

# Cape Breton University

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## STUDENT HANDBOOK

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# 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 |
| CBU's Downtown Locations ..... | 2 |
| Student Support Services.....  | 3 |
| Library .....                  | 6 |
| Health and Wellness.....       | 8 |



# 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 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 a digital resource to improve the



# CBU's Downtown Locations

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

## **Classrooms at Cineplex**

Cape Breton University has expanded its presence into the downtown community while the main campus undergoes construction. During this time, students studying in CBU's Post-Baccalaureate Diploma programs will have an opportunity to temporarily take some of their classes in CBU's downtown classrooms at Cineplex, located in the heart of downtown Sydney! With an office space next door for students to meet with faculty members, student placement officers and their program manager, to the full suite of student support services on-site, students will 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.

We have lots of exciting infrastructure plans to make our campus the best it can be. We can't wait for you to be part of it!

## **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 and handbooks to important page links and information on student supports, 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







# 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](mailto:circ_desk@cbu.ca).

For hours of operation, please visit [CBU.ca/library](http://CBU.ca/library).

## Online Services and Supports:

- [Online LiveHelp Chat, Email](#) and [AskUs](#)
- Databases, Ebooks and Online Sources (Remember to use the 'On 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)

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**

**Martin Chandler**, Liaison Librarian,  
School of Arts and Social Sciences  
**902-563-1996** or **Martin\_Chandler@cbu.ca**

**Jasmine Hoover**, Liaison Librarian,  
School of Science and Technology & Scholarly Resources  
**902-563-1231** or **Jasmine\_Hoover@cbu.ca**

**Courtney Vienneau**, Copyright Librarian & Liaison Librarian,  
Shannon School of Business  
**902-563-1692** or **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** or use the **Ask Us Live Chat Service**.





