



ST. FRANCIS XAVIER UNIVERSITY

XCHANGE NEWSLETTER

February 2021
Volume 33
Issue 1

- Distance Nursing Programs • Continuing and Distance Education • 2175 Varsity Drive, MacDonald Hall
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SCHOLARSHIP RECIPIENTS

Thelma May Kempffer Entrance Scholarship

Thank you to all students who submitted applications for the Thelma May Kempffer entrance scholarship. We are pleased to announce this year's recipients are:

Hege Andreassen-Yurack, Osgoode, ON

Neriza Joyce Arances, Lachine, QC

Vanessa Cavanagh, Saint Lazare, QC

Phillipa Taylor, Mississauga, ON

Silvia Wilmot, Hamilton, ON



2021 SPRING/SUMMER COURSES

COURSE	DATES	DESCRIPTION
BIOL 105.77 Introductory Cell and Molecular Biology CRN 21537 Lab CRN 21538 V. Karunakaran	June 14 – August 20 Online	This course will focus on the structure and function of cells, cell division, patterns of inheritance and the molecular basis of inheritance. Restricted to nursing students. Three credits.
BIOL 115.77 Microbes in Human Health CRN 21539 Lab CRN 21540 V. Karunakaran	June 14 – August 20 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. Three credits.
NURS 135.77 Contemporary Issues in Nursing CRN 21535 D. Vandewater	June 14 – August 20 Online **SPECIAL OFFERING FOR THIS TERM	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 202.77 Community Mental Health Nursing II CRN 12492 M. Thompson	April 5 - June 11 Online	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. Three credits.
NURS 205.77 Community Health Nursing CRN 21534 S. Bowman	June 14 – August 20 Online **SPECIAL OFFERING FOR THIS TERM	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. Three credits.
NURS 245.77 Aging and the Older Adult CRN 12493 D. Vandewater	April 5 - June 11 Online	This course covers the process of growing older with reference to theories on universal aging. Students will learn to improve the function, quality of life, and self-care abilities of the elderly well, to assist them in maintaining independence. Topics include aging-related changes; the role of the family and other aggregates; how elderly adults define and promote their health; the use of community resources. Three credits.

COURSE	DATES	DESCRIPTION
NURS 330.77 Legal and Ethical Issues in Nursing CRN 12494 A. Belardo	April 5 - August 20 Online **SPECIAL OFFERING FOR THIS TERM	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 405.77 Nursing of Adults I CRN 12495 C. Gregory	April 5 - June 11 Online	A theory- and practice-based course exploring chronic health issues related to violence, immune system dysfunction, cancer, and other selected conditions. Cultural diversity, competency and safety, the consequence of an altered immune system, infection, symptom management, women's health, and palliative care will be studied from a nursing perspective in this course. Three credits.
NURS 494.77 Leadership and Management in Nursing CRN 21536 TBA	June 14 – August 20 Online **SPECIAL OFFERING FOR THIS TERM	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.

**** This course is being offered as a special offering for this year only**

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 115 (Microbes in Human Health).

HOW TO REGISTER FOR A COURSE

The registration for the spring and summer courses opens **February 8, 2021**. The registration deadline for the April/Spring courses is **March 8th**, and for the June/Summer courses it is **May 17th, 2021**.

Students are required to register for their own courses in Banner (**unless otherwise indicated, see NOTE below for IEN students**). To register, you must have your 'Acceptance Letter', which contains your StFX student ID and your 6-digit PIN, as well as your StFX webmail and password. Login to the Portal, portal.stfx.ca, with your StFX credentials (webmail username & password), then login to Banner Self-Service to register for courses using your Student ID number and PIN. Please select the term **202130** for courses beginning in April and **202140** for courses beginning in June.

NOTE: If you are **an Internationally Educated Nurse (IEN) student taking courses for CNO**, you must email distance.nursing@stfx.ca on or after **February 8, 2021**, to request registration for your courses. **Always include the course name & number and your Student ID# in the email.** We will reply to your request as quickly as possible, usually within 24 hours. (Registration requests received before February 8, 2021, will not be responded to.)

After completing your registrations in Banner, or (for IENs) after we have replied that your registrations have been done, please **login to Banner Self-Service to check/confirm your course registrations**. See the IT Services website for help: <https://stfx.teamdynamix.com/TDClient/1764/Portal/KB/ArticleDet?ID=89418>.

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

If you are a returning student having difficulties with the registration process, please contact our Program Office toll free at 1-800-565-4371 or email distance.nursing@stfx.ca. Please do not contact the Registrar's Office for registration issues if you are a student in the Distance Nursing Programs.

PAYMENT OPTIONS / RECEIPTS

All tuition fee payments are due the day before the course begins for fall & winter courses and tuition for Spring courses is due in May. **All payment or receipt inquiries are to be addressed to the Student Accounts Office at (902) 867-2123/3738.**

Payments may be made online through your financial institution/bank by setting up St. Francis Xavier University as a Payee with your StFX student ID number as the account number. Cheques are to be made payable to St. Francis Xavier University with your student ID number on the cheque.

Details on all payment options, including step-by-step instructions for online banking, are available on the Student Accounts website at: <https://www2.mystfx.ca/financial-services/student-accounts>

COURSE WITHDRAWAL

To drop a course without incurring **academic or financial prejudice**, students are required to notify the Program Office in writing (via Fax or email) **no later than three weeks from the start date of the course**. Official notification must contain the course name and number as well as your 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 email: aservice@stfx.ca.

TEXTBOOK INFORMATION

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

INCOME TAX FORMS – T2202A

T2202As for income tax purposes are available at the  portal at the **end of February** each year. To access your forms, login to your Banner online account.

See the Student Accounts website for more details, <http://www2.mystfx.ca/financial-services/income-tax-receipt-t2202a-form>

CONFIRMATION OF ENROLLMENT

Please be advised that the Registrar's Office has developed an **online request form in myData** for an official **confirmation of enrollment letter**. Students can log on to myData and submit the request for an official letter to the Registrar's Office. Requests will be processed within two business days.

WHEN TO EXPECT YOUR FINAL GRADES

Final grades for all courses are generally posted to your transcripts approximately 2 to 3 weeks after course conclusion. Please do not contact the professor for your final grade. Final grades are **NOT** posted in Moodle.

CONTACTING THE PROGRAM OFFICE

Please be advised that most of us continue to work from home due to the COVID-19 pandemic, but will be transitioning back to campus by May 2021. You can reach the Program Office staff by emailing distance.nursing@stfx.ca. Access by phone is currently limited. Thanks for your cooperation! Stay safe and healthy!

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 do not send multiple emails and email only one person. Sending multiple emails to all staff creates a lot of additional work and does not guarantee your email will be responded to immediately. We get 100's of emails each week so your patience is greatly appreciated.
- 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 questions related to their policies or procedures. However, if you experience issues during your exam, please contact CDE Support, cdesupport@stfx.ca, for additional help.

