



# 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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E-mail: [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca)

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

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### SCHOLARSHIP & AWARD INFORMATION

#### Katherine Wdowiak Memorial Award

In memory of the work of K. Wdowiak. Two (2) \$500.00 awards based on demonstrated community involvement, academic ability and commitment to continuing education. **This award is for students completing the full 63-credit program.**

**Deadline: February 28<sup>th</sup>, 2020. These forms may be downloaded from our website**

<http://www2.mystfx.ca/continuingeducation/online-nursing-programs/forms>

### TUITION FEES 2019-2020

<https://www2.mystfx.ca/financial-services/sites/mystfx.ca/financial-services/files/WebPerCredit20192020Aug2019.pdf>

## SPRING/SUMMER COURSES

COURSE	DATES	DESCRIPTION
<b>BIOL 105.77</b> <b>Introductory Cell and Molecular Biology</b>  <b>CRN 21233</b> <b>Lab CRN 21234</b>  <b>V. Karunakaran</b>	<b>May 25 - July 31</b>  <b>Online</b>	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.
<b>BIOL 115.77</b> <b>Microbes in Human Health</b>  <b>CRN 21235</b> <b>Lab CRN 21236</b>  <b>V. Karunakaran</b>	<b>May 25 - July 31</b>  <b>Online</b>	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.
<b>NURS 202.77</b> <b>Community Mental Health Nursing II</b>  <b>CRN 12235</b>  <b>M. Thompson</b>	<b>April 6 - June 12</b>  <b>Online</b>	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.
<b>NURS 245.77</b> <b>Aging of the Older Adult</b>  <b>CRN 12236</b>  <b>D. Vandewater</b>	<b>April 6 - June 12</b>  <b>Online</b>	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.
<b>NURS 330.77</b> <b>Legal and Ethical Issues in Nursing **SPECIAL OFFERING FOR THIS YEAR</b>  <b>CRN 12239</b>	<b>April 6 - August 21</b>  <b>Online</b>	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.

COURSE	DATES	DESCRIPTION
A. Belardo		
NURS 405.77 Nursing of Adults I  CRN 12242  TBA	April 6 - June 12  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 497.77 Computers in Nursing  CRN 12238  S. Bowman	April 6 - June 12  Online	Teaches the knowledge and skills necessary to ensure that computers have a positive impact on the nursing environment and delivery of patient care. Students learn computer concepts and terms, and examine ways computers can enhance nursing practice, education, administration, and research. Trends and issues related to the use of computers in nursing are explored. Three credits.
NURS 205.77 Community Health Nursing <b>**SPECIAL OFFERING FOR THIS YEAR</b> CRN 21231  TBA	May 25 - July 31  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.

### PLEASE NOTE:

The registration for the spring and summer courses opens February 3. Please select the term **202030** for courses commencing in April and **202040** for courses commencing in May.

The registration deadline for the April courses is **March 9<sup>th</sup>**, and for the May courses it is **April 10, 2020**.

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

**NOTE: If you are an IEN student, please email the [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca) email to request registration for your courses as 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 115 (Microbes in Human Health)

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

# INCOME TAX FORMS - T2202A

BANNER

T2202As for income tax purposes are available at the Banner portal at the end of February each year. To access your forms visit your Banner online account and enter your student ID and PIN number.

## User Login

Banner self service is available to StFX students (since the year 2000), and faculty who have a valid user ID (StFX ID number - case sensitive) and PIN (Personal Identification Number).

To navigate, use the tabs and menu items. When finished, please Exit and close your browser to protect your privacy.

Current students have access to:

- Course Registration
- View holds on your account
- Mid Term grades in current registration term
- Final Term grades in current registration term
- Grade Report
- Application for graduation
- T2202A - income tax report

Former students have access to:

- View holds on your account - a hold will prevent you from viewing your grade report
- Grade Report
- T2202A - income tax report

Current faculty have access to:

- Personalized Class Schedule
- Grades
- Course overrides

If you are unable to log on to Banner self service and:

- you know your student ID number but not your PIN, enter your ID and then use the "Forgot PIN?" button to answer your security question and reset your PIN.
- you do not know your user ID, you may call the Registrar's Office at 902-867-2160, select 5 in the menu. You will be asked a series of questions for verification.
- if after checking the above, you are still unable to login, please contact IT Services (please include your ID # if known).

User ID:   
PIN:

RELEASE: 8.9

Click on REGISTRATION

Personal Information Student Services

Search

Last web access on Nov 03, 2019 at 03:44 pm



## Registration

Register, View your academic records, Apply to graduate



View your address(es), phone number(s), View name change & social security number change information.

[Return to Homepage](#)

Click on CANADIAN TAX FORMS

The screenshot shows the StFX website interface. At the top, there are two tabs: 'Personal Information' and 'Student Services'. Below the tabs is a search bar with the text 'Search' and a 'Go' button. The main heading is 'Registration Menu'. Underneath, there is a section for 'Registration' with contact information for the '2019-2020 Registration Help Centre', the 'Office of the Registrar', and 'Continuing Education'. Below this, there are links for 'Student Records' and 'Canadian Tax Forms'. An arrow points from the 'Canadian Tax Forms' link to the 'T2202a and Releve8 (Quebec) forms are found here.' text. At the bottom of the page, it says 'RELEASE: 8.9'.

**Personal Information** **Student Services**

Search  Go

## Registration Menu

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[Registration](#)

**2019-2020 Registration Help Centre:**  
**Email:** [nsr@stfx.ca](mailto:nsr@stfx.ca)  
**Phone:** Toll free (844) 888-7337  
**Local:** 902 867-3645 or 902 867-3646  
**Location:** Office of the Registrar, Nicholson Tower 209

**Office of the Registrar**  
**Email:** [registr@stfx.ca](mailto:registr@stfx.ca)  
**Phone:** 902 867-2160 or toll free 1-888-REG-STFX (1-888-734-7839)  
**Location:** Office of the Registrar, Nicholson Tower 212

**Continuing Education**  
**Email:** [continuinged@stfx.ca](mailto:continuinged@stfx.ca)  
**Location:** Coady MacDonald Room 212  
**Undergraduate students:** 902 867-2372 or 1-877-867-3906 toll free  
**Distance BSCN students:** 902 867-5190 or 1-800-565-4371 toll free  
**Master of Education students:** 902 867-3906 or 1-877-867-3906 toll free

[Student Records](#)  
Grade Report, View Financial Holds, Apply to Graduate

[Canadian Tax Forms](#)  
T2202a and Releve8 (Quebec) forms are found here.

RELEASE: 8.9

Click on the required TAXATION YEAR (ie. 2019)

The screenshot shows the StFX website interface. At the top, there are two tabs: 'Personal Information' and 'Student Services'. Below the tabs is a search bar with the text 'Search' and a 'Go' button. The main heading is 'Canadian Tax Forms'. Below this, there is a section for 'These forms utilize browser pop-ups.' with instructions on how to enable pop-ups and a URL. Below this, there are links for 'T2202A Tax Credit Form' and 'Releve8 Tax Form'. At the bottom of the page, it says 'RELEASE: 8.9'.

**Personal Information** **Student Services**

Search  Go

## Canadian Tax Forms

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**These forms utilize browser pop-ups.**  
**For instructions on how to enable pop-ups, copy and paste the following URL into a new browser window or tab:**  
**<https://stfx.teamdynamix.com/TDClient/KB/ArticleDet?ID=32189>**

[T2202A Tax Credit Form](#)  
[Releve8 Tax Form](#)

RELEASE: 8.9

ON THE NEXT PAGE YOU WILL BE GIVEN THE OPTION TO SELECT THE TAXATION YEAR. We recommend you print off several copies for your records.

**Receipts for other purposes may be obtained by calling the StFX Business Office at (902) 867-2123/3738.**

## TEXTBOOK INFORMATION

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's\\_office/](http://sites.stfx.ca/registrar's_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, Michelle Boucher, at [mboucher@stfx.ca](mailto:mboucher@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.**

## SPRING CONVOCATION

As per the university academic calendar, you must complete an application for degree when you are within **12 credits** of completing your degree program. You may complete the on-line degree application on the StFX website via MesAmis. If you do not complete the application, you will not be able to attend spring or fall convocations or X-ring ceremonies in December.

Please note a recent change in policy by the Registrar's Office will require students to apply for a specific graduation. For example, if you have applied for Fall 2020 graduation and did not complete degree requirements in time, your name **will not be automatically** carried forward to Spring 2021 graduation.

**PLEASE NOTE: you are required to fill out this form regardless if you are planning on attending on convocation or not, otherwise your degree will not be conferred.**

## APPLICATION FOR DEGREE

Students in their graduation year **MUST** apply in order to be considered a candidate for the applicable convocation ceremony. The deadline to apply for Fall Convocation is July 6 and the deadline to apply for Spring Convocation is October 31. Applications to apply for convocation can be located through your personalized Banner Self-Service portal. There are no fees associated with this application. (**This does not apply to IEN students**)

It is important to note that **no student** will be considered a candidate for any particular convocation ceremony without an application. The application form is submitted electronically to our Registrar's Office. The Office of the Registrar will maintain the candidacy list for both convocation ceremonies. Any questions or concerns regarding the application process can be emailed to [registr@stfx.ca](mailto:registr@stfx.ca) or by phoning 902-867-2160.

You can find the application to graduate in the Banner Self-Service portal. Once logged into this portal, please click on the "student services" tab to access this form.

Click on "Apply to Graduate"

The screenshot shows the Banner Self-Service portal interface. At the top, there are two tabs: 'Personal Information' and 'Student Services', with 'Student Services' being the active tab. Below the tabs is a search bar with the text 'Search' and a 'Go' button. A yellow horizontal line separates the top navigation from the main content area. The main content area is titled 'Student Records' and contains several links: 'Grade Report', 'Midterm Grades', 'Final Grades', 'View Financial Holds', 'Apply to Graduate', and 'View Application To Graduate'. An arrow points from the text 'Click on "Apply to Graduate"' to the 'Apply to Graduate' link. Below the links, there is a line of text: 'Students who are in their final year of study of their program and plan to graduate at the next May or December convocation are required to submit an application for graduation.' At the bottom of the page, there is a footer that reads 'RELEASE: 8.9'.

Personal Information Student Services

Search  Go

Student Records

[Grade Report](#)  
Unofficial transcript - not available if a financial hold is in place. This is for **Current & Former Students**.

[Midterm Grades](#)  
For students with an active student record, and at least one midterm grade. \*\*\*\* NOTE: October grades will **NOT** be available after November 20.

[Final Grades](#)  
For students with an active student record, and at least one final grade. \*\*\*\* GPA refers to average. Quality points is credits multiplied by grade.

[View Financial Holds](#)

[Apply to Graduate](#)

[View Application To Graduate](#)

Students who are in their final year of study of their program and plan to graduate at the next May or December convocation are required to submit an application for graduation.

RELEASE: 8.9



## NEW PROCTOR GUIDELINES

**\*\*Proctor policies changed in 2020. Proctors must be affiliated with a post secondary institution or testing centre for all courses starting in January 2020 and beyond. \*\*** These new guidelines are for ALL students.

➔ Some courses have online exams and some have paper-based exams. Before booking your proctor please check your course syllabus for the exam format.

**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 (see below).

**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.

Guidelines for Proctors and the Proctor Information Form can be found on Moodle. It is the responsibility of the student to ensure this information is completed by their prospective proctor and forwarded to the Program Office **within the first two weeks of the course or program start date**. Any change in proctor information during the course of study must be clearly communicated in writing to the Program Office no less than two weeks prior to the examination date. **Students who fail to submit this information to Program Office will not receive an examination.**

It is not necessary to submit a new proctor form for each course, unless there is a temporary or permanent change in your proctor information.

## WHEN TO EXPECT YOUR FINAL GRADES

Final grades for all courses are generally posted to your transcripts in a 2-3 week time period upon course conclusion. The final grade for the course will be posted to your transcript. Please do not contact the professor for your final grade. Final grades are **NOT** posted in Moodle.

## HELPFUL HINTS/FRIENDLY REMINDERS

- It's 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 to 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.

