



ST. FRANCIS XAVIER UNIVERSITY

XCHANGE NEWSLETTER

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Distance Nursing Programs • Continuing and Distance Education • 2175 Varsity Drive, MacDonald Hall
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TUTION FEES: 2020-2021

The Board of Governors of St. Francis Xavier University has approved the fee schedule for the upcoming academic year 2020-2021 effective August 1, 2020.

<http://www2.mystfx.ca/financial-services/sites/mystfx.ca.financial-services/files/WebReadyPT2021-2021rev1.pdf>

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 during this academic year, ensure to confirm your eligibility prior to September 15th as order restrictions do apply for participation in the X Ring Ceremony on December 3rd. Confirmation of eligibility may take several days to process. Students who are eligible to purchase please note the website has been updated. Please click on the following link for further information. <http://www.stfx.ca/prospective/x-ring/information>



PAYMENT OPTIONS/RECEIPTS

All tuition fee payments are due the day before the course begins for fall & winter courses. **All payment or receipt inquiries are to be addressed to the Student Accounts Office at (902) 867-2123/3738 or by emailing aservices@stfx.ca** . Payments may be made online by setting up St. Francis Xavier University as a Payee and the account number is your StFX student **ID number**. Cheques are to be made payable to St. Francis Xavier University and please indicate your student ID number on the cheque.

Details on all these options, including step-by-step instructions for online banking, are available on the Accounting Services website at:

<https://www2.mystfx.ca/financial-services/student-accounts>

COURSE WITHDRAWAL/REFUND RULES

To drop a course without incurring **academic or financial prejudice**, students are required to notify the Program Office in writing (via fax or e-mail) by completing and submitting a withdrawal notice **no later than three weeks from the start date of the course**. Official notification must contain the course name and number as well as the student ID number. Please fax or email your request to the Program Office. Similar notification is required to withdraw from a program of study. **Notification to the instructor does not constitute official withdrawal.**

It is important to observe the formalities of withdrawal to avoid academic penalty. Without proper notification, a student remains on the official class and program lists. Thus, absence from exams and other requirements will result in a failure on the student's university transcript.

If a student withdraws from a course within three weeks of the course start date, s/he is eligible to claim a tuition refund, less a **\$150.00** processing charge. After the three-week deadline has passed, there is no refund issued. Your application for a refund must be submitted to the Student Accounts Office via e-mail: aservice@stfx.ca

CHECKING YOUR ACCOUNT BALANCE

Checking your account balance:

1. Go to the StFX student home page <http://sites.stfx.ca/welcome/>
2. Select mesAMIS 
3. Log in using your Student ID as your user name and your six-digit numeric password as your PIN. 
4. From your homepage under "Look-Ups" and then click on "Activity and Current Balance on Your Student Account" 
 - Apply for Convocation through [Banner Self Service](#)
 - [See Activity and Current Balance on Your Student Account](#)
5. For student account inquiries, please contact the StFX Business Office directly at (902) 867-2123/3738

FALL/WINTER SCHEDULE

COURSE	DATES	DESCRIPTION
BIOL 115.77 Microbes in Human Health CRN 55695 Lab CRN 55696 V. Karunakaran	January 6 - March 19, 2021 Online	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. Restricted to nursing students. Prerequisites: BIOL 105 , completed or concurrent. Three credits.
BIOL 251.77 Human Anatomy and Physiology I CRN 55681 Lab CRN 55682 V. Karunakaran	September 8 - November 13, 2020 Online	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. Three credits.
BIOL 252.77 Human Anatomy and Physiology II CRN 55697 Lab CRN 55698 V. Karunakaran	January 6 - March 19, 2021 Online	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. Three credits. Prerequisite: BIOL 251.
NURS 115.77 Health Teaching and Learning CRN 55683 D. Vandewater	November 16, 2020 - January 29, 2021 Online	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. Three credits.
NURS 135.77 Contemporary Issues in Nursing CRN 55667 D. Vandewater	September 8 - November 13, 2020 Online	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. Three credits.
NURS 201.77 Community Mental Health Nursing I CRN 55672 L. Doucet	September 8 - November 13, 2020 Online	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. Three credits.
NURS 205.77 Community Health Nursing CRN 55700	February 1 - April 9, 2021 Online	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

COURSE	DATES	DESCRIPTION
S. Bowman		competence, ethics, and community-as-partner. Three credits.
NURS 237.77 Nursing Concepts in the Care of Women, Children and Families CRN 55699 J. Mbugua	February 1 - April 9, 2021 Online	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 factors 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. Prerequisites: NURS 115, 135. . Three credits.
NURS 248.77 Basic Concepts of Pathophysiology CRN 55673 J. Purvis	September 8 - November 13, 2020 Online	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 the NURS 248 or NURS 473. Prerequisites: BIOL 251, 252; NURS 115, 135. Three credits. Offered in on-line delivery format.
NURS 300.77 Research Methods CRN 55687 Lab CRN 55688 A. Gillis	November 16, 2020 - April 9, 2021 Online	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. Six credits.
NURS 330.77 Legal and Ethical Issues in Nursing CRN 55689 A. Belardo	November 16, 2020 - April 9, 2021 Online	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. Six credits.
NURS 415.77 Nursing of Adults II CRN 55674 Connie Gregory	September 8 - November 13, 2020 Online	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. Three credits.
NURS 425.77 Comprehensive Health Assessment CRN 55706 M. MacNeil	February 1 - April 9, 2020 Online	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. Three credits.

COURSE	DATES	DESCRIPTION
NURS 495.77 Forensic Nursing I (3 credits) CRN 55721 S. Wilson	January 6 – March 19, 2021 Online	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.
NURS 483.77 Hospice Palliative Care Nursing CRN 55707 D. Vandewater	January 6 - March 19, 2021 Online	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. Three credits.
NURS 488.77 Challenges in Aging: Implications for Nursing CRN 55679 Debb Vandewater	September 8 - November 13, 2020 Online	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. Three credits.
NURS 494.77 Leadership and Management in Nursing CRN 55691 A. Gillis	November 16, 2020 - January 29, 2021 Online	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. Three credits.

HOW TO REGISTER FOR A COURSE

Students are required to register for all their own courses (**unless otherwise indicated**). To register, you must have your 'PIN Letter', which contains your StFX student ID and your 6-digit numeric password. If you are a new student and have not received your PIN letter, or if you a returning student having difficulties with our registration process, please contact our Program Office toll free at 1.800.565.4371 or email distance.nursing@stfx.ca

Please note the link below that will bring you to our registration tutorial. This tutorial will guide you through the registration process step-by-step with screen shots that will help ensure that you are on the right track.

1. Select the following link:
<http://www2.mystfx.ca/registrar-office/registration>
2. Click on '**BANNER (SELF-SERVE)**,' then enter your student ID and your 6-digit numeric PIN
3. Select '**Registration**'
4. Select '**Registration**' again
5. Select the appropriate term, i.e., Full Academic Year 2020-2021, or Spring 2021 or Summer 2021
6. Select Add/Drop Classes
7. Input the CRN(s) (Course Reference Number) into the field(s) at the bottom of the page
8. Once CRNs are entered, click the 'Submit Changes' at the bottom of the screen

Note the web registration tutorial

Office of the Registrar

2019-2020 REGISTRATION

New Students Registration

Information for Returning Students

Registration Help Centre (opening June 10)

Hours of Operation:

Monday to Friday

8:30 AM to 12:00 PM and

1:00 PM to 4:30 PM

(Holidays excepted; Times are Atlantic Daylight Time)

E-Mail (preferred): nsr@stfx.ca

Local Phone: (902) 867-3645/3646

Toll Free: (844) 888-7337

Please include student ID number and name with all inquiries.

READY TO REGISTER?

[How to Register in Courses Banner in Self-Service](#)

HOME

Academic Advising and Major Declaration

Academic Calendars

Academic Integrity

Banner Self-Service and mesAMIS

Contact Academic Departments

Course Drop and Refund Dates

Course Timetable

Course Registration

Examinations

Financial Aid

Grades

Graduation

Services and Request Forms

Transcript Requests

Institutional Analysis

For Faculty

MESAMIS

BANNER (SELF-SERVICE)

New way to access mesAMIS and Banner.
Having trouble?

When registering online, please ensure that you print a copy of your 'myGrades' report which will include any current registration you have in our system. If you do not see any current registration, please contact our Program Office for assistance as this may suggest you have encountered technical difficulties. The 'myGrades' link can be accessed through your personalized mesAMIS: http://sites.stfx.ca/registrar_office/bannermesamis.html.

NOTE: You may not see the tuition charges immediately on your StFX financial details. If you see the course listing on your myGrades report as 'IP' (In Progress) you have registered successfully.

PLEASE NOTE:

The registration for the fall and winter courses opens **July 22nd**.

The registration deadline is **August 14th**, for September and November courses; **November 27th** for January and February courses. Please select "**Full academic year 2020-2021**" when registering for these courses.

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

NOTE: If you are an Internationally Educated Nurse (IEN) student, please email the distance.nursing@stfx.ca email account to request registration for your courses. Since you will be doing your courses out of sequence and may not be able to register yourself.

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 251, Biology 252, Biology 115 and NURS 300

TEXTBOOK INFORMATION

Approximately 3-4 weeks prior to course commencement you will receive a welcome email containing the name of the text(s) for your course(s).

There are **two** methods in which to order your textbooks.

Texts distance courses can be ordered through the StFX Bookstore: <https://shop.stfx.ca/shop/text-books/>
Click on the Distance Nursing Icon and the list of texts for the current courses will be listed **OR** You can also call the bookstore directly with their new toll-free number: **1-888-867-2450**.

TRANSCRIPT REQUESTS

This link will take you directly to the Registrar's Office website to enable you to request your transcript.

http://sites.stfx.ca/registrar_office/



Verification of Course Completion (VCC) Forms (IEN students only)

Once you have completed the courses to meet your gaps, you must contact CNO to have them provide you with the VCC form. Only students can request this form from CNO. You must fill out the top portion with your personal information, then scan and email both the VCC form and the completed Transcript Request form to the Program Coordinator, Fred Allen, at fallen@stfx.ca

The Program Coordinator will complete the VCC form and then send both forms to the Registrar's Office to be sent to CNO along with your transcript. (You must request your transcript at the same time that you send in the VCC form.) **NOTE: It can take up to 2 weeks for the VCC form to be completed and sent to the Registrar's Office.**

PLEASE NOTE: COURSE DESCRIPTIONS FOR ALL COURSES ARE CURRENTLY ON FILE WITH CNO.

Technology Guidelines & Support for Computer-Based Distance Courses

Minimum system requirements for participating in online courses

Windows Specifications

Operating System:	Windows 7 or later
Processor:	2 GHz or faster
Memory:	4 GB of RAM minimum
Hard Drive:	10 GB free space minimum
Browser:	Google Chrome for Collaborate; 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: www.adobe.com/downloads
Internet:	High Speed; Cable/DSL recommended
Microphone:	Built in; USB microphone/headset recommended

Mac Specifications

Operating System:	Macintosh OS X 10.11 or later
Processor:	2 GHz or faster
Memory:	4 GB of RAM minimum
Hard Drive:	10 GB free space minimum
Browser:	Google Chrome for Collaborate; 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: www.adobe.com/downloads
Internet:	High Speed Cable/DSL recommended
Microphone:	Built in; USB microphone/headset recommended

Chromebook Specifications

Operating System:	Latest Chrome OS version – restart device to update automatically
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: https://bit.ly/2FRw0mF
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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Moodle Support Email: cdesupport@stfx.ca

HELPFUL HINTS/FRIENDLY REMINDERS

- Its very important that you take the time to read the bi-monthly newsletters as they contain very pertinent and updated information on changes in the curriculum, policies, procedures and registration information and deadlines.
- When emailing the program office, please only email to **one** person. Sending multiple emails to all office staff creates a lot of additional work and doesn't guarantee your email will be responded to immediately. We get 100's of emails each week so your patience is greatly appreciated. **WE DO NOT RESPOND TO EMAILS THAT COME IN ON THE WEEKENDS, THE OFFICE IS CLOSED. WE WILL RESPOND TO THESE EMAILS WITHIN 2 BUSINESS DAYS**
- Please direct all **ProctorU** questions directly to this service. They are an outside agency providing invigilation services to our students but we are **not** able to answer any questions related their policies or procedures.
- To receive optimal grades, please ensure you complete all assignments/exams. It can be very beneficial to incorporate instructor feedback from past assignments into future assignments. Instructors provide feedback for this purpose to help students improve.

ANNOUNCEMENT

Congratulations & Happy Retirement Donna!

Donna MacLellan is retiring from her Program Assistant role, within the Distance Nursing Program. I am confident you have communicated with her sometime within your academic journey. Donna will be missed by staff, the StFX community, and by you - I am sure. The StFX community wishes her well in retirement and all the best in her new life's adventure.

You will be missed!

Fred Allen

Coordinator, Distance Nursing Programs

Department of Continuing and Distance Education