



XCHANGE NEWSLETTER

December 2021

Distance Nursing Programs • Continuing and Distance Education • 2175 Varsity Drive, MacDonald Hall
STFX University, Antigonish, Nova Scotia Canada B2G 2W5 • Toll-Free: 1-800-565-4371 • FAX: 1-902-867-5154
Email: distance.nursing@stfx.ca

Website: <http://www2.mystfx.ca/continuingeducation/online-nursing-programs/post-rn-bscn-distance-nursing>

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SPECIAL ANNOUNCEMENT

If you are registered in NURS 483, BIOL 115, or BIOL 162, these courses start January 4, 2022 as scheduled.

You would have received emails from the StFX saying the winter term will start **January 17, 2022**. **This does not apply to the Distance Nursing Courses.**

Congratulations to the Class of 2021!

Congratulations to the following students who received a Bachelor of Science in Nursing degree on December 4, 2021

Alexandra Barroca
Nicole Madeleine
Sara DiMinno
Rebecca Gillis

Babita Kalli
Lucy Nakaranda
Emily Paxton
Deanna Pieroway

Jennifer Polson
Heather Salker
Marian Zorrilla



PAYMENT OPTIONS/RECEIPTS

The Fall and Winter course fees are due the day before each course starts.

How to make a payment? Payment Methods can be found online by visiting Student Accounts:
<https://www.mystfx.ca/financial-services/methods-payment>

If you require an official receipt of a payment made or have questions about fees, email Student Accounts at studentaccounts@stfx.ca.

COURSE WITHDRAWAL/REFUNDS POLICY

To withdraw from a course(s) without incurring **academic and financial penalty**, students **must** email the Distance Nursing Program Office at distance.nursing@stfx.ca.

Emailing the Instructor, or other departments, is NOT 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.

Without proper notification, a student remains 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 the fees owed.

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



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

SPRING/SUMMER REGISTRATION

Registration details for Spring/Summer 2022 courses will be included in the **February Newsletter**.

IEN students will need to email distance.nursing@stfx.ca to request registration when registration opens in February.

Emails must come from your StFX email account.

Students are registered on a first come, first serve basis.

Registration requests must be emailed AFTER registration opens in February!

Post-RN BScN students can register themselves into their selected courses when registration opens in February.

STUDENT EMAIL ACCOUNTS

All students are **required** to check their StFX email account 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 your personal email accounts often get caught in the spam filter and may go unnoticed. PLEASE USE YOUR STFX EMAIL ACCOUNT WHEN CONTACTING THE PROGRAM OFFICE AND ALWAYS INCLUDE YOUR STUDENT ID NUMBER TO EXPEDITE YOUR REQUESTS.

HOLIDAY OFFICE HOURS

University offices will be closed for the Holidays from 4:30 pm December 22, 2021 until 8:30 am January 4, 2022!



~ FRED, MARIE, & DEBBIE ~

