ST. FRANCIS XAVIER UNIVERSITY

XCHANGE NEWSLETTER

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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
E-mail: distance.nursing@stfx.ca • http://www2.mystfx.ca/continuingeducation/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.

Deadline: February 28th, 2019. These forms may be downloaded from our website

http://www2.mystfx.ca/continuingeducation/awards-scholarships

CGNA 2019 SCHOLARSHIPS

The Canadian Gerontological Nursing Association is proud to offer the following scholarships. These scholarships are offered yearly by CGNA for studies commencing in September of the current year.

Anne C. Beckingham Scholarship

The Anne C. Beckingham Scholarship is provided to support outstanding Registered Nurses undertaking further education in a graduate degree program relevant to career development, preferably in the field of gerontological nursing – this includes Nurse Practitioner programs that focus on the care of older adults.

https://cgna.net/Scholarships.html

SPRING/SUMMER COURSES

COURSE	DATES	DESCRIPTION
BIOL 105.77 **Introductory Cell and Molecular Biology** **CRN 21068** **Lab CRN 21069** **V. Karunakaran**	**May 27 - August 2** **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 21070** **Lab CRN 21071** **V. Karunakaran**	**May 27 - August 2** **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 202.77 **Community Mental Health Nursing II** **CRN 12070** **M. Thompson**	**April 8 - June 14** **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 245.77 **Aging of the Older Adult** **CRN 12072** **D. Vandewater**	**April 8 - June 14** **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.
NURS 405.77 **Nursing of Adults I** **CRN 12071** **D. Vandewater**	**April 8 - June 14** **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 12073** **S. Bowman**	**April 8 - June 14** **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.

PLEASE NOTE:

The registration deadline for the April is **March 15th** for May courses it is **May 20th, 2019**

NOTE: If you are an IEN student, please contact the Program Office 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)

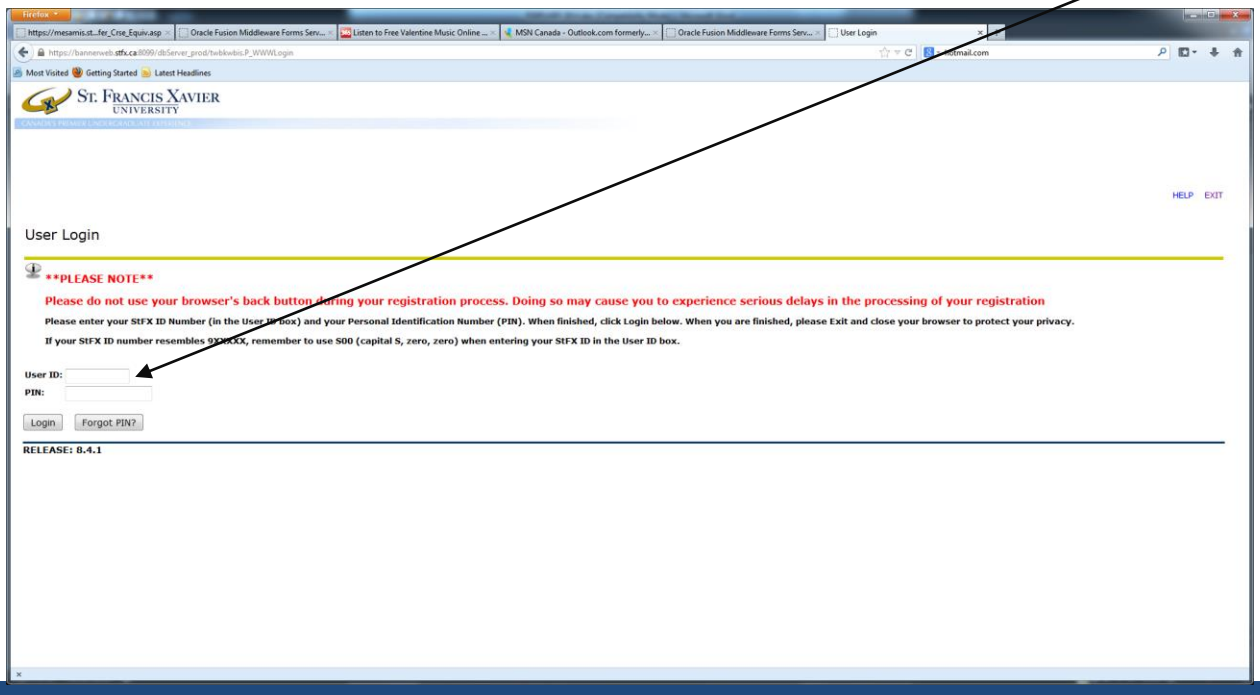
TUITION FEES 2018-2019

http://www2.mystfx.ca/financial-services/sites/mystfx.ca.financial-services/files/Part-Time-fees.pdf

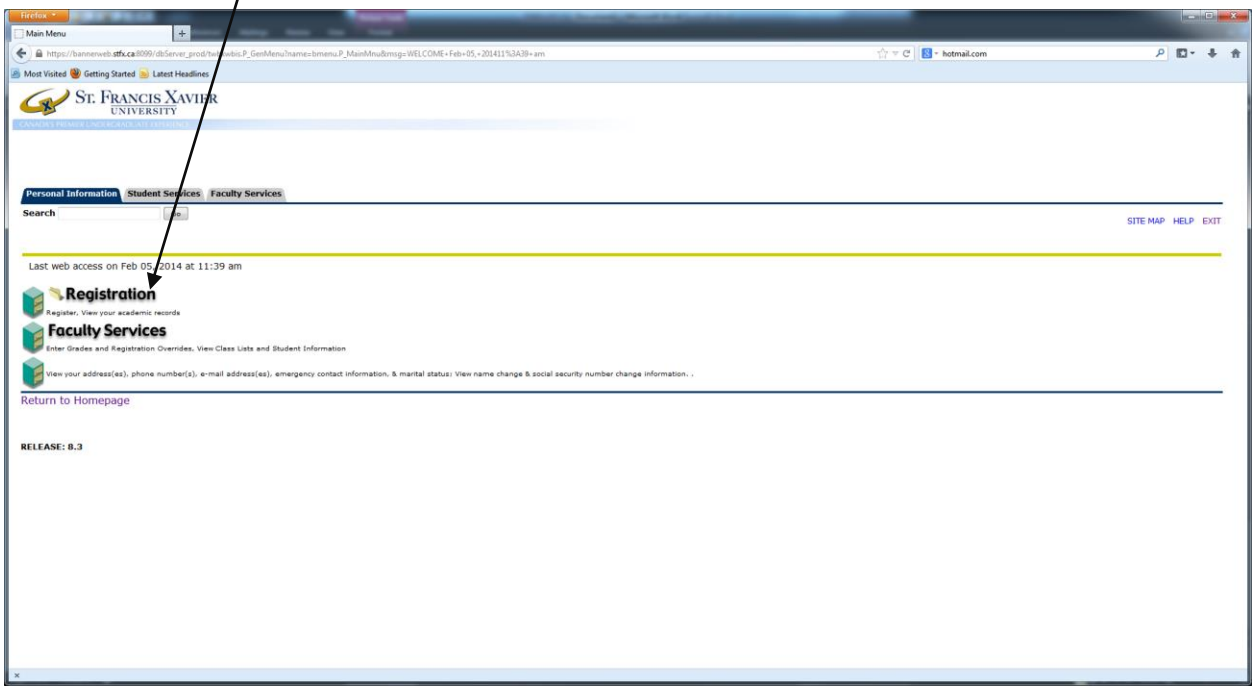
INCOME TAX FORMS – T2202A

T2202As for income tax purposes are available at the Banner

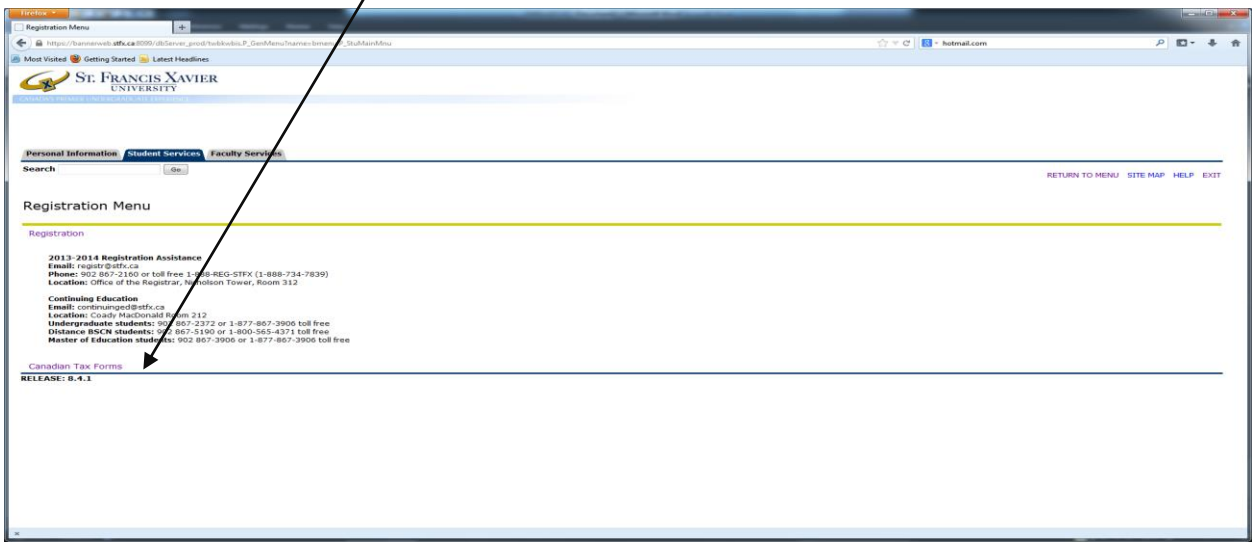
portal at the end of February each year. To access your forms visit your Banner online account and enter your student ID and PIN number.



CLICK ON REGISTRATION



SELECT "CANADIAN TAX FORMS"



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:
http://www.cancart.net/stfxstore/cart.php?target=category&category_id=315

Click on the Distance Nursing Icon and the list of texts for the current courses will be listed. You can also call the bookstore directly with their new toll-free number: **1-888-867-2450.**

OR

Text book information for distance courses can be ordered through the StFX Bookstore by logging into mesAMIS » and clicking on "MYBOOKS", this site will give you the name of the texts for the courses you are currently enrolled in as well as the author and ISBN numbers.

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/

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.

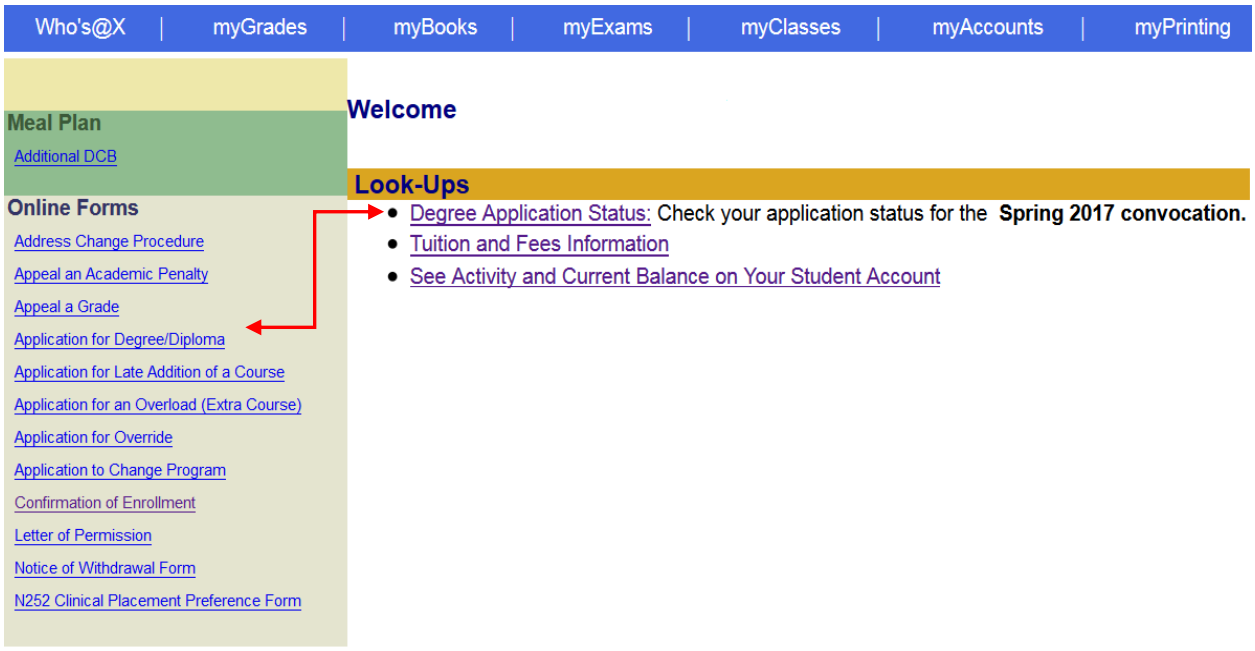
Please note a recent change in policy by the Registrar's Office will require students to apply for a specific graduation. For example, if you have applied for Fall 2018 graduation and did not complete degree requirements in time, your name **will not be automatically** carried forward to Spring 2019 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 MesAmis portal. There are no fees associated with this application.

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 or by phoning 902-867-2160.



mesAMIS is the property of St. Francis Xavier University. Any unauthorized use of this application is strictly prohibited. The information contained herein is confidential and must be handled in accordance with all regulations pertaining to the protection of privacy in Canada.

EXAMINATION GUIDELINES

Please check your Course Schedule for exam dates upon commencement of your course. **Students must write exams on the day the exam is scheduled.**

In the event of extenuating circumstances, students must contact the Program Coordinator, Michelle Boucher to request a date change for **FINAL EXAMS.** The course professor can't grant approval for final exam date changes.

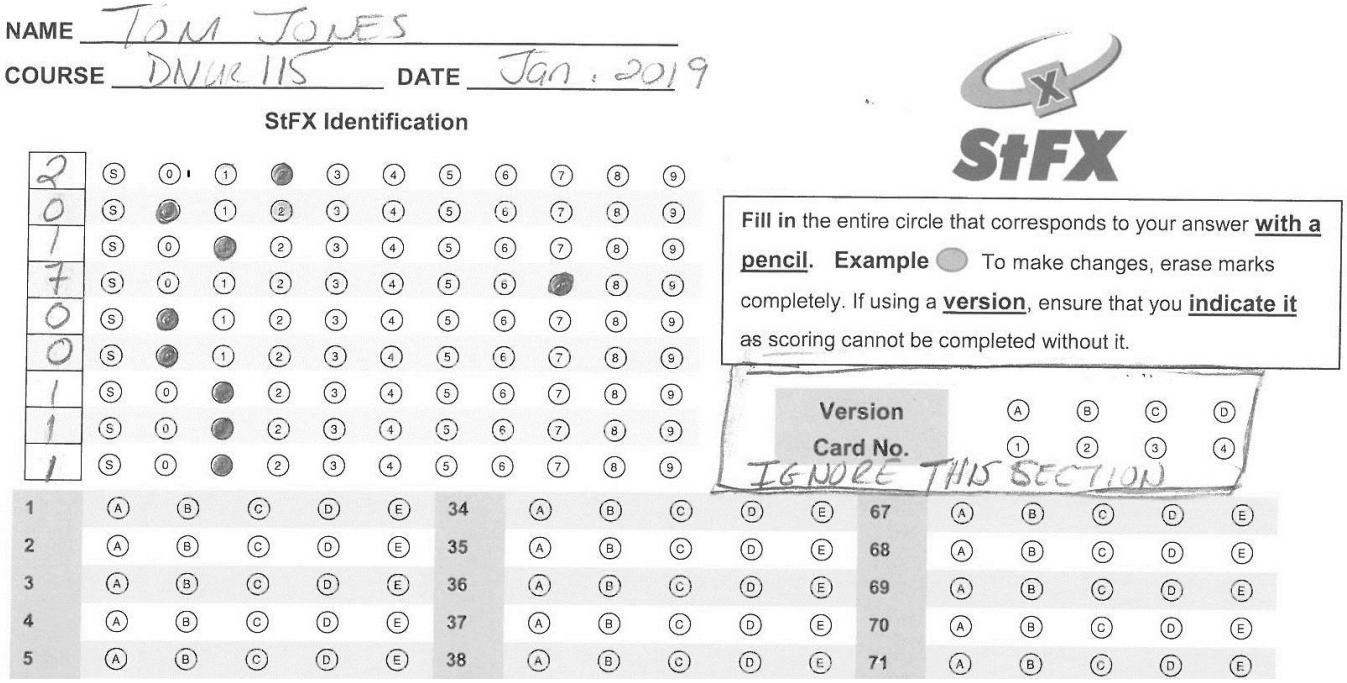
Program Coordinator (902) 867-5186 mboucher@stfx.ca

Over the past several months we have had numerous inquiries regarding proctor forms. If you have a proctor form on file then it's not necessary to resubmit a proctor form for each course, in doing so this does create extra work for the office staff.

If you will be using a temporary proctor or have a permanent change in your proctors, then please download the fillable Word document which can be found in each Moodle page for your course. Typed forms are much easier to read. Please ensure the form is signed and all the information is included to avoid delays in your exams being sent out. **PLEASE INCLUDE THE COURSE NUMBER AND EXAM DATE ON ALL TEMPORARY PROCTOR FORMS.**

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**

See the following "SAMPLE" screenshot of how to properly fill out your computer card. Using a dark (#2) pencil is the best so IT can scan the sheets without any issues.



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.

PIN LETTERS AND ACCESS TO BANNER/MesAMIS

The Program Office sends out PIN letters and instructions how to access the StFX website to students. These letters contain **ID** number, **PIN #**, **StFX e-mail (user name)** account, and temporary **PASSWORD**

StFX ID number:	201601234
PIN:	123456
WebFX Account:	x2016abc
Original WebFX Password:	abc1d4567e
Keep these in a secure place.	

Use for access to MesAMIS & Banner

Use for access to your email account ONLY

If you have not received this information, please contact the Program Office as soon as possible to obtain your 'PIN letter'. If you require assistance at any time, please contact the Program Office via the toll-free line 1-800-565-4371.

FOR ADDITIONAL ASSISTANCE CLICK HERE

⇨ **https://stfx.teamdynamix.com/TDClient/KB/ArticleDet?ID=67782**

WHO DO I CONTACT REGARDING TECHNICAL ISSUES?

Technology Guidelines and Support for Students

IT Services (email, system passwords)
(902) 867-2356 or 1-866-860-2356
it@stfx.ca

Moodle: Email cdesupport@stfx.ca

Contact CDE Support via email to arrange a Moodle tutorial, if you have questions regarding the Moodle site, or if you require technical support for Moodle. You can also access helpful resources at http://www.sites.stfx.ca/tsg/guides_and_tutorials

Before your course is scheduled to begin, you will receive an email with instructions on how to access your specific Moodle course. The web address for StFX's Moodle site is http://moodle.stfx.ca

If you are setting up your webmail for the first time, it's very important you follow all the steps, which includes completing the security questions, this is the secondary step in this process. If you don't follow these steps, you will not be able to reset your password should the need arise and you will be locked out.

PART-TIME POST RN DISTANCE NURSING PROGRAMS *Tentative Master Schedule*

Revised February 2019

DATE	SCIENCE & ELECTIVES	22nd CYCLE 2016	23rd CYCLE 2017	24th CYCLE 2018	25th CYCLE 2019	26th CYCLE 2020
May/June 2018	BIOL 105, BIOL 115					
Sept. 2018	BIOL 251, NURS488**, NURS490**	NURS415	NURS201	NURS135 NURS248		
Nov. 2018		NURS300 NURS494	NURS330	NURS115		
Jan./Feb. 2019	NURS483**, BIOL 115, BIOL 252		NURS425	NURS205 NURS237		
April 2019	NURS202**, NURS497**, NURS405			NURS245		
May/June 2019	BIOL 105, BIOL 115					
Sept. 2019	BIOL 251, NURS488**, NURS490**		NURS415	NURS201	NURS135 NURS248	
Nov. 2019			NURS300 NURS494	NURS330	NURS115	
Jan./Feb. 2020	NURS483**, BIOL 115, BIOL 252			NURS425	NURS205 NURS237	
April 2020	NURS202**, NURSN497**, NURS405				NURS245	
May/June 2020	BIOL 105, BIOL 115					
Sept. 2020	BIOL 251, NURS488**, NURS490**			NURS415	NURS201	NURS135 NURS248
Nov. 2020				NURS300 NURS494	NURS330	NURS115
Jan./Feb. 2021	NURS483**, BIOL 115, BIOL 252				NURS425	NURS205
April 2021	NURS202**, NURSN497**, NURS405					NURS245
May/June 2021	BIOL 105, BIOL 115					
Sept. 2021	BIOL 251, NURS488**, NURS490**				NURS415	NURS201
Nov. 2021					NURS300 NURS494	NURS330
Jan./Feb. 2022	NURS483**, BIOL 115, BIOL 252					NURS425

Indicates Prerequisites for all other nursing courses

Stand-Alone Courses: **DNUR483, DNUR488, DNUR490, NUR497 & DNUR202

Certificate in Gerontological Nursing: DNUR115, DNUR425, DNUR245 & DNUR488

Certificate in Continuing Care: DNUR135, DNUR115, DNUR205 & DNUR425

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