one appointment per week and only up to weeks at a time. If an individual student books many appointments and a new student requires help during the other student's schedule, the student with many bookings will be asked to give up his/her appointment(s).

► Scholarships and Bursaries

International Student Scholarships

International Student Scholarship

This scholarship is for first-year, first-term post-secondary international Algonquin College students based on academic merit and a personal statement. There are 16 X \$3000 Entrance Scholarships available per year. Algonquin welcomes highly qualified students from around the world. This scholarship is meant to reward those applicants with above average grades and English level.

International EAP Student Scholarship

This scholarship is for current EAP students at Algonquin who are transitioning to an academic program at Algonquin College. There are 8 X \$3000 Entrance Scholarships available per year. Acceptance will be based on your latest transcripts and a personal statement. At Algonquin, we like to support and reward our successful international students.

Find more information at

<http://www3.algonquincollege.com/international/prospective-students/study-at-algonquin/scholarships/>

Bursaries

SA International Study Bursary

For international students with a valid study permit who are currently registered at Algonquin college, have paid the student activity fee and have an emergency situation.

Please note that this bursary is not intended to cover tuition fees or living expenses.

<http://www.algonquincollege.com/financialaid/BursariesCollegeWide.html>

For more information on Student Bursaries please contact the Financial Aid office in room C225.

Financial Aid Office

1385 Woodroffe Avenue, Room C225

Ottawa, Ontario K2G 1V8

(613) 727-4723 Ext. 7678

FAX: (613) 727-7604

E-mail:

financialaid@algonquincollege.com

► English 1 and English 2 for International

If you require a Communications 1 (ENL1813*) or Communications 2 (ENL1823*) credit, you may be eligible to register for the English 1 for International (ENL5282) or the English 2 for International (ENL5283).

The English 1 and English 2 for International courses are substitutes for some of the regular Communications 1 (ENL1813*) and Communications 2 (ENL1823*) courses. This means that the English 1 and English 2 for International courses are not equivalent to the regular Communications 1 and Communications 2 courses.

If you register in the International English 1 or English 2 courses, you will receive a credit for these courses towards your program of study. If you are planning to transfer to University in the future, the English 1 and English 2 for International will most likely not be considered for a transfer of credit.

If you are studying in a Health and Community Studies program or in a program offered through Advanced Technology, Construction or Engineering, you **are not** eligible for the English for International courses.

Notes:

Consult with your academic advisor to find out if you will require additional courses if you choose the English for International courses. If you are studying certain programs, the English for International courses are not recommended.

If English is not your first language, English 1 for International or English 2 for International is highly recommended. The English 1 and English 2 for International courses were designed for International students who have previously studied English as a Second Language.

For International students who are strong in the English language and/or English is the first language, we do not recommend the English 1 and English 2 for International courses.

These courses do not apply to students studying in the English as a Second Language program.

The English 1 and English 2 for International courses consist of 4 hours of instruction per week. Classes will be two evenings a week from 6:00 p.m. to 8:00 p.m.

If you are interested in changing your current Communications 1 (ENL1813*) or Communications 2 (ENL1823*) class to the English 1 for International (ENL5282) or English 2 for International (ENL5283), Please contact Michelle Cameron at camerom@algonquincollege.com.

Don't forget to include your student number.

► Fee Payments

Fees Due Dates for Post-Secondary Programs

- **June 30** for the Fall Term
- **November 15** for the Winter Term
- **April 1** for the Spring Term

You may pay your fees online via ACSIS or at the Registrar's office, room C150.

Note: new students must pay their fees by the date indicated on their letter of acceptance.

Payment may be made by Bank Transfer

Forward your payment to:

Bank of Montreal

1381 Woodroffe Avenue
Ottawa, Ontario Canada K2G 1V7
Bank Transit #24426
Account #1056-981
Swift code: BOFMCAM2
ABA # 026 0077 60

*Be sure to include your full name and student ID number or Date of Birth on the transfer information.

Please fax a copy of the bank transaction to the attention of: Sue Hodgins at 613-727-7665

If any of these dates fall on a holiday or weekend, the last date for fee payment without penalty will be the first working day following the holiday/weekend.

Fees paid by mail, fax or telephone must be received in the Registrar's Office by the close of business on the Fees Due Date.

A late payment fee of \$100,00 will be levied if fees are paid or received, after the close of business on the due date.

Returning students who are unable to pay their fees on or before the fees due date should contact their Client Service Officer, in the Registrar's Office, to ensure their seat in the program will be held.

*More information about fees is found at this website:

<http://www3.algonquincollege.com/ro/pay/payment-options/>

You may pay your fees online via ACSIS or at the Registrar's office, room C150.

► International Student Awards



The awards for each school will be based on the highest cumulative GPA. If there is more than one student with the same GPA, the IEC will determine the recipient by the highest GPA in the final semester. The awards will be awarded to an International student with the highest GPA in each of the five schools, who was registered full-time, has paid International fees, has graduated and who has a valid study permit.

Students registered at the Pembroke and Perth campus will be included in the appropriate school tied to their program of study.

The 7th award is called The International Student Leadership Award. This award will be awarded to an International student who has demonstrated outstanding leadership and participation in student activities in the College Community. The International student must be registered full-time and must have a valid study permit. Each award is worth \$300.

The awards are:

- The International student Award for the Faculty of technology and Trades
- The International student Award for the School of Business
- The International student Award for the Faculty of Health, Public Safety and Community Studies
- The International student Award for the School of Hospitality and Tourism
- The International student Award for the School of Media & Design
- The International Student Award for the Language Institute
- The International Student Leadership Award

► Ombudsperson - E112

Serving all three campuses, the office provides a safe space for students, faculty, and staff to seek advice and assistance, and for students to pursue the resolution of any college-related concern through an independent, impartial, and confidential process.

The use of their services is voluntary and free to any member of the Algonquin College community.

Office of the Ombudsperson

Email: ombuds@algonquincollege.com

Phone (confidential line): 613 727-4723 Ext. 5306

Fax (confidential line): 613 727-7708

► Online Courses

What You Should Know About Online Learning

These courses are delivered solely online via Blackboard - the College's webbased course management system. General Education electives and Distance Education courses are delivered through Blackboard.

Online work is just as important as work that is done in class.

Online assignments are important learning activities. They contribute to your overall mark. Most importantly, they are a means of learning and reviewing course content.

It is important to set aside enough time to complete online work.

Since you can access your assignments anytime with Blackboard, it is tempting to put off working on them. However, time will slip away from you if you don't plan time for completing assignments.

Log in to Blackboard and check your email regularly.

Teachers will communicate with you through Blackboard (announcements) and through email.

Important: On-line Programs **do not** qualify for post-graduate work permits. On or Off campus work is **not** permitted.

► Plagiarism

Definition:

“Plagiarism, whether done deliberately or accidentally, is defined as presenting someone else’s work, in whole or in part, as one’s own. It includes the verbal or written submission of another work without crediting that source. This applies to ideas, wording, code, graphics, music, and inventions. It includes all electronic sources, including the Internet, television, video, film, and recordings, all print and written sources, such as books, periodicals, lyrics, government publications, promotional materials, and academic assignments; and all verbal sources such as conversations and interviews. Sharing one’s work with other students is also considered an act of plagiarism.”

Academic Integrity

Academic integrity simply means academic honesty; it is a matter of principle to give credit where credit is due. It demonstrates that you respect original thinking and acknowledge others’ work and ideas. Regardless of which educational institution you are attending, plagiarism is stealing and has consequences in the academic world. Algonquin College is no different. The College takes plagiarism very seriously and will not tolerate academic dishonesty on any level. The academic directive, which governs Algonquin’s policies, states the following on plagiarism:

Students who commit acts of academic dishonesty, also known as cheating, will be subject to disciplinary action. The disciplinary action will reflect the severity of the offence, up to and including suspension from the College. Repeated offenses by the same student will result in a more serious penalty than the one previously imposed. (Algonquin College Directives, Plagiarism)

Academic sanctions can vary from having to complete a course on academic integrity all the way to being suspended from your program or from the College. Any academic sanction that a student receives will remain on his or her file for one year.

Make sure that you keep track of where you found the information. Help is available at each campuses’ library desks and within the Student Success Labs that may be available at each campus.

Plagiarism workshops will be available for students throughout the academic term. Check your AC Email for more information.

Common Myths About Plagiarism

Here are six common myths about plagiarism that often get students into trouble when writing:

Plagiarizing by accident makes it less of an offense

Plagiarism is stealing, whether it is done intentionally or not.

Buying papers or assignments gives you ownership of the work.

Buying an essay does not mean you own it.

Using quotes around borrowed text is a proper citation.

If you are quoting someone directly, then you must follow the quotation rule, which means placing quotations around the entire quoted text and including a citation at the end of the sentence in parentheses. Any citation that is used in your work must be correctly formatted in APA or MLA style and then a complete citation of the work is required in your bibliography. If you have paraphrased any ideas in your own words, then you need only a citation at the end of the sentence and not quotation marks.

It is acceptable to cut and paste text or images from the Internet.

Information and images from the Internet are not public domain. Therefore copied text or images from websites must also include a citation. All material is copyrighted, whether it says so or not. For more information on copyright, please visit the Library website on copyright.

You don't need a bibliography if you used the Internet.

Actually, you do require a bibliography if you use the Internet or any other source for doing your assignments.

My mark won't be affected if one of my group partners gets caught for plagiarizing.

If you are working in a group, all members are responsible for the academic integrity. Therefore, it is essential that everyone in your group knows how to properly cite work.

Information about plagiarism from:

<http://www.algonquincollege.com/lrc/library/services/studyguides/plagiarism.html>

Please visit the following web site to learn more about Algonquin College's policy about Plagiarism:

<http://www2.algonquincollege.com/directives/policy/plagiarism/>

► Transcripts

After each semester and/or after each level of your program, you will receive by mail/post, an official transcript which lists the course(s) you have taken as well as your final grade(s) / mark(s). The transcript is the official document issued to you by the College. If you are registered in a certificate, Diploma or Degree program, you will receive your Certificate, Diploma or Degree after you successfully complete all courses related to your program of study.

How do I get my transcript?

You can request your transcript on ACSIS

In Person, by Mail or by Fax:

Complete a Transcript Request Form at:

<http://www.algonquincollege.com/ro/Forms/RO083TranscriptRequestForm.pdf>

Be sure to provide your signature and all pertinent information: full name (and any previous names), full address, date of birth, program name, and years of attendance. If your transcript is being sent to a third party, please provide their complete address, your reference number and the contact person. Send your request to the following address or fax.

Algonquin College

Registrar's Office

Room C150

1385 Woodroffe Avenue

Nepean, ON K2G 1V8

Fax: 613-727-7767

Please note: If you are encumbered for outstanding fees, you will not receive a transcript or a certificate/diploma until all fees are paid in full.

6. Quick Reference

▶ Canadian Holiday Schedule

Canada's Holidays	2014	2015	2016
New Year's Day	January 1	January 1	January 1
Valentine's Day	February 14	February 14	February 14
Family Day	February 17	February 16	February 15
Good Friday	April 18	April 3	March 25
Easter Monday	April 21	April 6	March 28
Victoria Day	May 19	May 18	May 23
Canada Day	July 1	July 1	July 1
Civic Holiday	August 3	August 3	August 1
Labour Day	September 7	September 7	September 5
Thanksgiving Day	October 12	October 12	October 10
Remembrance Day	November 11	November 11	November 11
Christmas Day	December 25	December 25	December 25
Boxing Day	December 26	December 26	December 26

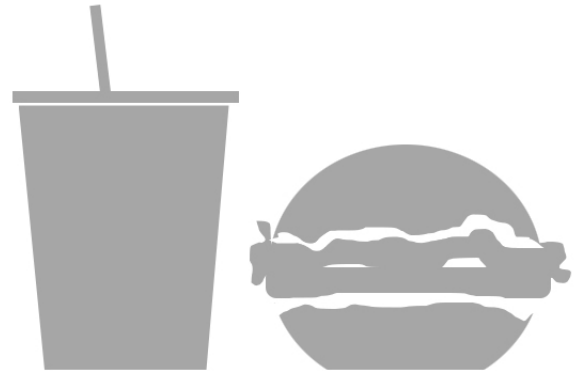
► Food and Beverage

Algonquin College has a wide variety of dining locations spread throughout the entire campus.

Enjoy a selection of fresh-brewed coffee and delicious baked goods. For a hearty lunch, have a delicious deli sandwich prepared on a variety of multigrain breads. Also enjoy a bowl of our hot soup, meat or vegetarian chilli and many other quick snacks for the person on the go.

Food and beverage locations are located at the following:

- Marketplace Food Court - D Building
- Tim Hortons - Thunder Alley
- The Portable Feast - B Building
- Bits and Bites - T Building
- 35th Street Market Café - Residence
- The Fix Eatery - ACCE Building
- Booster Juice - Student Commons



For more information about meal plans or dining at Algonquin College please visit the following:

<http://www3.algonquincollege.com/food-services/>

The application for the student meal plan is found at this website:

<https://onlineplan.algonquincollege.com/>

The Algonquin Student's Association also operates two food services on campus:

- Starbucks
- The Observatory

► Income Tax (Canada Revenue Agency)

The Canada Revenue Agency (CRA) administers tax laws for the Government of Canada and for most provinces and territories; and various social and economic benefit and incentive programs delivered through the tax system.

*Please note that the staff in the International Education Centre, room C429, are unable to provide assistance concerning income tax inquiries.

We recommend that you contact the following for information concerning income tax:

<http://www.cra.gc.ca>

International Tax Services Office

Canada Revenue Agency
2204 Walkley Road
Ottawa, Ontario K1A 1A8

Monday to Friday
from 8:30 a.m. to 5:00 p.m.
(Holidays excluded)

Toll free number: 1-800-267-5177
Fax number: 613-941 2505

One of the documents you will require when completing your income tax is tuition and education amounts certificate (T2202A). This certificate will be available to you at the end of February or early March on ACSIS (<https://acsis.algonquincollege.com>). If you cannot access the T2202A on ACSIS, please visit the Finance Office in room C550 for your T2202A.

If you received a scholarship you will also require a T4A.

If you do not have a Social Insurance Number (SIN), you will be required to complete the form at this web site for an Individual Tax number (ITN):

<http://www.cra-arc.gc.ca/E/pbg/tf/t1261/README.html>

Income tax is processed for the previous year. For example, in 2014, individuals will complete taxes for the year 2013 (January 1 – December 31, 2013).

The International Education Centre will send information to you by email in March 2015.

► International Student Club (ISC)

The ISC offers a supportive environment for any student. It is a support group for students on personal and academic levels. Activities such as game nights, potlucks, movie and comedy nights, etc will be planned.

The ISC encourages you to come and join ISC events and meet new friends, learn about different countries and cultures and experience the different types of food at the potlucks.

So please join us in making a difference for International Students.

You can visit us at:

<https://www.facebook.com/groups/7130004255/#!/groups/145804265507556/>

Stay posted for upcoming ISC events. Please note that event information will be sent to you by email to your Algonquin email address. You can also check about upcoming events on Facebook



LEGEND (For Permit Parking Areas 1 - 15)

- Accessible Parking
- Accessible Entrance
- Car Sharing
- Transpo Terminal
- Transpo Stop
- Electric Car Charging Station
- Shipping & Receiving
- Loading Zone
- Motorcycle Parking
- Stop Sign
- 3-way Stop Sign
- Stop Lights
- Metered Parking
- Pay & Display Parking

PARKING METERS

Payment required at ALL times.
S BUILDING AND V BUILDING:
 \$1.50/half hour (4 hour maximum)

PAY & DISPLAY MACHINES

Payment required at ALL times.
 LOT12: \$8.00/day
 LOTS 1, 5 & 10: \$1.50/half hour
 C, D, P & N Building: \$1.50/half hour

VISITORS' PARKING LOT

Payment required at ALL times.
 \$1.50/half hour, \$16.00 maximum



www.algonquincollege.ca

Part-time Studies students may park in
 Lots 8, 9 and 12 after 5:00 pm at no extra
 charge (refer to map).
 Prices may change without prior notice.

Good luck

let us know if we can be of help!

International Education Centre (IEC)
Room C429

Monday to Friday
8:00 a.m. - 4:30p.m.
(Unless otherwise stated)
(613) 727-4723 ext. 7031

Photography by

Arthur Nwachukwu
International Graduate,
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Photography (2011)

Also featuring photography from the College Databank

Creative Design by

André Cortellini
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Interactive Multimedia Developer

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