



# XCHANGE NEWSLETTER

## July 2022

Distance Nursing Programs • Continuing and Distance Education  
• STFX University, Antigonish, Nova Scotia Canada B2G 2W5 • Toll-Free: 1.800.565.4371  
Email: [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca)  
Website: <https://www.mystfx.ca/continuingeducation/online-nursing-programs/>

### INSIDE THIS ISSUE

- 1 Tuition Fees 2022-2023
- 1 Payment Options/Receipts
- 2 IENs – How to Register for Courses
- 2 Textbook Information
- 3 Course Withdrawal/Refund Policy
- 3 Checking your Account Balance
- 4 Fall/Winter Schedule
- 7 Post-RNs – How to Register for Courses
- 7 Post-RNs – X-Ring Information
- 8 Technology Guidelines for Computer-Based Distance Courses
- 9 Helpful Hints/Friendly Reminders

### TUITION FEES: 2022-2023

The Board of Governors of St. Francis Xavier University has approved the fee schedule for the upcoming academic year 2022-2023, effective August 1, 2022.

<https://www.mystfx.ca/financial-services/sites/financial-services/files/2022-05/PT%20Web%202022-23.pdf>

### PAYMENT OPTIONS/RECEIPTS

Questions about schedule of fees, payment, and/or receipt inquiries must be addressed to the Student Accounts Office by emailing [studentaccounts@stfx.ca](mailto:studentaccounts@stfx.ca).

Payments can be made online by setting up St. Francis Xavier University as a Payee and the Account Number is your **StFX ID Number**. Cheques are to be made payable to St. Francis Xavier University - be sure to include your Student ID number on the cheque.

## Internationally Educated Nurses (IEN Students) – Only HOW TO REGISTER FOR A COURSE(S)

**Registration opens at 12:01 am on Thursday, July 21, 2022.**

- Email your registration requests to [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca) from your StFX Email Account on or after Thursday, July 21, 2022. Registration requests received before 12:01 AST on Thursday, July 21, **will not be accepted**.
- When emailing your registration request, list courses based on priority (i.e., 1, 2, 3) and we will register you based on availability. Part-time students are only able to register in a **total of 15 credits for the Fall & Winter Academic Year**.
- **Only** request registration for courses being offered during the upcoming Fall and Winter Term, as listed on Pages 4-6.
- Each course takes approximately 10 hours per week (for participation and assignments), so do not request to be registered in more than you can handle.
- If you decide to withdraw from a course, after you have been registered, **it is your responsibility** to email the Program Office, at [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca), to withdraw. **Important!** Please read the Withdrawal Policy on Page 3 carefully.

## TEXTBOOK INFORMATION

Approximately 2-3 weeks before the course starts, you will be emailed a **Welcome Letter** for each of your courses. The Welcome Letter will contain the name of the required textbook(s) for the course.

There are **two** ways you can order your textbooks:

1. Textbooks can be ordered through the StFX Bookstore: <https://shop.stfx.ca/textbooks/>. Click on the **Nursing Icon** and the textbooks for the current courses will be listed. You can also call the bookstore directly using their new toll-free number: **1-888-867-2450**.
2. You can order the textbooks online through Amazon, Chapters, etc.

## COURSE WITHDRAWAL/REFUND POLICY

To drop/withdraw from a course without incurring **academic prejudice (fees or a failing grade on your transcript)**, students are **required** to email the Distance Nursing Program Office at [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca), according to the deadlines listed below.

**Emailing the Instructor, or other departments, does not qualify as an official withdrawal from a course.** Your email must be sent from your StFX email account to the Distance Nursing Program Office at [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca).

Without proper notification, a student remains registered and on the class lists. Thus, absence from exams and other requirements will result in a failure on the student's university transcript.

**Not participating in a course, not logging into Moodle, or not reviewing your StFX Email Account does NOT remove you from the course. If you have not submitted a withdrawal email to the Distance Nursing Program Office, you are still responsible for course tuition fees!**

- A student that **withdraws up to and including the day** the online course begins, and who paid the tuition fees in advance, is eligible for a full tuition refund. If you did not pay the fees in advance, no fees are owed.
- If a student **withdraws in the first week**, 2/3 of the tuition will be refunded. If you did not pay the fees in advance, 1/3 of the course fees are owed.
- If a student **withdraws in the second week**, 1/3 of the tuition will be refunded. If you did not pay the fees in advance, 2/3 of the fees are owed.
- **During or after the third week** after the course starts, no refund is issued. If you did not pay the fees in advance, the full course tuition fee is owed.

**If** you are eligible for a refund, please email a request to Student Accounts at [studentaccounts@stfx.ca](mailto:studentaccounts@stfx.ca) from your StFX email account and include your StFX ID, the course number and the name of the course(s) you have dropped.

## CHECKING YOUR ACCOUNT BALANCE

**To check your account balance:**

1. Go to **portal.stfx.ca**
2. Log into the portal using your StFX Username and Password
3. Select **MyData**
4. Log into MyData using your StFX Username and Password,
5. Then click on **"Student Account Activity"**
6. For student account inquiries, please contact the Student Accounts Office directly by emailing [studentaccounts@stfx.ca](mailto:studentaccounts@stfx.ca).

## FALL/WINTER SCHEDULE

<p><b>BIOL 115.77</b> <b>Microbes in Human Biology</b></p> <p>CRN 57958 Lab CRN 57959</p> <p>TBA</p>	<p><b>January 3 – March 17, 2023</b></p> <p>Online</p>	<p>An introduction to microorganisms from a human perspective, this course deals with viruses, bacteria and fungi. Topics include bacterial structure and function, bacterial genetics and antibiotic resistance, and viral structure and infection. <u>Restricted to nursing students.</u> <b>Three credits.</b></p>
<p><b>BIOL 161.77 (formerly 251.77)</b> <b>Human Anatomy &amp; Physiology for Registered Nurses I</b></p> <p>CRN 57949 Lab CRN 57950</p> <p>TBA</p>	<p><b>September 6 – November 11, 2022</b></p> <p>Online</p>	<p>Using an integrated approach to the study of the integumentary, skeletal, muscular, nervous, and endocrine systems, this course provides students with a comprehensive working knowledge of the anatomy and physiology of these systems. <b>Three credits.</b></p>
<p><b>BIOL 162.77 (formerly 252.77)</b> <b>Human Anatomy &amp; Physiology for Registered Nurses II</b></p> <p>CRN 57960 Lab CRN 57961</p> <p>TBA</p>	<p><b>January 3 – March 17, 2023</b></p> <p>Online</p>	<p>As an integrated study of the cardiovascular, respiratory, urinary, reproductive, and digestive systems, this course provides students with a comprehensive working knowledge of the anatomy and physiology of these systems. <b>Three credits. Prerequisite: BIOL 161/251.</b></p>
<p><b>NURS 115.77</b> <b>Health Teaching and Learning</b></p> <p>CRN 57951</p> <p>TBA</p>	<p><b>November 14, 2022 – January 27, 2023</b></p> <p>Online</p>	<p>In contrast to health protection and illness prevention, health promotion is a broad and holistic concept. This course explores the concept of health promotion; the nurse's role in health promotion; the teaching-learning process; population health; social action and justice; and the socio-cultural, economic, and political factors that influence health and health behaviour. <b>Three credits.</b></p>
<p><b>NURS 135.77</b> <b>Contemporary Issues in Nursing</b></p> <p>CRN 57943</p> <p>TBA</p>	<p><b>September 6 – November 11, 2022</b></p> <p>Online</p>	<p>The foundation for all subsequent nursing courses, this course explores the evolution of nursing as a profession, including its theoretical and philosophical bases. Topics include Orem's self-care theory, legal and ethical issues, health care reform, the image of professional nursing, and changing health care priorities. <b>Three credits.</b></p>
<p><b>NURS 201.77</b> <b>Community Mental Health Nursing I</b></p> <p>CRN 57944</p> <p>TBA</p>	<p><b>September 6 – November 11, 2022</b></p> <p>Online</p>	<p>This course introduces the application of mental health nursing principles to specific clinical disorders. A subsequent elective course, DNUR 202, builds on the foundations explored in this course. Practice component. <b>Three credits.</b></p>

<p><b>NURS 202.77</b>  <b>Community Mental Health Nursing II</b></p> <p>CRN 57952</p> <p>TBA</p>	<p><b>November 14, 2022 – January 27, 2023</b></p> <p>Online</p>	<p>This course examines the theory of and concepts in mental illness, treatment regimens, and nursing interventions in a community setting. Students will apply mental health nursing principles to specific clinical disorders, building on the foundations of practice explored in NURS 201. <b>Three credits.</b></p>
<p><b>NURS 205.77</b>  <b>Community Health Nursing</b></p> <p>CRN 57962</p> <p>TBA</p>	<p><b>January 30 – April 7, 2023</b></p> <p>Online</p>	<p>This course explores the role of the community health nurse in the context of a changing health care system. Topics include population health, primary health care, community assessment, epidemiology and demography, environment and ecology, cultural competence, ethics, and community-as-partner. <b>Three credits.</b></p>
<p><b>NURS 237.77</b>  <b>Nursing Concepts in the Care of Women, Children and Families</b></p> <p>CRN 57963</p> <p>TBA</p>	<p><b>January 30 – April 7, 2023</b></p> <p>Online</p>	<p>This course encompasses a contemporary overview of the health of women, children and families during the childbearing and childrearing years from a wellness-focused nursing perspective. Selected topics and issues related to health promotion and illness prevention within this population will be explored in the context of the various social, political, cultural and economic factor which impact the health and wellness of women, children and families. A strengths-based, women and family-centred care approach will be used in exploring these concepts. <b>Three credits.</b></p>
<p><b>NURS 248.77</b>  <b>Basic Concepts of Pathophysiology</b></p> <p>CRN 57945</p> <p>TBA</p>	<p><b>September 6 – November 11, 2022</b></p> <p>Online</p>	<p>This course provides the student with an understanding of the basic concepts of pathophysiology and builds upon a foundational knowledge of anatomy and physiology to meet the challenges presented in the study of disease process mechanisms. (Credit will be granted for only one of NURS 248 or NURS 473.) <b>Three credits.</b>  <b>Prerequisites:</b> NURS 135, NURS 115, BIOL 161/251, BIOL 162/252.</p>
<p><b>NURS 300.77</b>  <b>Research Methods</b></p> <p>CRN 57954  Lab CRN 57955</p> <p>TBA</p>	<p><b>November 14, 2022 – April 7, 2023</b></p> <p>Online</p>	<p>This course introduces students to research methods used in nursing science. Topics include conducting and appraising research; concepts of research design, implementation, analysis, and interpretation; descriptive and inferential statistics; quantitative and qualitative research design; and research ethics and biases. <b>Six credits.</b></p>
<p><b>NURS 330.77</b>  <b>Legal and Ethical Issues in Nursing</b></p> <p>CRN 57956</p> <p>TBA</p>	<p><b>November 14, 2022 – April 7, 2023</b></p> <p>Online</p>	<p>This course examines the moral and ethical implications of various practices in the field of health care as they affect human life and the basic dignity of the person. This course also explores the moral, ethical, legal, and theological issues raised by recent developments in the life sciences. Cross-listed as RELS 300. <b>Six credits.</b></p>

<p><b>NURS 415.77</b> Nursing of Adults II</p> <p>CRN 57946</p> <p>TBA</p>	<p><b>September 6 – November 11, 2022</b></p> <p>Online</p>	<p>This is a theoretical and practice-based course exploring chronic health issues related to diseases of the nervous, endocrine, and sensory systems, among others. In a primary, secondary, or tertiary setting, students will deliver comprehensive medical or surgical nursing care to adults at risk for or experiencing a complex health problem. Leadership practice component. <b>Three credits.</b></p>
<p><b>NURS 425.77</b> Comprehensive Health Assessment</p> <p>CRN 57964</p> <p>TBA</p>	<p><b>January 30 – April 7, 2023</b></p> <p>Online</p>	<p>This theory and practice course focuses on a systematic assessment of the well adult. Students will incorporate health history and physical examination of body systems in identifying self-care requisites for a diverse population. <b>Three credits.</b></p>
<p><b>NURS 471.77</b> Forensic Nursing I (3 credits)</p> <p>CRN 57947</p> <p>TBA</p>	<p><b>September 6 – November 11, 2022</b></p> <p>Online</p>	<p>Forensic nursing refers to the application of nursing science and knowledge when legal issues are involved. Regardless of the setting, nurses frequently interact with victims and perpetrators of crime, violence, and trauma. This course will examine how to incorporate theoretical issues of violence and forensic principles into nursing practice to ensure best patient outcomes, and includes content on theoretical foundations, forensic science, victimization and perpetration, trauma responses, specific populations, and an overview of justice approaches. <b>Three credits.</b></p>
<p><b>NURS 483.77</b> Hospice Palliative Care Nursing</p> <p>CRN 57957</p> <p>TBA</p>	<p><b>January 3 – March 17, 2023</b></p> <p>Online</p>	<p>This course provides an overview of theories, current practices, and relevant issues in the field of palliative care, with a focus on the nurse's role. In line with the philosophy of nursing at StFX, students will explore concepts of self-care and health promotion as they relate to quality-of-life issues. <b>Three credits.</b></p>
<p><b>NURS 488.77</b> Challenges in Aging: Implications for Nursing</p> <p>CRN 57948</p> <p>TBA</p>	<p><b>September 6 – November 11, 2022</b></p> <p>Online</p>	<p>Using nursing and sociological perspectives on aging, students will explore holistic care of the older client, including current gerontological issues and trends and their implications for nursing. This course has an integrated nursing practice component. This course may be used as an open or NURS elective by third or fourth-year BScN students. <b>Three credits.</b></p>
<p><b>NURS 494.77</b> Leadership and Management in Nursing</p> <p>CRN 57953</p> <p>TBA</p>	<p><b>November 14, 2022 – January 27, 2023</b></p> <p>Online</p>	<p>This course is an examination of nursing leadership theories and management models and their relationship to client care. The course explores the changing roles and expectations for registered nurses as leaders in the health care system. <b>Three credits.</b></p>

## Post-RN BSc Nursing Students - Only HOW TO REGISTER FOR A COURSE(S)

Post-RN BSc Nursing students are required to register themselves in their courses (**unless otherwise indicated**). To register, log into Banner Self-Service using your login information that was provided to you. Select "**Full Academic Year 2022-2023**" when registering for Fall and Winter courses.

**Registration opens Thursday, July 21, 2022.** The registration deadline to register yourself in Banner Self-Service is **August 9, 2022**, for September and November courses; and **November 25, 2022**, for January and February courses.

The link below to the Registration Tutorial will guide you through the registration process step-by-step with screen shots that will help ensure you are on the right track. **Registration Tutorial:** <http://www2.mystfx.ca/registrars-office/registration>

- Log into Banner Self-Service using your Student ID number and PIN.
- Click **Student Services** and then **Course Registration**.
- Select the term (**Full Academic Year 2022-2023**), select **add/drop courses**.
- On the Add/Drop page enter the CRNs of the courses and labs from your course wish list. You may enter up to 10 CRNs at one time. Remember to add the CRNs for the corresponding lab, if applicable, at the same submission.
- Click submit. The results of your registration will be displayed.

**Seats are limited, so please register early to avoid disappointment.**

If you are having difficulties with the registration process, if it is past the deadline to register yourself in Banner Self-Service, or if the course you are trying to register yourself into is full, please email the Program Office at [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca).

**Please Note:** Although there are no lab components with any distance nursing courses, some courses require students to enter a **CRN** for the course, as well as a **CRN** for the lab, (i.e. Biology 161, Biology 162, Biology 115 and NURS 300).

## Post-RN BScN Students - Only X-RING INFORMATION

If you are enrolled in the Part-Time Post-RN Program of study (completing the full 63 credit program) and will become eligible to graduate during this academic year, ensure to confirm your eligibility prior to September 15<sup>th</sup> as order restrictions do apply for participation in the X-Ring Ceremony on December 3<sup>rd</sup>. Confirmation of eligibility may take several days to process. Please click on the following link if you require further information, <http://www.stfx.ca/prospective/x-ring/information>.

# Technology Guidelines & Support for Computer-Based Distance Courses

## Minimum system requirements for participating in online courses

For **Moodle Support**, email the CDE Instructional Design & Support Team at [cdesupport@stfx.ca](mailto:cdesupport@stfx.ca)

### Windows Specifications

Operating System:	<b>Windows 7 or later</b>
Processor:	2 GHz or faster
Memory:	4 GB of RAM minimum
Hard Drive:	10 GB free space minimum
Browser:	<b>Google Chrome for Collaborate</b> ; Either Chrome or latest Firefox for Moodle
Email:	Students must use their StFX email address (provided by IT Services)
Plug-ins:	Flash Player and Adobe Reader; free download of latest versions at: <a href="http://www.adobe.com/downloads">www.adobe.com/downloads</a>
Internet:	High Speed; Cable/DSL recommended
Microphone:	Built in; USB microphone/headset recommended

### Mac Specifications

Operating System:	<b>Macintosh OS X 10.11 or later</b>
Processor:	2 GHz or faster
Memory:	4 GB of RAM minimum
Hard Drive:	10 GB free space minimum
Browser:	<b>Google Chrome for Collaborate</b> ; Either Chrome or latest Firefox for Moodle
Email:	Students must use their StFX email address (provided by IT Services)
Plug-ins:	Flash Player and Adobe Reader; free download of latest versions at: <a href="http://www.adobe.com/downloads">www.adobe.com/downloads</a>
Internet:	High Speed Cable/DSL recommended
Microphone:	Built in; USB microphone/headset recommended

### Chromebook Specifications

Operating System:	<b>Latest Chrome OS version – restart device to update automatically</b>
Processor:	1.4 GHz or faster
Memory:	4 GB of RAM minimum
Email:	Students must use their StFX email address (provided by IT Services)
Plug-ins:	Chrome extension recommended for Collaborate users: <a href="https://bit.ly/2FRw0mF">https://bit.ly/2FRw0mF</a>
Internet:	High Speed Cable/DSL recommended - requires USB-to-RJ45 hub
Microphone	Built in, USB (Chrome supported), or headset
Webcam	Built or Chrome OS supported webcam

### Mobile Specifications

iOS & Android devices supported but do not provide full functionality	Mobile Devices with browser: Apple, Google, Amazon FireTablet.
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## HELPFUL HINTS/FRIENDLY REMINDERS

- **XChange Newsletters** – It is very important that you take the time to read the **XChange Newsletters** that are emailed to your StFX Email Account as they contain very important and updated information on changes to the course withdrawal/refund policy, curriculum, policy and procedures, registration information and deadlines.
- **Emails** – **All** of your emails must be sent from your StFX Email Account. Send all of your course related questions to the Program Office at [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca). Emails are responded to within 2 to 3 business days - **do not send multiple emails.**
- **ProctorU** – Direct **all** questions directly to ProctorU. ProctorU is an outside agency providing invigilation/proctoring services to our student for their course examinations. The Program Office is **not** able to answer any questions related to ProctorU policies or procedures.
- **VCC Forms & Transcript Requests** – CNO **no longer** requires a completed VCC Form from the Program Office.

CNO **only requires** an official transcript. To request an official transcript, please submit your request by following the link to the Registrar's Office, <https://www.mystfx.ca/registrar-office/services>.

**Important!** Before requesting a transcript, please make sure your **final marks** are posted in Banner Self-Service.

- To receive optimal grades, please ensure you complete all assignments/exams. It can be very beneficial to incorporate instructor feedback from past assignments into your future assignments. Instructors provide feedback for this purpose - to help students improve.