

# Cape Breton University

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## STUDENT HANDBOOK

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[CBU.ca](http://CBU.ca)



# Welcome to Cape Breton University!

Whether you are new to CBU or returning, we are so happy to have you studying with us.

At CBU, student success is our top priority. We offer a variety of services and programs to help you succeed, and this handbook will serve as a guide as you embark on your education journey.

**Please note:** In alignment with the Province of Nova Scotia's requirement that masking continue in public schools, Cape Breton University will also continue to require mask-wearing on campus to protect the health and safety of our community. All individuals on campus are required to wear a mask, except while actively eating or drinking. This requirement will be in place until **June 30, 2022**, unless stated otherwise.

Please proceed with kindness and respect, follow good health hygiene practices and stay home if you are sick. Even if you do not have COVID-19, it is crucial to stay home as to not spread other illnesses such as the cold and flu within the community.





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# Responsibilities

Cape Breton University is committed to the safety of the campus and will promote the health and safety of all members of the CBU community by taking all reasonable actions to provide and maintain a healthy and safe campus.

## Communication

Official communication will be sent directly to all students through the CBU email system, so it is crucial that you check your CBU student email regularly or have it forwarded to your personal email. Directions for forwarding your CBU email to another email account can be found [here](#). We don't want you to miss anything important or exciting!

## Student Responsibilities

As a CBU student, you are expected to take every reasonable precaution to protect your own health and safety and that of other people at or near campus. This includes:

- Following the rules and guidelines included in this handbook
- Adhering to CBU's Mask Requirement
- Doing everything reasonable to protect the safety of yourself and others on campus
- Reporting anything that might be dangerous to CBU Campus Security
- Co-operating with CBU staff and faculty to protect and promote health and safety
- Abiding by [the CBU Code of Student Conduct](#)

In addition to the responsibilities listed above, you will have a number of daily responsibilities should you visit campus. They include:

- Practicing reasonable social distancing
- Practicing proper hygiene
- Keeping to the right while on campus, whenever possible

# Appointments and Services

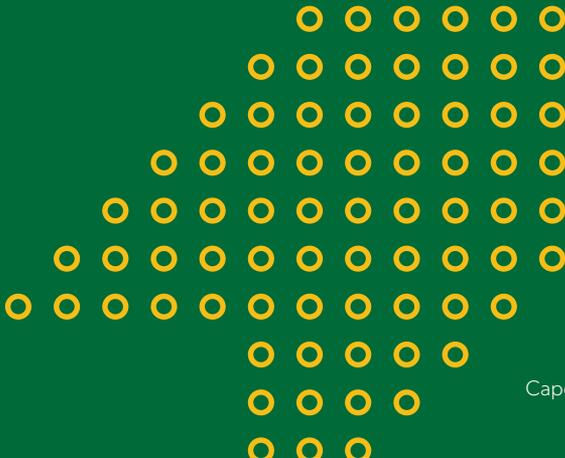
Cape Breton University has a variety of student services available to help you throughout the semester. Please see the full list of student services below, including how you can access each.

- **The Nancy Dingwall Health and Counselling Centre**

**The Nancy Dingwall Health and Counselling Centre** is a collaborative health care centre with nurses (including a mental health nurse), physicians and counsellors on site. The Nancy Dingwall Health and Counselling Centre is located in the Canada Games Complex and is open Monday to Friday from 8:30am - 4:30pm.

- **Well Women’s Clinic (Monthly)**

Call the Nancy Dingwall Health and Counselling Centre at **902-563-1359** or email [healthservices@cbu.ca](mailto:healthservices@cbu.ca) for more information or to book an appointment.

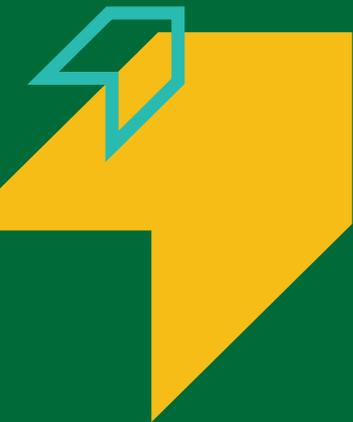


- **Men's Clinic**

CBU's Nancy Dingwall Health and Counselling Centre is thrilled to now offer Men's Clinics every Thursday from 9am-12pm. If you identify as male and have questions about your mental and/or physical health, drop in the Nancy Dingwall Health and Counselling Centre for a coffee and meet with a doctor, counsellor, social worker or peer support representative to discuss any topics affecting you. To make an appointment, please email [healthservices@cbu.ca](mailto:healthservices@cbu.ca). Walk-ins are also welcome.

- **Blood Collection and/or Anonymous STI Testing**

**Every Wednesday and Thursday** (by appointment only) from 11am-2pm. Call or email the Nancy Dingwall Health and Counselling Centre to book an appointment.



## Bookstore

The [CBU Bookstore](#) is open Monday - Friday from 8:30am - 4:00pm, no appointment necessary. Books and merchandise can also be [accessed and ordered online](#).

If you have a special request or are unable to place an order, please email [2955mgr@follett.com](mailto:2955mgr@follett.com) or call [902-563-1642](tel:902-563-1642).

## Library

The [CBU Library](#) has resources and staff available to provide access to the information you need for your studies, along with study pods, group and single study rooms and quiet areas.

Students do not require an appointment to visit the library, but do require an appointment to book a study room or group room. Students can book an appointment for a study room by clicking [here](#) or by clicking 'Book a Room' on the Library homepage.

### Hours of Operation:

Monday - Friday: 8:00am - 8:00pm

Saturday - Sunday: 11:00am - 5:00pm

Hours are subject to change. Please click [here](#) for updates.

### Online Services and Supports:

- [Online LiveHelp Chat, Email](#) and [AskUs](#)
- Databases, Ebooks and Online Sources (Remember to use the 'Off Campus' Access button under the popular tasks menu)

#### [Website Tutorials](#)

#### [Curbside Pick Up/Remote Request Form](#)

(For CBU students living within Canada, but not close to CBU or another Novanet library)

We encourage you to **register** with the CBU Library so resources are readily accessible to you when you need them. To speak with a library staff member, call **902-563-1320** or email **[circ\\_desk@cbu.ca](mailto:circ_desk@cbu.ca)**.

To speak or make an appointment (virtually or in-person) with a librarian, please use the following contact information:

**Cathy Chisholm**, Liaison Librarian,  
School of Education and Health & School of Nursing  
**902-563-1993** or **[Cathy\\_Chisholm@cbu.ca](mailto:Cathy_Chisholm@cbu.ca)**

**Martin Chandler**, Liaison Librarian,  
School of Arts and Social Sciences  
**902-563-1996** or **[Martin\\_Chandler@cbu.ca](mailto:Martin_Chandler@cbu.ca)**

**Jasmine Hoover**, Liaison Librarian,  
School of Science and Technology & Scholarly Resources  
**902-563-1231** or **[Jasmine\\_Hoover@cbu.ca](mailto:Jasmine_Hoover@cbu.ca)**

**Courtney Vienneau**, Copyright Librarian & Liaison Librarian,  
Shannon School of Business  
**902-563-1692** or **[Courtney\\_Vienneau@cbu.ca](mailto:Courtney_Vienneau@cbu.ca)**

Remember, your CBU Student ID is your library card. This card allows you to utilize all services of the library, like borrowing books, laptops, phone chargers, headphones, calculators, printing, booking study rooms and ordering books from other libraries.

If you are returning your library materials, there is a return box located at the back door of the library and can be accessed 24/7.

To speak with a library staff member, call **902-563-1320**, email **[circ\\_desk@cbu.ca](mailto:circ_desk@cbu.ca)** or use the **[Ask Us Live Chat Service](#)**.



## Beaton Institute

The Beaton Institute is the official repository for historically significant records of Cape Breton University. It's also a cultural heritage archive mandated to preserve the social, economic, political and cultural history of Cape Breton Island.

Students can visit the Beaton Institute Tuesday - Friday from 9:00am-4:00pm and are encouraged to make an appointment by emailing [beaton@cbu.ca](mailto:beaton@cbu.ca).

## The Writing Centre

**CBU's Writing Centre** offers free individual and small group appointments virtually and in-person (by appointment only). The Writing Centre helps students understand assignments, make writing plans, learn formatting and citation styles, incorporate research into their writing and more. You can **book a virtual appointment online**, (choosing from two options: a Teams meeting or written feedback on a draft) or book an in-person appointment by emailing [writing\\_centre@cbu.ca](mailto:writing_centre@cbu.ca).

## The Math and Science Centre

**CBU's Math and Science Centre** offers free tutoring services for current CBU students who require help in introductory-level math, science and business courses.

The Centre can be found in CBU's Learning Commons. Drop-in and online tutoring is available Monday to Thursday from 9am-5pm and Friday from 9am-4pm. For inquiries, email [mathsciencecentre@cbu.ca](mailto:mathsciencecentre@cbu.ca).





## Academic Success Coaching

**Academic Success Coaching** is currently available by email, video chat, or in-person by appointment. To book an appointment, email [fyac@cbu.ca](mailto:fyac@cbu.ca).

## Career Services

**The Career Services team** at CBU is here to work with you before, during and after your time as a student as it relates to your academic and career planning decisions. To book an appointment with our Career Services team, email [career\\_services@cbu.ca](mailto:career_services@cbu.ca) or phone **902-563-1818**.

## Accessibility Services

**The Jennifer Keeping Centre** works to provide the necessary supports and accessibility accommodations for students with a medically documented disability. To find out if you are eligible for services related to your disability, or to book an in-person appointment, email [jkc@cbu.ca](mailto:jkc@cbu.ca) or phone **902-563-1208**.

## International Student Services

International students who require more information or have questions about immigration, student work permit eligibility or medical coverage can connect virtually with one of our **International Student Advisors**, including a **Certified Immigration Consultant** via email. To book an in-person appointment, please email [internationaloffice@cbu.ca](mailto:internationaloffice@cbu.ca) or phone **902-563-1278**.

## IT Services

**CBU's IT Help Desk** is the first point of contact for IT Services and offers a variety of technical services, such as login access and troubleshooting, email support and more. All Help Desk services are currently being offered via email.

# CBU's New Downtown Location: Cineplex Sydney

Welcome to Cape Breton University's downtown location at the Cineplex Cinemas Sydney - Prince Street!

Students studying in CBU's Post-Baccalaureate Diploma Programs (Business Management, Business Analytics, Health Care Management and Supply Chain Management) will have an opportunity to take some of their classes in CBU's new space, located in the heart of downtown Sydney. Next door, students will find an office space where they can meet with faculty members, student placement officers and their program manager. Students will also be able to access student supports on-site to ensure they have everything they need at their fingertips.

To determine whether you have a class in our Cineplex Cinemas location, please refer to your class schedule. If you see (CPLX) next to one of your classes, that class will be located in our Cineplex Cinemas location.

To learn more, visit [CBU.ca/cineplex](https://www.cbu.ca/cineplex)

## COVID-19 Self Assessment

Prior to accessing campus, please ask yourself the COVID-19 Self Assessment questions and stay home if you are experiencing any COVID-19 symptoms. The Self Assessment questions are:

In the past 48 hours, have you had or are you currently experiencing:

- Fever or Cough (new or worsening)

**OR**

- Two or more of the following symptoms (new or worsening):
- Sore throat
- Runny nose
- Headache
- Shortness of breath

Are you waiting for COVID-19 test results?

Have you tested positive for COVID-19?

If the answer to any of these questions is **YES**, please do not come to campus. Book a COVID-19 test to ensure you do not have COVID-19.

If you begin to feel unwell while already on campus, notify your instructor through email or telephone and return home. Book a COVID-19 test as soon as possible if you are experiencing any of the above-listed symptoms.

Please remember, even if you do not have COVID-19, we ask that you stay home if you are experiencing cold and flu symptoms until you are no longer sicker.



## Practice Social Distancing

All those accessing campus are encouraged to maintain a reasonable distance from others while on campus. While a social distance of two meters is no longer required by Public Health, the community is encouraged to be respectful of the personal space of others at all times.



## Keep to the Right

When in hallways and common spaces, please keep to the right, just as you would if you were driving. Keeping to the right in these spaces allows us to leave enough space around us for those going in the other direction to pass by safely.

Please note that infrastructure at entrances won't always allow visitors to keep to the right as they enter or exit the building. In these instances, please respect physical distancing and use common sense.



## Practice Proper Hygiene

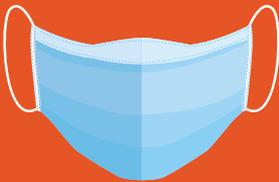
One of the best defenses against the spread of infection is proper hygiene. Students will be expected to wash their hands frequently with soap and water and use an alcohol-based hand sanitizer when soap and water are not available.

Remember to wash your hands after coming into contact with any shared surfaces or equipment.



## Mask Usage

Masks must be worn at all times while on campus. Individuals may only remove their mask when seated and actively eating or drinking.

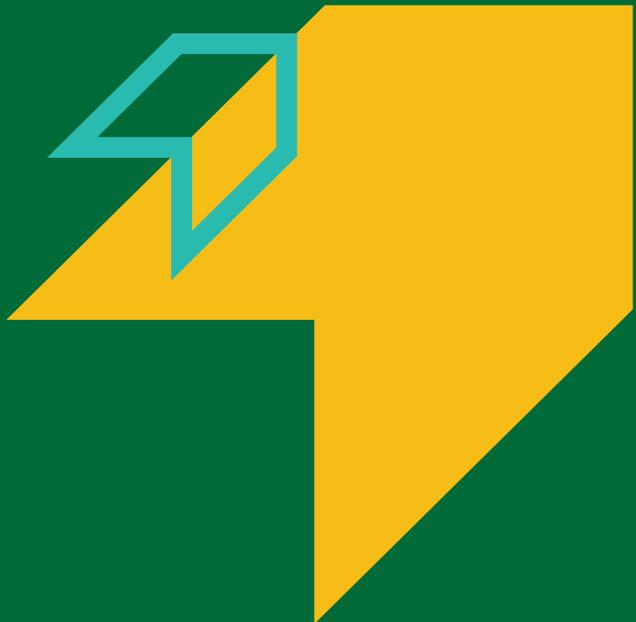


# Cleaning

Cleaning practices at Cape Breton University will comply with the Health Canada recommendations and will include the use of disinfectants approved by Health Canada for use against COVID-19.

# Mental Health Resources

We are committed to your health and well-being and recognize that you may be experiencing increased anxiety or other health impacts. Health services, supports and resources, including [\*\*Healthy Minds NS\*\*](#), [\*\*keep.meSAFE\*\*](#) and access to [\*\*personal counselling\*\*](#) are available on [\*\*our website\*\*](#).



# Resources

## The Nancy Dingwall Health and Counselling Centre

902-563-1359

[healthservices@cbu.ca](mailto:healthservices@cbu.ca)

## Campus Security

Cell phone (call or text) 902-578-2316

Office 902-563-1133

[security@cbu.ca](mailto:security@cbu.ca)

[www.cbu.ca/covid-19](http://www.cbu.ca/covid-19)

[www.novascotia.ca/coronavirus](http://www.novascotia.ca/coronavirus)

## COVID-19 Vaccine, Testing and Clinics

To find a drop-in vaccine clinic near you, please visit

[www.nshealth.ca/drop-in-vaccine-clinics](http://www.nshealth.ca/drop-in-vaccine-clinics)

To determine if you require a PCR or a rapid take home test, please complete the online assessment at

[www.covid-self-assessment.novascotia.ca/en](http://www.covid-self-assessment.novascotia.ca/en).

If you require testing, please visit

[www.nshealth.ca/visit-covid-19-testing-site](http://www.nshealth.ca/visit-covid-19-testing-site) to book an appointment for PCR and take home rapid test pick up.

International students can also access health services through **Guard.me insurance**, by using the mobile doctor app. Please be sure to have your Guard.me insurance number ready as you will need it to access these services.