



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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Spring Convocation 2019

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Congratulations to the following students who received a Bachelor of Science in Nursing degree on May 5, 2019.

Emily Bellman, Pointe Claire, QC
Gladys Joy B. Betonio, Calgary, AB
Melanie Jade Boulerice, Laval, QC
Julie Boyer, Dorval, QC
Quintin George G. Bray-Stone, Sainte Anne de Bellevue, QC
Hsin-Yi Chang, Montreal, QC
Tania De Ciccio, Montreal, QC
Lauren Marie de la Bastide, Pointe Claire, QC
Victoria Anne Del Mei, Kingston, ON
Teresa Louise Denby, Bowmanville, ON
Ada Madalena Diaz, Mississagua, ON
Marian Patricia Girodat, Brantford, ON
Peggy Louise Hancock, Nepean, ON
Melissa Klammt, Pierrefonds, QC
John Justin Lim, Montreal, QC
Melissa Anne MacIntyre, Pierrefonds, QC
Rena Marie McCormick, Niagara Falls, ON
Rajesh Nagar, Montreal, QC
Gift Ezinwanyi Ogbogu, Edmonton, AB
Shanniel Novalee Powell, Lasalle, QC
Maghen Elizabeth Racey, Beaconsfield, QC
Ana Filipa Roque Martins, Montreal, QC
Catherine Anne Rose, Burlington, ON
Kathleen Marie Schindell, Oakville, ON (cont'd on next page)

Dominique Louise Renee Soubry, Dorval, QC
Lydia Tsay, Brossard, QC
Sherry Lynn Weese, Consecon, ON
Kathleen Mary Weir, Sault Ste. Marie, ON
Stephanie Williams, Lachine, QC

CONFIRMATION LETTERS

Please be advised that the Registrar's Office has developed an online request form in mesAMIS for an official confirmation of enrollment letter. Students can log on to mesAMIS and submit the request for an official letter to the Registrar's Office. Requests will be processed within two business days.

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_office/

TEXTBOOK INFORMATION



There are **two** methods in which to order your textbooks. Texts for 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. 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  and clicking on , 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.

****The fall 2019 courses will be listed in the July newsletter****

PAYMENT OPTIONS/RECEIPTS

All tuition fee payments are due the day before the course begins for fall & winter courses. ***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 Accounting Services website at:

<http://www.mystfx.ca/campus/admin/accounting-services/>

CHECKING YOUR ACCOUNT BALANCE

Checking your account balance:

1. Go to the StFX student home page <http://sites.stfx.ca/welcome/>

2. Select mesAMIS

mesAMIS »

3. Log in using your Student ID as your user name and your six-digit numeric password as your PIN.

4. From your homepage under “Look-Ups” and then click on “Tuition and Fees Information”

Look-Ups

- [Degree Application Status](#): Check your application status for the **Fall 2013 convocation**.
[Tuition and Fees Information](#)

5. For student account inquiries, please contact the StFX Business Office directly at (902) 867-2123/3738

COURSE WITHDRAWAL

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.

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 submitted to the Program Office via e-mail: distance.nursing@stfx.ca

ACADEMIC STANDING

A passing grade of **60% in each nursing course** is required for students in the Post RN BScN Program in order to receive credit for that course. The passing grade for all other courses in all programs is **50%**. A student must maintain a cumulative average of **55%** to remain in the program of study. PLEASE NOTE: students in the general BScN Program at St. Francis Xavier University require a grade of 65% to pass all nursing courses as per the new curriculum.

Program Requirements

Requirements for BScN for Registered Nurses

1. Students must complete **NURS 135 and NURS 115** before enrolling in any other core nursing course. Core nursing courses are: NURS 201, 205, 237, 245, 248, 300, 330, 415, 425 & 494).
2. All students who fail a nursing course must contact the Distance Nursing Program Coordinator.
3. Students who fail two required nursing courses will have their case reviewed by a committee consisting of the Distance Nursing Program Coordinator, the Director of the School of Nursing, the Chair of the School of Nursing, the Chair of the Distance Nursing Education Committee and one other faculty member associated with the Post RN BScN program to determine the student's eligibility for progression in the program. The Dean of Science will be notified of the Committee's recommendation.

STFX WEB MAIL ACCOUNT SET UP

Your StFX student email 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 e-mails from personal accounts often get caught up in the spam filter.

Accessing 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 user name (e.g., x2012abc) and your applicable password as **outlined on your PIN letter**.

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**

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:	abc1d4567e	
<i>Keep these in a secure place.</i>		

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.

****YOU MUST COMPLETE ALL STEPS WHEN SETTING UP YOUR WEB MAIL INCLUDING THE SECURITY QUESTIONS IN THE EVENT YOU FORGET YOUR PASSWORD****

Step 1: Connect to the Portal

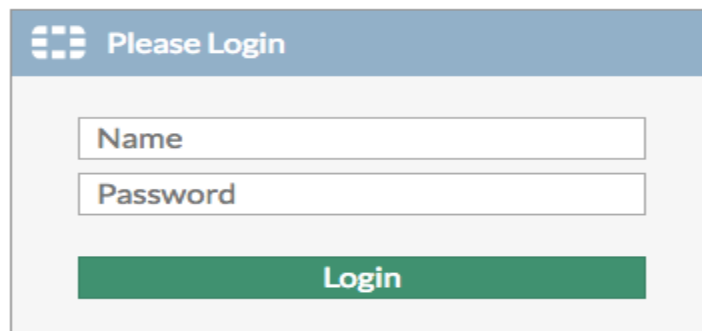
To Access MesAMIS Reports and Banner Self-Service:

1. Open an internet browser
2. Go to portal.stfx.ca
3. Login with your StFX Credentials (same as moodle)

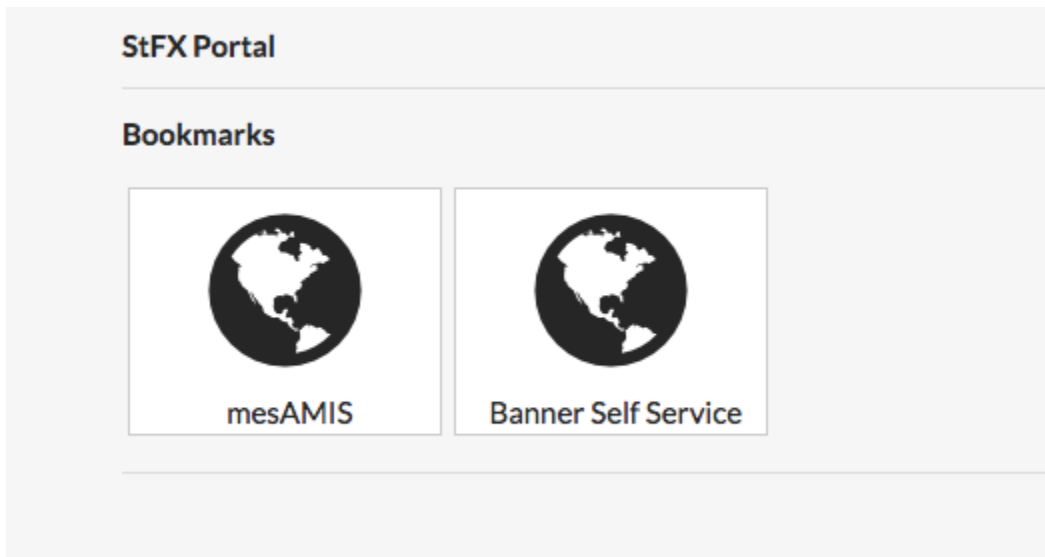
Example:

Username: x2018xxx

Password: Same password used to access Moodle and web mail (provided in pin letter)

A screenshot of a web login form titled "Please Login" with a logo icon. The form contains two input fields: "Name" and "Password". Below these fields is a green "Login" button.

Step 2: Select and Login into the System



1. Select the system you wish to access



Log in	
ID:	<input type="text"/>
PIN:	<input type="text"/>
<input type="button" value="Log in"/>	

2. Login using your MeaAMIS/Banner Credentials i.e. your Student or Faculty ID and, and your **6 digit PIN** as the password.

Example:

User ID: 201800000

PIN: 123456

REVISED MASTER SCHEDULE

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 497**, 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	
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
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
Jan. 2023	NURS 483**, BIOL 115, BIOL 252					NURS 425
May 2023	BIOL 105, BIOL 115					