ST. FRANCIS XAVIER
UNIVERSITY

XCHANGE
NEWSLETTER

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INSIDE THIS ISSUE

Welcome Aboard and Welcome Back to all New and Returning Students!!

Greetings to all Nursing 135 Students

We hope you are enjoying the course as you are well "into" it at this point. Time really has a way of flying when you enjoy what you are doing (and when you are a busy adult learner with many competing demands on your time). We want to remind you of the many resources available to support you in this effort through the St FX Distance writing centre and the StFX library services. Please consult your course outline on Moodle for details.

If you have any questions related to the course or your assignments, please do not hesitate to contact us any time. We check our email regularly and will attempt to reply to you within 24 hours.

Because you may be feeling stressed about writing your papers, as we know it may have been some time since many of you have written an academic paper, know that you are not alone. Thus, for the first time, your course includes an APA Exercise to help you "practice". Remember, you can always send a quick email to your professor for additional direction – whether for the APA exercise, the Take Home Assignment, or your Scholarly paper.

We want to encourage all of you to contact us as needed. We enjoy hearing from each and every one of you. Good luck with your writing and exam preparation.

Best from your course professors,

Debb Vandewater, Patsy MacDonald, Krista Smith, Andrew Heighton and Hannah McKay

X-RING INFORMATION

ORDERING AN X-RING:

X-Ring Eligibility

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.

only students enrolled in the 63-credit program are eligible to graduate and receive an X-Ring. You must be within 12 credits of completing your program in order to apply

http://www.stfx.ca/prospective/x-ring/information

PAYMENT OPTIONS/RECEIPTS FOR TUITION/REFUNDS

PAYMENT OPTIONS/RECEIPTS FOR TUITION

All tuition fee payments are due the day the course begins. *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 Financial Services website at:

http://www2.mystfx.ca/financial-services/methods-payment

Refunds

To drop a course please contact the Program Office by phone at **1.800.565.4371** or by email to distance.nursing@stfx.ca (we don't have a drop option on Banner). Please **do not** contact the Registrar's Office.

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 processing charge. After the three-week deadline has passed, there is no refund issued. Your application for a refund must be made in writing via email to the Program Office within the three-week period. Please include your StFX ID# and the name and number of the course.

Contacting your professor does not constitute formal withdrawal from a course and will not be considered in the calculation of a refund – you must follow the steps above.

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 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 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** **D. Sheppard-Lemoine**	**January 27 - April 3, 2020** **Online** **COURSE IS FULL**	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.

COURSE	DATES	DESCRIPTION
NURS 300.77 **Research Methods** **CRN 54961** **Lab CRN 54962** **A. Gillis**	**November 11, 2019 -** **April 3, 2020** **Online** **COURSE IS FULL**	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** **COURSE IS FULL**	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 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 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 252, and Biology 115.

The Registration Deadline is <u>November 26th, 2019</u> for courses starting in January 2020. Please select "<u>Full academic year 2019-2020</u>" when registering for these courses.

Please register ASAP as there is a limited number of spots available.

STUDENT E-MAIL ACCOUNTS

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. *Emails from personal email accounts often get caught in the spam filter and may go unnoticed.* PLEASE USE YOUR STFX WEB MAIL ACCOUNT WHEN CONTACTING THE PROGRAM OFFICE AND ALSO INCLUDE YOUR ID NUMBER TO EXPEDITE ANY REQUESTS.

TEXTBOOK INFORMATION

There are **two** methods in which to find your course textbooks.

Go to the StFX Bookstore website, https://shop.stfx.ca/shop/text-books/ You can also call the StFX Bookstore directly at their 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/registrars_office/

SCHOLARSHIP & AWARD INFORMATION

THELMA MAY KEMPFFER ENTRANCE SCHOLARSHIP

To be eligible, students must be accepted into the Post RN, BScN Program commencing studies in September 2018 **(this award is for students completing the full 63-credit Program).** Applications are individually evaluated with attention to evidence of professional competence, commitment to continuing education and involvement in professional activities.

Five awards of $1,000 each

Forward a resume with a letter of application to:
Michelle Boucher, Program Coordinator
Distance Nursing Programs
St. Francis Xavier University
PO Box 5000, Antigonish, NS   B2G 2W5 or email to distance.nursing@stfx.ca
Application deadline: October 30th, 2019   **(See attached for form)**

DISTANCE NURSING BSCN STUDY AWARDS

The Distance Nursing BScN Program Study Award is available to students enrolled in part-time post-RN BScN Program at St. Francis Xavier University. Six (6) awards of $500.00 are available to students enrolled in Post RN BScN Distance Nursing Program completing the 63-credit program.

Deadline for applications: November 30th, 2019

Click on this link to download a copy of the application for the above awards:

(See attached for form)

PROCTOR FORMS

Proctors

Students are required to obtain a qualified proctor to supervise the writing of their exams. A proctor must be in an administrative position and affiliated with an institution or organization (i.e., college, university, hospital or other health care organization). Students often approach their supervisor or unit manager at their place of employment. While not always possible, it is recommended that the student choose a person who is willing to assume this responsibility for the duration of the program of study.

Guidelines for Proctors and the Proctor Information are downloadable from Moodle. Please ensure that the forms are filled out legibly by your proctor. It is the responsibility of the student to ensure this information is completed by their prospective proctor and forwarded to the Program Office **in the first two weeks** of starting their program of study. 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.**

Proctor policies will be changing in January 2020. Proctors must be affiliated with a POST-SECONDARY INSTITUTION or TESTING CENTRE.

IF YOUR PROCTOR FORM IS ALREADY ON FILE, THERE'S NO NEED TO SUBMIT ANOTHER ONE FOR A DIFFERENT COURSE. THE INFORMATION STAYS ON FILE UNLESS YOU NOTIFY US WITH ANY CHANGES TO THE PROCTOR INFORMATION. PLEASE ENSURE THE PROCTOR PROVIDES A WORK EMAIL ADDRESS AND IF HANDWRITTEN AND THE FORMS ARE LEGIBLE AND IN ENGLISH.

Filling out a computer card for print exams. See diagram below:

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. DO NOT USE INK

NAME Tom Jones
COURSE DNur 115 DATE Jan. 2019

StFX Identification

Fill in the entire circle that corresponds to your answer **with a pencil**. **Example** ⬤ To make changes, erase marks completely. If using a **version**, ensure that you **indicate it** as scoring cannot be completed without it.

Version
Card No.   IGNORE THIS SECTION

PROGRAM HANDBOOK

The program handbook has been updated and a current copy can be downloaded from our departmental website: http://www2.mystfx.ca/continuingeducation/online-nursing-programs/post-rn-bscn-distance-nursing

FRIENDLY REMINDERS

If you have any questions or concerns regarding your studies, please contact the Program Office directly. Our program runs separately from the other programs on campus and most inquiries can be answered by calling the toll-free number **1.800.565.4371**. If we are not available please leave us a message so we can return a call or you can email us or the Program Coordinator, Michelle Boucher via the distance.nursing@stfx.ca web mail address.

Friendly reminders....

- **DO NOT CONTACT THE REGISTRAR'S OFFICE FOR REGISTRATION ISSUES.**
- The CDE support email (cdesupport@stfx.ca) is **ONLY** for technical issues for Moodle.
- Please contact *Financial Services* for all student account inquiries as the Program Office doesn't have access to student financial records.
- The Degree Application form can now be found in Banner and is no longer accessible through mesAMIS. **(this only applies to students completing the full 63-credit BSCN Program)**

- **Student Health Plan Details for 2019-2020**. Opt out must be completed ONLINE prior to September 30th at www.mystudentplan.ca (this is for students enrolled in 18 credits or more in this term).
- Voice mail & email messages: Please be advised that it may take up to **24 business hours** to respond to voice and email messages due to the higher than usual volume of calls this time of year. When leaving a voice mail message, please leave as much detail as possible providing your Name, Student ID, phone number and the nature of your call so we can efficiently respond to your inquiry. Please try to speak clearly and slowly.
- **Please note that this program is <u>not</u> eligible for funding in any of the Canadian Student Loan Programs.**
- *<u>The Program Office is open from 8:30 – 4:30 AST, Monday – Friday. We are closed on weekends.</u>*

ATTACHMENTS WITH THIS NEWSLETTER INCLUDE:

- ✓ Kempffer Award Information
- ✓ Study Award Information
- ✓ Curriculum Checklist (to keep track of your courses as you progress through your program)