

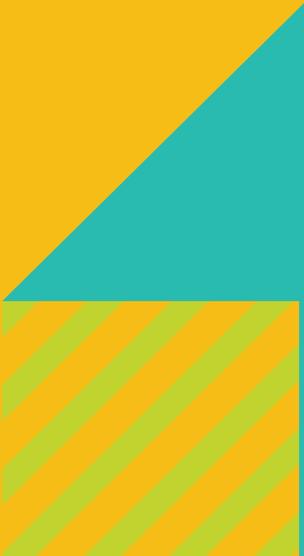
**Cape Breton University**  
**Online Learning**  
**Handbook**





# Introduction

**At Cape Breton University, your future takes shape. You will meet the people who will help you on your journey and develop the skills you need to reach your goals. CBU online is the first step, the next step is all yours!**



# What is Online Education?

Online education allows students to complete courses and programs from almost anywhere in the world – you decide! Home, work, etc., with online education, students have the flexibility to work at their own individual pace, and at a schedule that suits their specific needs.

## Course Delivery

### How will I access my courses?

Your courses will be delivered through a learning management system called **Moodle**.

Moodle is located at:

**<https://courseware.cbu.ca/moodle/login/index.php>**

It can take up to 48 hours for your Moodle account to become active following registration.

If you are unable to access your course material after this time has elapsed, please contact the Help Desk at **902-563-1123** or **[helpdesk@cbu.ca](mailto:helpdesk@cbu.ca)**



*Please Note: Online courses follow the regular academic calendar. This means you will not be able to access course material until the official start date of any offering.*

# Registration & Academic Advising

## **How do I select courses and register?**

Congratulations! You've been accepted to Cape Breton University and now it's time to choose courses. If you, like others, have no idea where to begin – don't worry! CBU has mandatory academic advising for first year students so you don't have to go it alone. Advising sessions begin the first week of June and continue throughout the summer and the academic year.

There are many advantages to advising sessions. For example, you will have the opportunity to talk privately with an advisor about your academic and career aspirations and the courses you need to get there. Your advisor will work with you to tailor your course selections to best fit your degree requirements and desired goals. Sessions usually take about 30 minutes and can be done via telephone.

To find out more and arrange an appointment, check [here](#).



# Course Start and End Dates

Fall & Winter Courses Courses begin in September and January and may include 3 and 6 credit courses. Exact start and finish dates vary from year to year.

## Spring & Summer Courses

During the spring and summer, there is a limited number of 3 and 6 credit courses. Dates and course offerings vary.

Please consult the [Academic Timetable](#).

To determine when registration 'opens' for each semester, please visit [Important Dates](#).



## Exams

Exams will be conducted online and will vary from course to course; exams are at the discretion of individual professors.

## Transfer Credits & Prior Learning Assessments

Cape Breton University allows for transfer to and from other institutions. You can apply for admission with an application for transfer credits into your program of choice. Applicants coming from another university or college can submit a Transfer Credit Application form along with an official transcript.

Applicants may also submit a Prior Learning Assessment to demonstrate completion of course work through prior learning. However, at least 50% of course work must be completed at CBU. Please Note: There is a one-time fee for these applications.

Please contact the [Office of the Registrar](#) for current rates.

# Cost of Tuition & Fees

Detailed information on **Tuition & Fees** can be found on the CBU website.

Payment of fees or arrangements to pay fees such as a student loan must be made in accordance with Cape Breton University's policy before you can complete your registration.

Doing so as soon as possible gives you the opportunity to dive into university life and get started on your new adventure.

# Books & Course Material

You will need to visit the **online CBU Bookstore** to determine what books you may need. Do this as early as possible so when your course begins, you have the required materials. Books are shipped via express post and generally takes 3 business days depending upon your area.

Books and course materials are not included in tuition and are a separate cost to students.

More information on the CBU Bookstore can be found on the **CBU website**.

Other online book stores you may be interested in searching include: **www.amazon.ca**, **www.chapters.indigo.ca** and **www.barnesandnoble.com**.

*Tip: You don't need to wait for classes to begin to buy your books. Professors list their course materials well in advance, so be sure to check the bookstore listings often.*

## Library

**The Library** is the primary academic information resource for Cape Breton University. It promotes learning, supports teaching and enhances scholarly research and creative activities by building collections and providing expert services and innovation access to information. All CBU students have access to the Library's online and print resources upon registration.

For assistance with CBU Library, please contact:  
Circulation Desk: **(902) 563 1320**  
**circ\_desk@cbu.ca**

## Academic Calendar

As a Cape Breton University student, it is your responsibility to become familiar with the **Academic Calendar**. This is a rather large, somewhat daunting document, but the online search functionality makes it fairly easy to find information on any topic that may arise.

## Important Dates

You will need to become familiar with **Important Dates** at the institution. Please take time to review the information located here and be sure to check again from time to time.



# Your Student Account

Your student account can be found here in the **[CBU Student Portal](#)**.

You can also access your account (plus Moodle, Office 365 and the CBU alert system) from the main page of the CBU website (as shown on this page).



From here you can register (add or drop courses), view your grades, review financial information, print receipts and more.

If you require assistance, contact the Help Desk at **902-563- 1123** or by email: **[helpdesk@cbu.ca](mailto:helpdesk@cbu.ca)**



# Academic Support Services

Everyone needs a little help sometimes. Whether you are having difficulty in a particular subject, have questions about your program or need help choosing courses, there are a variety of services and programs available to help you make choices that match your personal and academic goals and develop skills to make decisions for your future. Check out the following links for further information.

**[Academic Advising](#)**

**[Academic Success Coaching](#)**

**[Writing Centre](#)**

**[Math & Science Centre](#)**

# Access Ability Centre

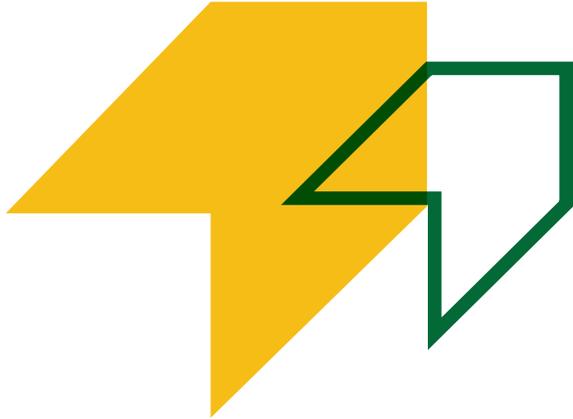
At Cape Breton University, we believe that each and every student should receive the same high quality education. If you are a student with a disability, you will find all the support and services you need to get the most out of your classes at the **Jennifer Keeping Centre**.

## Am I eligible?

If you have a medically documented disability, you could be eligible for services related to your disability.

Some eligible disabilities include:

- Learning disabilities
- Visual disabilities
- Hearing disabilities
- Speech impairments
- Neurological disabilities
- Mobility impairments
- Psychological disorders
- Chronic illnesses



Please note: you must provide documentation from a qualified health professional to receive these services. Phone: **902-563-1208** or email **[jkc@cbu.ca](mailto:jkc@cbu.ca)**.



## Resources & References

-  [Faculty & Staff Directory](#)
-  [Academic Calendar](#)
-  [Academic Timetable](#)
-  [Registrar's Office](#)
-  [Bookstore](#)
-  [Library](#)
-  [IT Service](#)
-  [Tuition & Fees](#)
-  [Academic Support Services](#)
-  [Scholarships & Bursaries](#)
-  [Important Dates](#)

# Our door is always open.

Take a virtual tour of our modern campus from the comfort of your own home. See inside our classrooms, common areas and green spaces.

[CBU.ca/tour](https://www.cbu.ca/tour)



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