



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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INSIDE THIS ISSUE

- 1 Fall Convocation
- 2 Payments & Receipts
- 2 Spring Registrations
- 3 Student Email Accounts
- 3 Transcript Requests
- 3 Important Information Regarding Proctoring
- 4 Scholarship & Award Lists
- 4 Holiday Office Hours
- 5 Master Schedule

FALL CONVOCATION

Congratulations to the following students who received a Bachelor of Science in Nursing degree on December 1, 2019

Kim Linda Bazinet, Timmins, ON
Sarah Ann Davidson, Otterburn Park, QC
Veronique Guenette, Beaconsfield, QC
Sun Joo Han, Gloucester, ON
April-Joy Ilagan, Pierrefonds, QC
Caroline Dior N'Diaye, Ste Marthe Sur Lejac, QC
Amy Patricia Ronan, Lyndhurst, OC
Angelina Sacdal, Vandrevil Doiron, QC



PAYMENT OPTIONS/RECEIPTS FOR TUITION/REFUNDS

PAYMENT OPTIONS/RECEIPTS FOR TUITION

All tuition fee payments are due the **day the course begins**. **All payment or receipt inquiries are to be addressed to the Student Accounts Office at 902.867.2123/3738.** 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 Financial Services website at:



<http://www2.mystfx.ca/financial-services/methods-payment>

Refunds

To drop a course please contact the Program Office by phone at **1.800.565.4371** or by email to distance.nursing@stfx.ca (we don't have a drop option on Banner). **Please do not contact the Registrar's Office.**

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 processing charge. After the three-week deadline has passed, there is no refund issued. **Your application for a refund must be made in writing via email to the Program Office within the three-week period.** Please include your StFX ID# and the name and number of the course.

Contacting your professor does not constitute formal withdrawal from a course and will not be considered in the calculation of a refund – you must follow the steps above.

The Board of Governors of St. Francis Xavier University approved fee increases effective August 1, 2019. Tuition for courses beginning in September 2019, for the 2019 -2020 academic year will be as follows:

<http://www2.mystfx.ca/financial-services/sites/mystfx.ca.financial-services/files/WEB%20ready2019%202020%20PT%200.pdf>

SPRING REGISTRATIONS

The registration process for the spring/summer courses will be included in the **February newsletter**. Seats will be limited so please ensure you register early when it opens to avoid disappointment.

STUDENT E-MAIL ACCOUNTS

All students are **required** to check their StFX email accounts on a regular basis and keep the inbox open for deliveries by deleting unnecessary emails and changing passwords as required. All information coming from the Program Office, as well as other university offices, will be sent to your StFX email account only. ***Emails from personal email accounts often get caught in the spam filter and may go unnoticed.*** PLEASE USE YOUR STFX WEB MAIL ACCOUNT WHEN CONTACTING THE PROGRAM OFFICE AND ALSO INCLUDE YOUR ID NUMBER TO EXPEDITE ANY REQUESTS.

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/registrars_office/



IMPORTANT INFORMATION REGARDING PROCTORS

Please note, this is a reminder our proctoring policies are changing in January 2020.

Courses that start in January 2020 and beyond will fall under the new policy. Courses that started in Fall 2019 will fall under the old policy.

Online exams:

Students are responsible for making proctoring arrangements and covering associated costs. The most straightforward way of arranging for a proctor is through **ProctorU**, an online proctoring service with which Continuing & Distance Education (CDE) has an agreement. **ProctorU** affords you the convenience of writing your exam within any room where you can be alone and undisturbed, as long as the room has reliable internet with adequate speed (e.g., your home office). Fees for using ProctorU are quite reasonable. Information on writing with **ProctorU** can be found in your course syllabus and your course Moodle site.

Alternatively, you must arrange for a proctor at a postsecondary educational institution, in which case you will write a paper exam.

Paper exams: Students are responsible for making proctoring arrangements and covering associated costs. Paper exams must be written at a **postsecondary educational institution or testing centre**. **Workplace proctoring is no longer an option.**

SCHOLARSHIP & AWARD LISTS

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:

Landyn Blais, Greely, ON
Alexis Chislett-Rowell, Montreal, QC
Pauline Irungu, Kingston, ON
Hidemi Takahashi, Mississauga, ON
Marian Roz Zorrilla, Vaudreuil-Dorion, QC



Distance Nursing BScN Study Awards

Chelsea Ali, Saint Laurent, QC
Babita Kalli, Pierrefonds, QC
Smitha Palattil Thomas, Edmonton, AB
Mary Rosauero, Montreal, QC
Amanda Tandubuana, LaSalle, QC
Tianilla Wiegert-Corredoura, Mississauga, ON

HOLIDAY OFFICE HOURS

University offices will be closed for the holiday period from 2:30 p.m. December 20th, 2019 until 8:30 a.m. January 2nd, 2020.



~ MICHELLE, DONNA AND MARIE ~

PART-TIME POST RN DISTANCE NURSING PROGRAMS

Tentative Master Schedule

Revised May 2019

DATE	SCIENCE & ELECTIVES	23 rd CYCLE 2017	24 rd CYCLE 2018	25 th CYCLE 2019	26 th CYCLE 2020	27 th CYCLE 2021
Sept. 2019	BIOL 251, NURS 488**, NURS 490**	NURS 415	NURS 201	NURS 135 NURS 248		
Nov. 2019		NURS 300 NURS 494	NURS 330	NURS 115		
Jan. 2020	NURS 483**, BIOL 115, BIOL 252		NURS 425	NURS 205 NURS 237		
April 2020	NURS 202**, NURS N497**, NURS 405			NURS 245		
May 2020	BIOL 105, BIOL 115					
Sept. 2020	BIOL 251, NURS 488**, NURS 490**		NURS 415	NURS 201	NURS 135 NURS 248	
Nov. 2020			NURS 300 NURS 494	NURS 330	NURS 115	
Jan. 2021	NURS 483**, BIOL 115, BIOL 252			NURS 425	NURS 205 NURS 237	
April 2021	NURS 202**, NURS 497**, NURS 405				NURS 245	
May 2021	BIOL 105, BIOL 115					
Sept. 2021	BIOL 251, NURS 488**, NURS 490**			NURS 415	NURS 201	NURS 135 NURS 248
Nov. 2021				NURS 300 NURS 494	NURS 330	NURS 115
Jan. 2022	NURS 483**, BIOL 115, BIOL 252				NURS 425	NURS 205 NURS 237
April 2022	NURS 202**, NURS 497**, NURS 405					NURS 245
May 2022	BIOL 105, BIOL 115					
Sept. 2022	BIOL 251, NURS 488**, NURS 490**				NURS 415	NURS 201
Nov. 2022					NURS 300 NURS 494	NURS 330

■ Indicates Prerequisites for all other nursing courses

Stand-Alone Courses: **NURS 483, NURS 488, NURS 490, NURS 497 & NURS 202

Certificate in Gerontological Nursing: NURS 115, NURS 425, NURS 245 & NURS 488

Certificate in Continuing Care: NURS 135, NURS 115, NURS 205 & NURS 425

PLEASE NOTE: NURS 248 & NURS 237 can be taken as nursing electives for students who **have completed** the chemistry requirement. NURS 248 requires prerequisites of NURS 135, NURS 115, BIOLOGY 251 & BIOLOGY 252.