

ACADEMIC CALENDAR: The Academic Calendar serves as an information source and planning document for students, faculty and staff. It includes information such as important dates, academic regulations, program information and more.



ACADEMIC SUCCESS COACH: An Academic Success Coach is a CBU staff member who helps students transition to university life, define goals, develop new skills and become a more confident student.

ACADEMIC TIMETABLE: The Academic Timetable lists the classes that are offered in a particular term. It provides information such as class timings and which professor is teaching each course.

ACCEPTANCE: Acceptance means you meet all of the University's requirements and will soon be starting your CBU journey, congratulations!

ADVANCED STANDING: The recognition of any previous relevant, successful study which may be applied to your current program. These credits could reduce the number of courses you need to take in order to complete your program.

ADVISING: Academic advising is the process in which a student meets with an academic advisor to discuss education and career planning, how to choose the right courses for you and to get an overview of how the registration process works.

Alumni

ALUMNI/ALUMNA/

ALUMNUS: *Alumni* refers to the group of people who

have previously attended or graduated from an institution. *Alumna* is the female singular version and *alumnus* is the male singular version. To refer to one gender-neutral member, we would typically say a member of the Alumni family. CBU has more than 24,000 alumni worldwide.

BACHELOR'S DEGREE: A Bachelor's degree is an undergraduate degree typically completed in 3-5 years of study at CBU. An undergraduate degree is a necessary requirement for those looking to pursue graduate degrees, Master's programs, or PhD's.

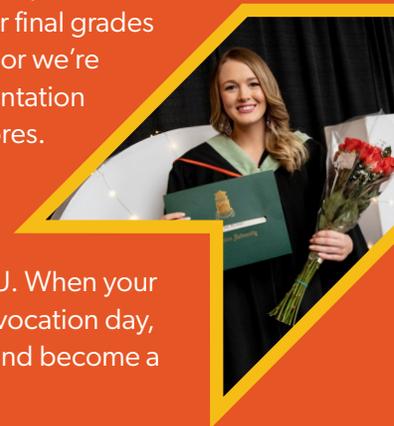


COMPASS: The Compass Student System is CBU's student portal. It provides students with access to self-service functions such as admissions, registration, timetables, exam schedules, tracking your finances, personal messages from CBU and much more. You can log into Compass using your CBU email address and password.

CONDITIONAL ACCEPTANCE: Conditional acceptance means that there are still terms that need to be met before your acceptance can be finalized. This could mean your final grades from high school aren't in yet, or we're still waiting on official documentation such as transcripts or IELTS scores.

CONVOCATION:

Convocation is the word we use for Graduation here at CBU. When your degrees are conferred on convocation day, you have officially graduated and become a member of our Alumni family!



CO-OP: Co-op programs alternate study terms with paid work experience terms that are related to your academic field. Co-op gives you a well-rounded education and an opportunity to expand your knowledge and practice the latest theories and hands-on approaches. Co-op also allows you to develop employment skills, explore career options, and network with potential employers. This can give you a competitive edge when entering the workforce. Co-op work terms are supervised and evaluated by both the employer and the post-secondary institution.

CORE COURSE: In some programs, you will have courses that you are required to take. These are called your program core courses.

COURSE NUMBER (COURSE CODE): Each course will have its own course number or course code that represents the course in the registration system. For example ENGL1101 might be the course code for Introduction to English Literature. You can view courses, their descriptions and their course codes in your Compass Student Account.



CREDITS: Credits refer to what your courses are worth. Courses that are completed in a single semester are worth 3 credits. Courses that are completed over the course of two semesters are worth 6 credits. If your degree has 90 credits, that means you will have to complete 30, 3-credit courses in total.

DEFERRED: Deferring a program means that you have accepted the offer, but that you don't plan on starting right away. Some students are accepted for September intake but decide to defer their courses and begin in January instead. If you would like to defer your start date, you have to reach out to the Enrolment Services Professional listed on your acceptance letter.

DEGREE AUDIT: A degree audit is an overview of the academic progress you've made toward your degree. It will show you how many courses you have completed so far, the remaining courses you are required to complete and other helpful student information.



DEGREE SHEET: Your degree sheet, provided by the First Year Advising Centre, outlines all of the courses required for your program. It is a helpful tool in

terms of planning out your semesters and keeping track of the required courses you have taken and still need to take.

EARLY ACCEPTANCE (GRADE 12 ACCEPTANCE): Early acceptance is available in September of each year to high school students with an average of at least 75% in grade 11, as long as they are currently registered in grade 12 courses that meet our admission requirements. If you meet the requirements, you can apply for conditional acceptance and take the first step toward becoming a university student! Then, when you submit your final grade 12 marks, you'll receive your acceptance to CBU early.

ELECTIVE: In some programs, you will have a certain number of courses that you will get to choose based on your personal preferences. As long as the course you wish to take has available seats and does not have any prerequisites (that you do not meet), you can take it if you have room in your schedule for an elective.

FIRST YEAR ADVISING CENTRE

CENTRE: The First Year Advising Centre consists of a team of advisors who are here to help you define your academic goals, choose your courses, create a schedule and prepare for university.



FULL-TIME STUDENT: In the Fall and Winter semesters, full-time study is considered 9 credits per semester. In the Spring and Summer semesters, full-time study is considered 6 credits per semester. If you are a student with a disability, please contact jkc@cbu.ca for information on what full-time study means for you.

INTERNSHIP: Internships offer usually one discipline-specific, supervised, paid or unpaid, for academic credit work experience or practice placement. Internships may occur in the middle of an academic program or after all academic coursework has been completed, prior to graduation.

INTERSESSION: CBU offers intercession courses during the spring and summer months. Intercession courses are typically shorter in length, but the daily scheduled class time is longer.



JENNIFER KEEPING CENTRE: The Jennifer Keeping Centre (JKC) provides accessibility services for CBU students. If you have a medically documented disability, you could be eligible for supports through the JKC. Some examples include: learning disabilities, visual disabilities, hearing or speech disabilities, neurological disabilities, mobility challenges, mental health conditions, chronic illnesses and more.

MAJOR: A major refers to the discipline within your degree that you will take the most courses in (i.e. English, Psychology or Folklore). Typically, you must take 48 credits of a discipline to receive a major designation. Each degree varies, so please see your degree sheet for full details.

MASTER'S DEGREE: A Master's degree is the first level of graduate study. At CBU, we offer Master's degrees in the fields of Business and Education.



MATH & SCIENCE CENTRE: The Math & Science Centre offers free tutoring services for current CBU students who require help in introductory-level math, science and business courses.

MATURE STUDENT: A mature student could be someone who didn't attend university directly after highschool, or is returning to school after a period off. At CBU, it's never too late to begin your journey as a university student!

MINOR: A minor refers to the secondary discipline of focus within your degree. Typically you must take 24 credits of a discipline to receive a minor designation. Each degree varies, so please see your degree sheet for full details.



MOODLE: This is the online platform used for your courses. When classes begin, you will be able to access all of your course information through your CBU Moodle Account.



OFFICE HOURS: Office hours are set times in which students can meet with their professor or instructor. Each professor or instructor offers office hours so students can discuss class material, grades or any other issue related to their academic experience.

PART-TIME STUDENT: In the Fall and Winter semesters, part-time study is considered anything less than 9 credits per semester. In the Spring and Summer semesters, part-time study is considered anything less than 6 credits per semester. If you are a student with a disability, please contact jkc@cbu.ca for information on what part-time study means for you.

PEER SUCCESS COACH: Peer Success Coaches are upper-year students who help new CBU students adjust to university life by providing leadership, mapping out goals and more.

PREREQUISITE: Some courses are more advanced than others and require that you complete specific introductory level courses before you can register for them. Example: Accounting II ACCT1204 cannot be taken before Accounting I ACCT1203. It is important to check the Academic Calendar and your degree sheet for prerequisite requirements when planning out your semester.

PRIOR LEARNING ASSESSMENT: PLAs are an option for students who feel that their experience and/or training earned outside of a post-secondary institution is equivalent to a course needed for their CBU degree. Students requesting a PLA should first submit a Transfer Credit Assessment form, in addition to a PLA form.

PROSPECTIVE STUDENT: Prospective students are students who might attend a university in the future. Often, prospective students are considering coming to the university and want to learn more. Until you have officially enrolled, you will be considered a prospective student.





REGISTRATION: Registration is the process in which you sign up for, or enrol, in the courses you will be taking throughout the semester.

SEMESTER: At CBU we have two official semesters (also known as terms). Fall semester runs from September to December and Winter Semester runs from January to April. Optional courses are offered in Spring and Summer, but are not required for all programs.

SYLLABUS: An outline of the content that will be covered in a class. Each professor or instructor will hand out a syllabus during the first week of class which will give students an idea of what will be covered throughout their time in the class.

THESIS: Students looking to graduate with honours will complete a thesis before graduating. It is typically a long paper or project presenting the students' research and findings on a particular topic in their field of study. Students will present or defend their thesis in front of a board at the end of their degree.

TRANSCRIPT: An official academic transcript is a document certified by your institution that outlines all of the courses you have taken and the grades you have received for each.



TRANSFERRING: When one institution recognizes education completed at another, students can transfer to the new school. If your credits are a good match, they will be counted toward your requirements at the new school.

TRANSFER CREDITS: Transfer credits are awarded for any college/university course a student has successfully taken that is a good match with a course offered by CBU. Students can then use these credits to fulfil up to 50% of the requirements for their CBU degree.

TRANSFER CREDIT ASSESSMENT: If you have completed university and/or college level courses already and you want to transfer any of the credits you earned to the degree you are taking at CBU, you may need to apply for a transfer credit assessment. This assessment takes into account any prior academic credits that can be applied to your program at CBU.



WRITING CENTRE: The Writing Centre offers free, one-on-one sessions in which students can discuss ways to strengthen their writing skills.

Now that you've got the lingo down, you're ready to apply!
Start your CBU journey today by visiting [CBU.ca/apply](https://www.cbu.ca/apply)