Cape Breton University

STUDENT HANDBOOK

Cape Breton University

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.

Table of Contents

Communication..... 1
Student Support Services 2
Library 5
Health and Wellness 6

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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. We don't want you to miss anything important or exciting!

Student Responsibilities

As a CBU student, you are expected to play your part in ensuring you read and understand all official communications from the University, and to abide by the **Respectful Campus Policy** at all times. 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 as 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.

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!

Student Support Services

Start Smart Program

Start Smart is CBU's free 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 and handbooks to important page links and information on student supports, there is so much to discover! For more information, visit **cbu.ca/startsmart**.

CBU Advising Centre

Cape Breton University has a variety of student services available to help you throughout the semester. CBU's Advising Centre is located in the Marvin Harvey Building and is home to Student Development Officers specializing in 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 complete academic advising before registering for classes. For information on how to book an appointment, visit **cbu.ca/advising**.

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 contacting **successcoaching@cbu.ca**.

International Student Services

CBU's CBU's International Student Advisors (ISA) are available to assist international students who require more information about living and working in Canada. If you have questions about your health insurance plan, immigration or study and work permits, they are the best team to connect with. Students can stop by the Advising Centre in the Marvin Harvey Building to speak with one of CBU's ISAs or can contact **internationaloffice@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. Whether you're looking for a job, workstudy or co-op, this is the best place to start. To book an appointment with our Career Services team, email **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). The Office supports ANS/AC students throughout their post-secondary studies by 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**.

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** 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**.

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-8:00pm and Friday from 9:00am-4:00pm. For inquiries, email **mathsciencecentre@cbu.ca**.

IT Services

CBU's IT Services offers a variety of technical services, including login access, troubleshooting, email support and more. For more information, or if you have a question about technical support, email **It_services@cbu.ca**.

Looking to get your student ID?

Head to the CBU Student Commons near the cafeteria.
#30 on our **Campus Map**.

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**.

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'kmaw to academic courses delivered in Mi'kmaw 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.

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**.

For hours of operation, please visit **CBU.ca/library**.

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)

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.

Health and Wellness

Nancy Dingwall Health and Counselling Centre
The Nancy Dingwall Health and Counselling Centre is located in the Kehoe Forum (Former Canada Games Complex) and is open Monday-Thursday from 8:30am-7:30pm and Friday from 8:30am-4:30pm. To contact the centre, call **902-563-1359** or email **healthservices@cbu.ca**.

Mental Health Resources
We are committed to your health and well-being. Health services, supports and resources, including **Healthy Minds NS**, **keep.meSAFE** and access to **personal counselling** are available on **our website**.

In Case of Emergency
In the event of an emergency, please go to the nearest Emergency Department. In Sydney, the Emergency Department is located at the Cape Breton Regional Hospital, 1482 George Street, Sydney, Nova Scotia, or call 911.

Mental Health and Addiction
The Mental Health and Addiction Crisis Line is available 24/7 by calling **1-888-429-8167**.

For help finding local resources or to talk with a counsellor, please call **211**. This service is available 24/7.

To speak with a Registered Nurse, call **811**. This service is available 24/7.

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**

For more information and a full schedule, visit **cburec.ca**.

Campus Security

Cell phone (call or text) **902-578-2316**
Office **902-563-1133** | **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. Call or text 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**.

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