

# 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 and Public Health recommendations, Cape Breton University does not have any COVID-19-related mandates in place at this time. Vaccinations, social distancing where possible and the use of masks in indoor spaces are strongly encouraged on campus.

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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# 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 at [www.cbu.ca/current-students/your-accounts](http://www.cbu.ca/current-students/your-accounts). 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:

- Familiarize yourself with the information in this handbook
- Check your CBU email regularly
- Abide by [the CBU Code of Student Conduct](#)

## CBU ServiceHub

The [CBU ServiceHub](#) serves a digital resource to improve the student experience and is a place for you to get things done quickly, all in one place. Whether it's registering for a course, accessing your student account, submitting a transcript request or finding general CBU information, the [CBU ServiceHub](#) is the place to go. Many of our forms (i.e. Add/Drop, Program Changes, Letters of Completion, etc.) can also be accessed online at [www.cbu.ca/document/types/forms/](http://www.cbu.ca/document/types/forms/).

Wondering how to book appointments, register for courses, and more? You can also check out the [How-to-CBU YouTube Playlist](#) for instructional videos.

## Staying Connected to What's Happening at CBU Each Week

To stay up-to-date on all things CBU, the CBU Student Weekly Brief will be delivered to your CBU inboxes every Monday. The CBU Student Weekly Brief includes campus news, important dates and deadlines, events and other helpful resources to help get you through the semester!

# CBU's Downtown Locations

Cape Breton University is pleased to expand our presence into the downtown community.

## **Classrooms at Cineplex**

Students studying in CBU's Post-Baccalaureate Diploma Programs will have an opportunity to take some of their classes in CBU's downtown classrooms at Cineplex, 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 classrooms, please refer to your class schedule. If you see CPLX next to one of your classes, that class will be located in the Cineplex classroom location.

## **500 George Street**

CBU has recently expanded to a second downtown location at 500 George Street. Located within walking distance of the downtown classrooms at Cineplex, this space features study areas and collaborative spaces for post-bacc students and their peers in other programs.



# Student Support Services

## Start Smart Program

Start Smart is CBU's online learning experience aimed at giving new and returning students from all programs the opportunity to become more familiar with CBU and what to expect in the first few weeks of classes. From quick videos, handbooks, direct links to important pages on our website and more information on student supports at CBU, there is so much to discover! Register now at <https://cbulms22.cbu.ca/course/view.php?id=3550>.

## CBU Advising Centre

Cape Breton University has a variety of student services available to help you throughout the semester. CBU's Advising Centre (former Learning Commons) is located in the Marvin Harvey Building and is home to Academic Advising, Academic Success Coaching, International Student Services, Career Services and the Office for Students of African Descent. This is also a place for students to study or work on assignments between classes. Please see the full list of student services below, including how you can access each.

## Academic Advising

Developing an academic plan and reviewing it over time helps you get the most out of your CBU experience! CBU's Academic Advisors assist students with selecting courses, discussing program requirements and scheduling support. All new-to-CBU students are required to have academic advising and can book an appointment through their [Compass Student Account](#).

## Academic Success Coaching

[Academic Success Coaching](#) is available to help students develop the skills they need to achieve their academic goals. Coaches work with students on time management, goal setting and study skills, while offering one-on-one appointments, workshops and a variety of online resources. Students can book an appointment by selecting an Advisor in their [Compass Student Account](#).

## International Student Services

International students who require more information about living and working in Canada or have questions about their health insurance plan or immigration, study and work permits, can stop by the Advising and Student Success Centre to speak with one of CBU's Regulated International Student Immigration Advisor (RISIA) or book an appointment through their [Compass Student Account](#).

## 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**.

## Office for Students of African Descent

**The Office for Students of African Descent** promotes and honours the diversified culture of students of African Nova Scotian and African Canadian Descent (ANS/AC). ANS/AC students are supported throughout their post-secondary studies by celebrating African Culture through events and activities, providing one-on-one and group support and advocating on their behalf to stakeholders. For more information, contact [dionne\\_romard@cbu.ca](mailto:dionne_romard@cbu.ca).

## 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**.

## The Writing Centre

**CBU's Writing Centre** offers free individual and small group appointments virtually and in-person (by appointment only). The Writing Centre is located in the CBU Library on the second level and 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 the CBU Library on the second level. Drop-in and online tutoring is available Monday to Thursday from 9:00am-5:00pm and Friday from 9:00am-4:00pm. For inquiries, email [mathsciencecentre@cbu.ca](mailto:mathsciencecentre@cbu.ca).

## IT Services

**CBU's IT Help Desk** is the first point of contact for IT Services and offers a variety of technical services, including login access, troubleshooting, email support and more. This is also where students will go to get their student ID's. For more information, or if you have a question about technical support, email [HelpDesk@cbu.ca](mailto:HelpDesk@cbu.ca).



## **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).

## **Unama'ki College**

**Unama'ki College** is the vibrant heartbeat of Indigenous education at CBU and offers an environment that embraces the knowledge, wisdom and traditions of the Mi'kmaq. From employees that speak Mi'kmaq to academic courses delivered in Mi'kmaq communities, Unama'ki College has many offerings for Indigenous learners.



# 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 visiting <https://libguides.cbu.ca/c.php?g=719575&p=5141682> 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 visit <https://libguides.cbu.ca/homepage> 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](#)**.

# Health and Wellness

## **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-Friday from 8:30am-4:30pm. To contact the Nancy Dingwall Health and Counselling Centre, please call **902-563-1369** or email **healthservices@cbu.ca**.

## **Blood Collection and Anonymous STI Testing**

Every Wednesday and Thursday from 9:30am-2:30pm.  
No appointment necessary.

## **Well Women's Clinic (Monthly)**

Each month, the Nancy Dingwall Health and Counselling Centre hosts a Well Women's Clinic that offers a variety of health-related services and education, including pap tests, breast exams, family planning or discussions about other women's health concerns. Call **902-563-1359** or email **healthservices@cbu.ca** for more information or to book an appointment for an upcoming clinic.

## **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**.

## **CBU Rec**

CBU Rec is a community where all students are welcome to participate in exciting activities, build friendships and enjoy an active lifestyle through fun play and competition. CBU Rec creates opportunities to celebrate diversity and improve your physical and mental health, while also enhancing your social and leadership skills through a wide variety of activities. To meet the needs of students living on- and off-campus, CBU Rec offers a four-stream approach to campus recreation and wellness, including:

- **Sports 4 All and Wellness (Non-Competitive)**
- **Intramural Sports Leagues and Tournament (Competitive)**
- **Club Sports**
- **Outdoor Recreation**

## **Campus Security**

Cell phone (call or text) **902-578-2316**  
Office **902-563-1133** | [security@cbu.ca](mailto:security@cbu.ca)

CBU's Campus Security team provides safety and security services to all members of the University community, 24 hours/day, 7 days/week. Services include security patrol throughout campus, Safe Walk Program, Lone Worker/Student Program and more.

## **Safe Walk Program**

Campus Security offers the Safe Walk Program to all members of the University community and visitors. If you feel unsafe or nervous, Campus Security Officers will provide an escort on the University property at any time. Contact Campus Security at **902-578-2316**.

## **Lone Worker/Student Program**

The lone worker/student program is available 24 hours/day, 7 days/week. If you are working or studying at night and would like Campus Security to check on you periodically, please contact them at **902-578-2316**.

