

XCHANGE NEWSLETTER

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Distance Nursing Programs • Continuing and Distance Education • 2175 Varsity Drive, MacDonald Hall
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TUTION FEES: 2019 – 2020

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_0.pdf

X-RING INFORMATION

If you are enrolled in the Part-Time Post RN Program of study 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

PAYMENT OPTIONS/RECEIPTS

All tuition fee payments are due the day before the course begins. ***All payment or receipt inquiries are to be addressed to the Student Accounts Office at (902) 867-2123 Debbie Nemeth dnemeth@stfx.ca PLEASE MAKE SURE YOU HAVE YOUR STUDENT ID NUMBER AVAILABLE WHEN SENDING IN REQUESTS.*** 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://sites.stfx.ca/financial_services/Methods_Of_Payment.html

COURSE WITHDRAWAL/REFUND RULES

Course Drop and Refund

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 **no later than three weeks from the start date of the course**. Written notice must contain the signature of the student and can be faxed or mailed 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.

Refunds

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 made in writing to the Program Coordinator within the three-week period and e-mailed to the Program Office. Please include your StFX ID# and the name and number of the course.

DISTANCE NURSING FALL/WINTER SCHEDULE

COURSE	DATES	DESCRIPTION
BIOL 115.77 Microbes in Human Health CRN 54979 Lab CRN 54980 V. Karunakaran	January 6 - March 20, 2020 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 54977 Lab CRN 54978 V. Karunakaran	September 3 - November 8, 2019 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 54981 Lab CRN 54982 V. Karunakaran	January 6 - March 20, 2020 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 54954 D. Vandewater	November 11, 2019 - January 24, 2020 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 54938 D. Vandewater	September 3 - November 8, 2019 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 54945 M. Thompson	September 3 - November 8, 2019 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.

COURSE	DATES	DESCRIPTION
NURS 205.77 Community Health Nursing CRN 54967 M. MacLellan	January 27 - April 3, 2020 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 competence, ethics, and community-as-partner. Three credits.
NURS 237.77 Nursing Concepts in the Care of Women, Children and Families CRN 54976 TBA	January 27 - April 3, 2020 Online	This course encompasses a contemporary overview of the health of women, children and families during the childbearing and childrearing years form 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. Prerequisites: NURS 115, 135. . Three credits.
NURS 248.77 Basic Concepts of Pathophysiology CRN 54953 J. Purvis	September 3 - November 8, 2019 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 54961 Lab CRN 54962 A. Gillis	November 11, 2019 - April 3, 2020 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 54963 A. Belardo	November 11, 2019 - April 3, 2020 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 54946 TBA	September 3 - November 8, 2019 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.

COURSE	DATES	DESCRIPTION
NURS 425.77 Comprehensive Health Assessment CRN 54974 M. MacNeil	January 27 - April 3, 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.
NURS 483.77 Hospice Palliative Care Nursing CRN 54983 D. Vandewater	January 6 - March 20, 2020 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 54950 TBA	September 3 - November 8, 2019 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 490.77 Forensic Nursing CRN 54952 S. Wilson	September 3, 2019 - January 24, 2020 Online	Forensic nursing refers to the application of nursing science and knowledge to legal proceedings. This course will examine the application of nursing science to the investigation and treatment of trauma, death, violent or criminal activity, and traumatic accidents within the clinical or community institution. Patient populations to be considered include victims of sexual assault; elder, child, and spousal abuse; unexplained or accidental death; trauma and assault; as well as the perpetrators of these and other criminal activities. Six credits.
NURS 494.77 Leadership and Management in Nursing CRN 54958 A. Gillis	November 11, 2019 - January 24, 2020 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.


****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. These courses are Biology 115, 251, 252, and NURS 300.

Registration Deadline is **August 5th**, for September Courses, and **November 26th** for January courses. Please select **"Full academic year 2019-2020"** when registering for these courses.

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 are a returning student having difficulties with our registration process, please contact our Program Office at (902) 867-5190 or toll free at 1.800.565.4371.

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://sites.stfx.ca/welcome/>
2. Click on, ' then enter your student ID and your 6-digit numeric PIN
3. Select the  and then enter your student ID and your 6-digit numeric PIN once again
4. Click on the 'Student Services' tab
5. Select 'Registration,' located below the gold colored line
6. Select the appropriate term, i.e., Full Academic Year 2018-2019 (Sept. – March), or Spring (April – May) 2019 or Summer 2019 (May/June)
7. Select Add/Drop Classes
8. Input the CRN(s) (Course Reference Number) into the field(s) at the bottom of the page; the CRNS are listed in the **newsletter**
9. Once CRNs are entered, click the 'Submit Changes' at the bottom of the screen

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

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.

<http://www2.mystfx.ca/registrars-office/banner-self-service-and-mesamis>

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/



STUDENT E-MAIL ACCOUNTS

After you receive your acceptance email from Program staff, the Program Office sends out, by regular mail, a welcome package with a PIN letter to each new student in the Distance Nursing Programs. When you have received your PIN letter, you need to set up your webmail as soon as possible. Your StFX student email/webmail account is used for all communication between you and StFX. It is vital that you check and maintain your account regularly. Please use this account when corresponding with the Program Office as emails from personal accounts (gmail, yahoo, hotmail) may get caught up in the spam filter. **If you have not received your personal PIN letter, please contact the Program Office as soon as possible.**

The PIN letter contains a **StFX ID** number (this is your Student ID), a **PIN**, a **WebFX email account** (user name), and a temporary **WebFX Password**.

Sample pin letter →

PLEASE DO NOT USE THESE NUMBERS

StFX ID number:	201601234	Use for access to mesAMIS & Banner
PIN:	123456	
WebFX Account:	x2016abc	Use for access to your email account and portal.stfx.ca access
Original WebFX Password:	abc1d4567	
Keep these in a secure place.		

Setting up your webmail (your personal StFX email account)

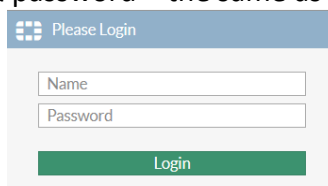
1. Go to the MyStFX homepage: <http://sites.stfx.ca/welcome/>
2. Select the **OFFICE 365** link and enter your WebFX Account (user name) and your Original WebFX Password as **outlined on your PIN letter**.
3. Once you have accessed your webmail, you will be able to change your password and personalize your settings.
4. You must complete all steps when setting up your webmail, **including the Security Questions** in the event you forget your password.

Accessing mesAMIS and Banner

Step 1: Connect to the Portal

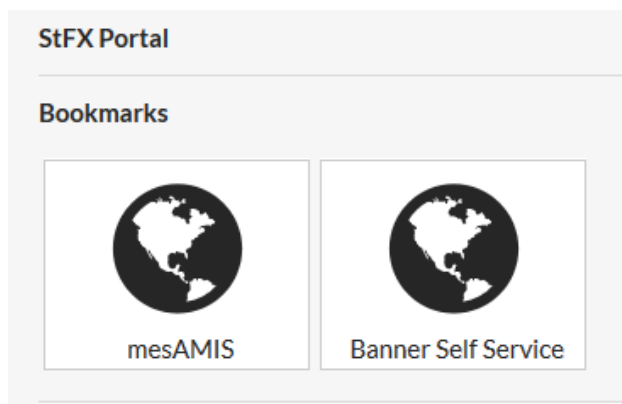
To access mesAMIS Reports and Banner Self-Service you need to connect to the StFX Portal.

- A. Open an internet browser
- B. Go to **<https://portal.stfx.ca/>**
- C. Login with your StFX username & password – the same as webmail and moodle.



The image shows a login form titled "Please Login". It contains two input fields: "Name" and "Password". Below these fields is a green "Login" button.

Step 2: Selecting the system you want to access



- A. Login to mesAMIS and Banner with your StFX ID number and 6-digit PIN from your PIN letter.
- B. **mesAMIS** provides ACTIVE students with links to general academic information, as well as access to personal academic information, online forms, web registration etc.

A login form with a blue header bar containing the text 'Log in' in white. Below the header, there are two input fields. The first is labeled 'ID:' in blue text, and the second is labeled 'PIN:' in blue text. Below these fields is a grey button with the text 'Log in' in white.

- C. **Banner** gives current students access to Course registration, view holds on your account, mid-term and final grades in current registration term, Grade Report, application for graduation, T2202A income tax report etc.

To view and reset your original password:

For assistance in updating your profile or to reset your webFX account visit the IT Services page:

<http://www2.mystfx.ca/itservices/>

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.

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

■ 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.