



CANADIAN COLLEGE
OF TECHNOLOGY
AND BUSINESS

 2025



CCTB Student Handbook

Welcome to the
Canadian College of Technology and Business!

www.canadianctb.ca

WELCOME TO CCTB!

Campus Director's Welcome

As the Campus Director of CCTB, I am honoured to welcome you to our institution and share our vision to build a brighter future with you.

At CCTB, we prepare you for dynamic careers in technology, business and hospitality, in an increasingly digitized world.

Through high-quality, comprehensive training, including practical learning and co-op work placements, you will gain the special expertise needed to thrive in your field of choice. By leveraging advanced technology, state-of-the-art facilities and dedicated, expert faculty, CCTB thoroughly prepares students for the workforce of tomorrow, making them competitive candidates in their industry.

To support you on your journey, we go beyond academics to create a holistic learning environment with extensive student services like academic advising, career services and health and wellness support. We aim to give you all the tools and resources you need to succeed.

I'm thrilled to welcome you to CCTB. I hope you will find a sense of belonging and community here.

We are honoured to assist you in transforming your future and look forward to celebrating your future success here.

JASON BOTELHO
Campus Director



Table of Contents

Welcome to CCTB!	02
Building Future Innovators	04
Explore Vancouver: A Hub of Culture, Nature and Innovation	05
Our Campus	06
College Services	08
Tips to Succeed in Academics	10
Student Accounts	11
Career Services Resources	12
Wellness Resources	13
Housing and Accommodation Resources	14
How to Pay Fees	16
Important Transit Information	18
Career Resources	20
Additional Resources	22
Emergency Contacts and Resources	23
Getting to CCTB	26

Building Future Innovators

The Canadian College of Technology and Business (CCTB) delivers high-quality diploma programs in **technology, business, and hospitality and tourism**, providing practical skills and real-world experience to both domestic and international students.

Our strong connections with industry leaders and exceptional student services provide personalized support, from networking opportunities to work placements. Whether you're advancing your career or entering a new field, CCTB equips you with the tools to thrive in today's increasingly digitized world.

Join an impactful community where education meets opportunity. Your future begins today.

Land Acknowledgement

We acknowledge that the territories on which CCTB and its campus are situated are the traditional, ancestral and unceded territories of the **xʷməθkʷəy̓əm** (Musqueam), **Sḵw̓xwú7mesh** (Squamish) and **Sel'il wítulh** (Tsleil-Waututh) Nations. We thank them for having cared for this land since time immemorial, honour their graciousness to the students who seek knowledge here and iterate our dedication to valuing the ongoing contributions of Indigenous peoples and communities.



Explore Vancouver: A Hub of Culture, Nature and Innovation



Studying at CCTB immerses you in the dynamic and multicultural city of Vancouver.

- **Top student city:** Ranked among the [top 20 student cities in the world in 2024](#), Vancouver is a vibrant and welcoming destination for international students.
- **Stunning natural beauty:** Surrounded by mountains, beaches and parks, Vancouver offers breathtaking landscapes to explore during your free time.
- **Enjoyable climate:** Vancouver stands out among Canadian cities with its temperate climate, featuring mild winters and pleasant summers. In January, average winter temperatures are around 5°C (41°F), offering a more comfortable experience compared to many other Canadian cities.
- **Endless entertainment:** Enjoy a wide range of entertainment options, including diverse restaurants, museums and cultural festivals, making your experience outside the classroom just as enriching.
- **Career opportunities:** Vancouver is a thriving hub for careers in [technology, business and finance](#), providing ample pathways to internships, networking and potential job placements.
- **Diverse and inclusive community:** The city's inclusive culture fosters a supportive environment for students from around the world, helping you build connections and a global network.
- **Sustainable living:** Vancouver is known for its commitment to sustainability, with an emphasis on green spaces and eco-friendly practices that enhance your overall living experience.

Our Campus



Scan to explore our campus through an interactive tour

At CCTB, we believe that an enriching environment is essential to enhancing the student experience. Our campus is equipped with a variety of amenities designed to support both academic success and personal well-being, including:



30,000
square feet of modern learning space

5
spacious floors

2
dedicated study areas

1
large student lounge for relaxation and socializing

*Minors are not permitted on the college premises unless they are registered students or prospective students attending a CCTB event. The campus does not have facilities to accommodate the children of students, staff or faculty; therefore, children are not allowed on the premises.

Located in Vancouver's vibrant Yaletown district, the campus is just one block from the iconic BC Place Stadium and within walking distance of two SkyTrain stations and multiple bus stops, making it easy to explore the entire city. Students are also close to the Vancouver Public Library, as well as Yaletown's trendy shops, restaurants and scenic waterfront.



College Services



What can Student Services help you with?

- **School documents:** Enrolment letters, invitation letters, student finance statements and so on.
- **Housing and accommodation requests:** Housing resources and guidance.
- **School events and activities:** Career- and immigration-oriented webinars, as well as social activities for students.
- **Health insurance:** Information about setting up Medical Services Plan and/or applying for private insurance.
- **Mental health and wellness:** Resources available to you and how to use them.
- **International student advising:** Get help with your permits and learn more about policies around international education.

How does the Academic department assist you?

- **Course scheduling:** The timing for your modules and classes.
- **Classroom management:** Scheduling where your class will be and making sure that your classroom has all the necessary materials.
- **Academic standing process:** Tracking your academic journey and ensuring you are meeting the standards set by the college.
- **Online learning materials:** Providing you with access to Canvas and Office 365, as well as assisting with any problems you might face when using those resources.



Tracking your academic journey and ensuring you are meeting the standards set by the college.

Academic Special Requests

We understand that there are circumstances that are out of our control and we want you to know that you can ask for help in these situations. However, there are some rules that need to be followed when it comes to academic accommodations.

The following process only applies to illnesses or personal incidents that affect your attendance or academic performance when missing an exam or submitting an assignment late due to illness or accident.

Academic Special Request Process:

- Submit an Academic Special Request form to academics@canctb.ca (you may also request this form from Academics).
- You must submit within five business days of the incident.
- Include appropriate and relevant documentation, such as doctor's notes and medical exams (NOT drug prescriptions).

We will not accommodate if you:

- Have to go on a social trip/visit family.
- Have to go to work during school hours.
- Need accommodation due to unspecified reasons.
- Lack preparation or awareness of policies.
- Ask for accommodation after five business days from the incident.





Tips to Succeed in Academics

- **Set clear goals:** Having a clear objective will help you stay focused and motivated.
- **Time management:** Stay on top of your assignments, quizzes and exams.
- **Attendance:** Attend your classes and communicate any emergency absences as soon as possible.
- **Active participation:** Engage actively in class discussions, ask questions and participate in group activities.
- **Academic integrity:** Students must understand that cheating, plagiarism and other acts of academic dishonesty are not tolerated at CCTB.
- **Seek help:** Don't hesitate to ask questions to your professors, classmates and academic advisors if you are struggling to understand concepts or study effectively.

Student Accounts



Office 365

What is your Office 365 account?

Your Office 365 account provided by CCTB gives you access to the Microsoft Office 365 suite, including Word, Excel, PowerPoint, OneDrive and Teams. You can use these licensed apps at no extra cost while studying at CCTB. You also receive an email address to access these apps and personal cloud storage.

Go to <https://www.office.com> and log in with the credentials provided by the Academic department.

CCTB students will receive their Office 365 account within one week after their first semester begins. Graduates will have access to their Office 365 accounts for another six months after graduation.

Important: Students must use the Office 365 suite for all communication with the college. This means students using Teams to access online lectures and their CCTB Outlook account to email classmates and instructors.

Student Portal

The Student Portal is an important platform where you can:

- Update your personal information.
- Book a meeting with college staff.
- Download letters from the college (e.g. transcripts, enrolment letters).
- Upload important documents (e.g. visa status, study permits, health insurance).



Scan to access the Student Portal or visit <https://students.canadianctb.ca>.



Scan to access Canvas LMS or visit <https://interactive.canadianctb.ca>.

If you have any technical difficulties setting up or using your @mycanctb.ca login or credentials, please contact the **IT Helpdesk** at support@mycanctb.ca.

Canvas LMS

The CCTB Canvas Learning Management System (LMS) is what you will use daily throughout your academic journey. This platform contains all your course materials, assignments, exams and important announcements.

Career Services Resources



Learn how to find a job that fulfils your degree requirements and allows you to build on your knowledge.

You will be working closely with Career Services to find co-op placements and submit important documents for your work placement completion. This includes work placement agreement, attendance and performance reviews.

Remember that most programs at CCTB require fulfilment of work placement hours to graduate.

You may contact the **Career Services department** through careerservices@canctb.ca.

The Career Services department can provide support with:

- **Career-related research and exploration:** Receive resources on the skills needed to succeed in your career path.
- **Job search strategies:** Learn how to find a job that fulfils your degree requirements and allows you to build on your knowledge.
- **Resume/cover letter building:** Present yourself according to local industry standards, highlighting your most important skills.
- **Work placement partnerships:** Build relationships with potential employers to gain additional career opportunities.



Wellness Resources

Your well-being is a top priority for us. To support your mental and physical health, the resources below are available to all students free of charge.

GuardMe Student Support Program (GMSSP) provides real-time and appointment-based confidential support, available 24/7 from anywhere in the world! You can call or chat with a counsellor directly from the TELUS Health Student Support App or call 1-844-451-9700.



Scan to learn about the program or visit <https://mysp.app/keepmesafe/ca/home>

Here2Talk connects students with mental health support when they need it. Through this program, all BC students have access to free, confidential counselling and community referral services, conveniently available 24/7 via app, phone and web.



Scan to explore Here2Talk or head over to <https://here2talk.ca/main>

mobileDOCTOR* by guard.me allows you to connect with Canadian doctors on Maple, a telemedicine platform, as part of your health benefits. Maple provides access to doctors, Canada-wide, on your phone, tablet or computer anytime, anywhere.



Scan to discover mobileDOCTOR or go to <https://www.getmaple.ca/guardme/>

*The mobileDOCTOR resource is only available to students who have guard.me medical insurance coverage.

Housing and Accommodation Resources



We know that finding housing as a student is an important part of your journey, so we are here to guide you. Here are some helpful resources for finding housing in Vancouver:

- Facebook Marketplace
- Craigslist
- Off-Campus Housing 101
- liv.rent
- CCTB Housing Portal



Scan to view current offerings from CCTB housing partners or visit <https://sway.cloud.microsoft/wVRYT7eyNb64GW2H?ref=Link>

Rental scams

It is important to be aware of fraudulent rental or sublet offers, typically from individuals posing as the owners/landlords or tenants subletting a room — especially offers on non-registered websites such as Facebook, Craigslist, etc.

Red flags

- The price seems too good to be true.
- They request advance payment (before you're able to see the property).
- They request a cash-only payment.
- They request a cash security deposit or wire transfer.
- They request extensive personal information that is not related to housing (e.g. SIN, bank account statements, criminal record check).

How to Pay Fees



The Canadian College of Technology and Business offers various payment options for both domestic and international students. Please refer to your enrolment contract for details on payment amounts and installment deadlines.

The following payment options are for students who applied directly to CCTB. If you are paying through an agent, please continue following their payment process. For any changes or updates, feel free to email us at studentfinance@canadianctb.ca.

CIBC International Student Pay

The Canadian College of Technology and Business has partnered with CIBC to offer international and domestic students a secure, cost-efficient and convenient way to pay for their study expenses.

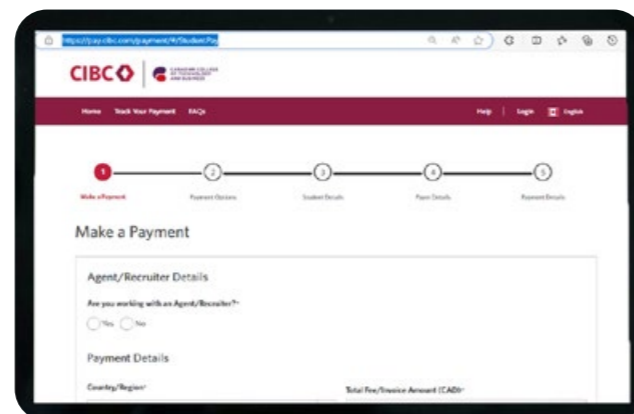
With the [CIBC International Student Pay](https://pay.cibc.com/payment/#/StudentPay) portal, you can arrange payments from anywhere in the world, without the need to visit a CIBC branch or have a CIBC account.



Scan to access the payment portal or visit <https://pay.cibc.com/payment/#/StudentPay>.

Benefits of using CIBC International Student Pay

- **Enhanced payment experience:** Make payments easily in your preferred currency.
- **Live foreign exchange rates:** Access competitive foreign exchange rates that can be locked in for up to 72 hours.
- **End-to-end communication:** Receive detailed instructions and track your payment online to know when it has been received by CCTB.
- **Flexible payment options:** Choose from a range of payment methods, including wire transfer, MasterCard, Visa, Direct Debit (USA), China Union Pay and e-wallets like AliPay and WeChat Pay (China).



Online card payment

CCTB students can pay tuition fees using their own or a sponsor's (family, friends or guardian) card. To make a payment, simply complete the online payment form available on the CCTB website. Please note that a 2 per cent transaction fee applies to all online card payments.



Scan to access the online payment form or go to <https://pay.canadianctb.ca/>

Terms:

Credit card: Issued by banks or financial institutions, credit cards allow you to make purchases in person and online. Unlike debit cards, purchases made with a credit card must be paid back. If the balance isn't paid by the billing deadline, interest will be charged.

Debit card: Linked directly to your bank account, debit cards allow for instant payment by withdrawing funds from your account when making a purchase.

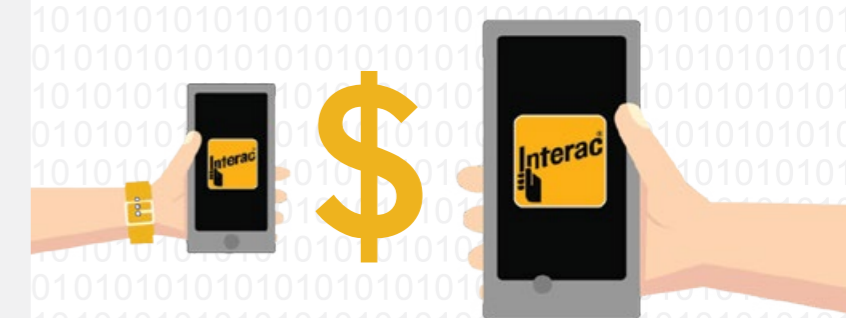
Other ways to manage your money: Many banks offer mobile banking apps for easy account management. Some apps even provide insights into your spending habits, helping you stay on top of your finances. Be sure to download the app for your financial institution.

Interac e-Transfer

Paying your tuition via Interac e-Transfer is one of the fastest and most convenient options, available for transactions in Canada.

Instructions:

1. Find your CCTB student number.
2. Open your mobile banking app and select the Interac e-Transfer option.
3. Address the e-transfer to studentpayments@canadianctb.ca.
4. In the message section, include your student number and specify what you're paying for.
5. After completing the transaction, please send a screenshot to studentfinance@canadianctb.ca.



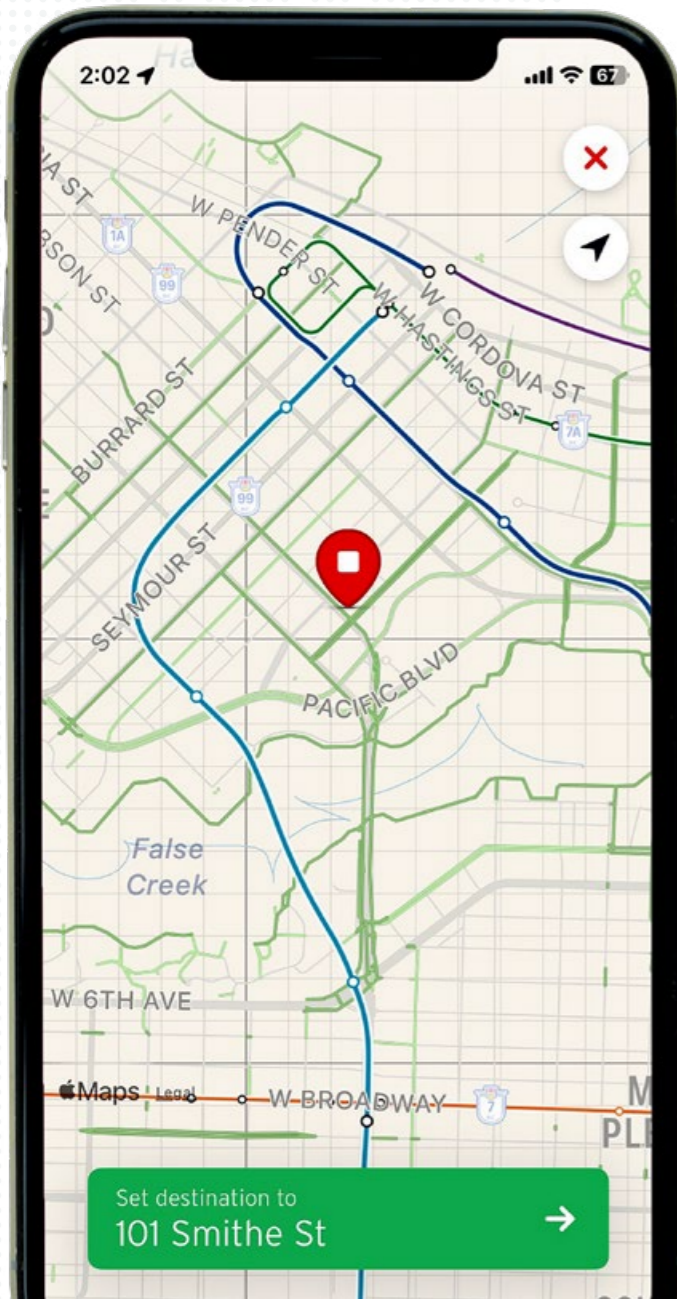
Important Transit Information

Transit App

Vancouver's public transportation system, including buses and SkyTrain, can be easily navigated using the Transit app. This app offers real-time schedules, arrival times and detailed route information.



Download the app: <https://transitapp.com/>.



Compass Card

The Compass Card is a reloadable fare card for use on Metro Vancouver's public transit. It can be loaded with prepaid passes (like Monthly or DayPasses) or with stored value.

How does Compass Card work?

- Tap your card on the reader when entering buses, HandyDART, SkyTrain stations or SeaBus terminals.
- The fare is automatically deducted from the stored value on your card.
- Riders with Monthly DayPasses need to tap to validate their pre-paid trip.
- Each rider must have a separate payment method; you cannot use one card to pay for multiple fares on the same trip. At a Compass Vending Machine (CVM), you can use your Compass Card to buy a ticket for a different rider.

For more information, please visit [Compass Card | TransLink](https://www.compasscard.ca/).



QR code for: <https://www.compasscard.ca/>

Uber and taxis

Uber and taxis are popular and reliable transportation options for getting around the city.

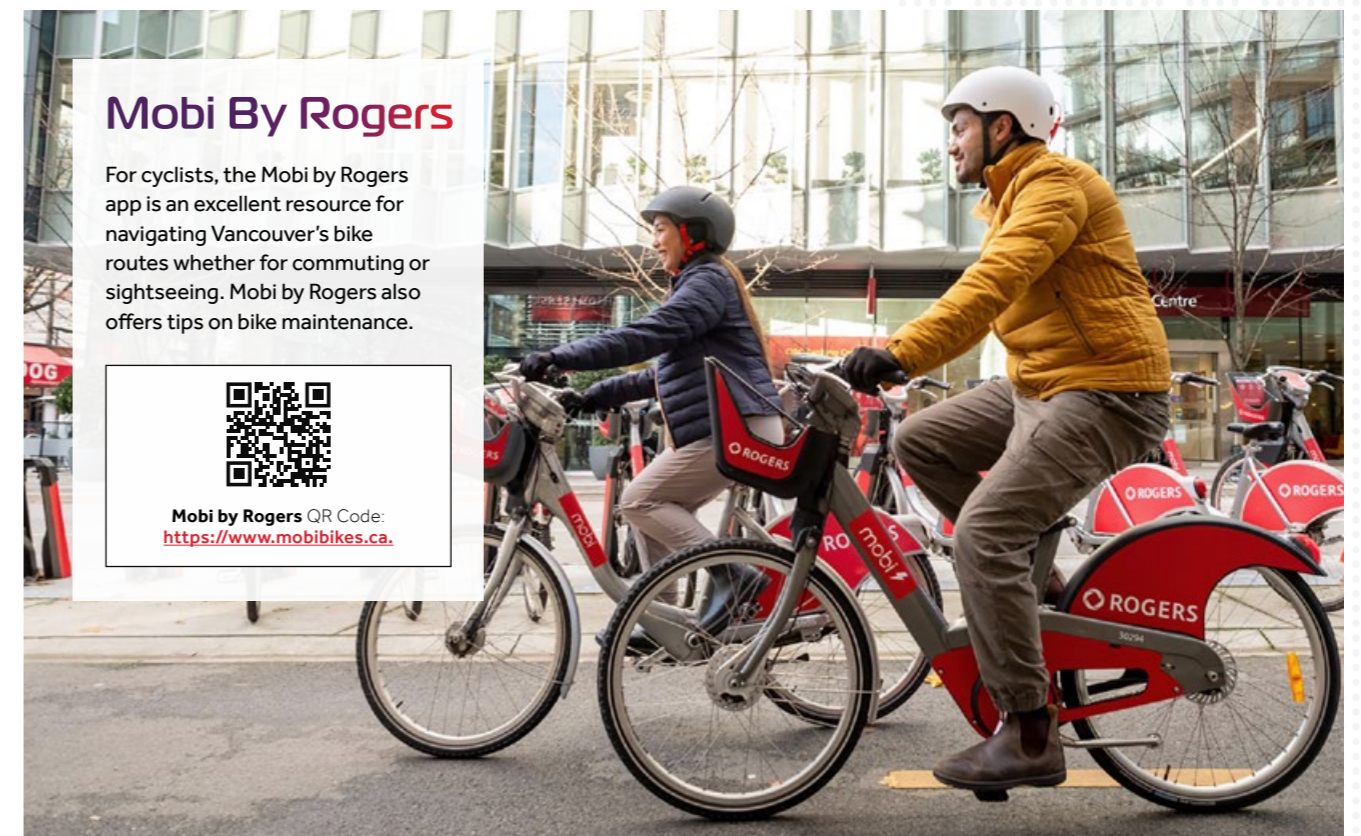
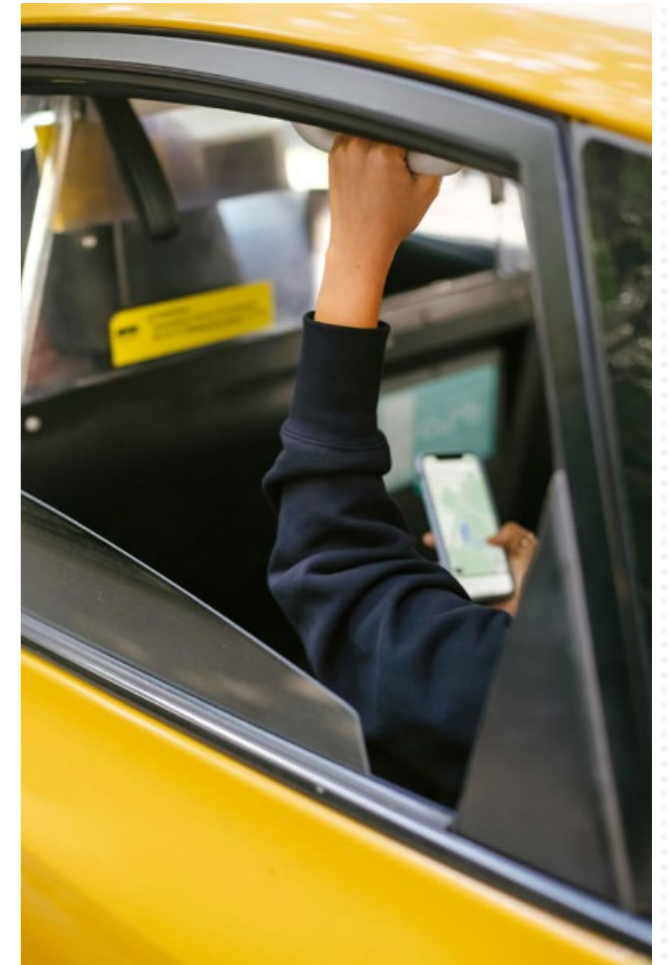
The Uber and Yellow Cab mobile apps make it incredibly simple to navigate the city. You have the option of requesting a driver immediately or booking one for a later date. In case you get lost, Uber and Yellow Cab can also locate you using your GPS.



Uber: <https://www.uber.com/ca/en/>.



Yellow Cab: <https://vancouveryellowcab.webbooker.icabbi.com/>.



Mobi By Rogers

For cyclists, the Mobi by Rogers app is an excellent resource for navigating Vancouver's bike routes whether for commuting or sightseeing. Mobi by Rogers also offers tips on bike maintenance.



Mobi by Rogers QR Code: <https://www.mobibikes.ca/>

Career Resources



How to apply for part-time jobs

Students with a study permit can work part-time in Canada if they meet the following requirements:

- Valid study permit
- Social insurance number (SIN)
- Enrolled as a full-time post-secondary student at a designated learning institution (DLI).

When searching for part-time jobs in Canada, ensure your resume includes educational transcripts, skills, experiences and achievements.



Scan to help determine your eligibility for off-campus work authorization:
<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html>



Online job portals

Students can apply for part-time jobs online through these platforms by creating profiles that highlight relevant qualifications:

Indeed: ca.indeed.com

LinkedIn: www.linkedin.com

Zip Recruiter: www.ziprecruiter.com

Government of Canada Job Bank:
www.jobbank.gc.ca

Networking

Participating in education fairs and workshops helps students build connections, understand market demands and discover job opportunities.

For more support, contact the **CCTB Career Services department** at careerservices@canctb.ca.

S.U.C.C.E.S.S. BCSIS

BC Settlement and Integration Services (S.U.C.C.E.S.S. BCSIS) is a non-profit organization offering resources to help temporary residents with job searches, resume-writing, building professional networks and obtaining permanent residency.

Eligibility for S.U.C.C.E.S.S. BCSIS services:

- Post-secondary students
- Foreign workers with a valid work permit
- Provincial nominees (pathway to become a permanent resident)
- Refugee claimants
- Citizens born outside of Canada

Contact information:

Website: successbcsis.com

E-mail: bcsis@success.bc.ca

Phone: +1 236-668-4953

Additional Resources



CCTB students can learn more about the institution, settlement pathways in Canada and public transit through the following links.



Canadian College of Technology and Business - CCTB

YouTube



Canadian College of Technology and Business

(@canadian_ctb)

Instagram



Transit

Home | TransLink

Emergency Contacts and Resources

Mental health and emergency support in B.C.

For more services and resources, search the online directory. You can also call **HealthLink BC at 8-1-1**, available 24/7, for assistance in finding the information and services you need.

Immediate support and emergencies

If you or someone else is in danger or facing an emergency, call:



9-1-1: Call for medical emergencies or if you are in immediate danger from abuse or assault.

Available 24/7.



1-800-SUICIDE: Call 1-800-784-2433 if you are in crisis or concerned about someone.

Available 24/7.



310-Mental Health: Call 310-6789 (no area code required) for emotional support, information and resources related to mental health and substance use.

Available 24/7.



Drug and Poison Control: Call 1-800-567-8911 for concerns about poisoning or exposure to toxic substances.

Available 24/7.

Emergency Contacts and Resources



Emergency housing

For information regarding emergency housing or shelter, visit the websites below:

- **BC Housing - Emergency Shelter Map:** Find shelters across B.C.
- **BC Housing - Women's Transition Housing:** Services for women and children at risk of or experiencing violence.



Emergency rooms and walk-in clinics

If instructed by a health-care provider to visit an emergency room or clinic, use the HealthLink BC's Guided Search Tool to find the nearest facility.

- **Emergency rooms:** Select "Health Care Facilities" and then "Emergency Rooms." Enter your location to find the closest one.
- **Walk-in clinics:** Select "Health Care Facilities" and then "Walk-In Clinics" to locate nearby clinics.

If unsure whether you need an emergency room or clinic, call 8-1-1 to speak with a registered nurse, available 24/7.



Victims of crime

If you are a crime victim seeking support, contact:

- **24 Hour Rape Crisis Line:** Call 604-872-8212 for confidential crisis intervention and referrals.
- **VictimLinkBC:** Call 1-800-563-0808 (toll-free) for confidential support, information and referrals for victims of crime and violence. Available 24/7.
- **Women Against Violence Against Women (WAVAW) Rape Crisis Centre:** Call 604-255-6344 or toll-free 1-877-392-7583 for confidential support, referrals and hospital accompaniment. Available 24/7.



Getting to CCTB

The CCTB campus is located in vibrant downtown Vancouver. It is within walking distance of two SkyTrain stations and multiple bus stops, making it a convenient location to commute to from anywhere in the city.

To learn how to get to CCTB's campus, please review the map.

- | | |
|--------------------------|-----------------------------|
| 1 Aquatic Centre | 10 BC Place |
| 2 Sunset Beach Park | 11 Rogers Arena |
| 3 Stanley Park | 12 Queen Elizabeth Theatre |
| 4 TD Canada Trust | 13 Vancouver Public Library |
| 5 Davie Street | 14 Yaletown |
| 6 Flight Centre West End | 15 George Wainborn Park |
| 7 Roundhouse Theatre | 16 Granville Island |
| 8 Scotiabank Theatre | 17 Museum of Vancouver |
| 9 Vancouver Art Gallery | |



Read more



CCTB 101 Smithe St,
Vancouver, BC,
V6B 4Z8, Canada

- Waterfront Station
- Expo Line
- Canada Line



CANADIAN COLLEGE OF TECHNOLOGY AND BUSINESS



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Connect with CCTB



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