



RANKIN SCHOOL OF NURSING
ST. FRANCIS XAVIER UNIVERSITY

BScN STUDENT HANDBOOK 2026-2027

Nursing your career....
your future



St. Francis Xavier University
Rankin School of Nursing
Antigonish, Nova Scotia
B2G 2W5

Local: (902) 867-2240

Email: nursing@stfx.ca

Website: Rankin School of Nursing

Contents

Welcome to the Rankin School of Nursing	3
How to Reach Us	4
General Telephone & Email List	5
WHO TO GO TO FOR	6
Bachelor of Science in Nursing Programs.....	7
BScN Program Structures.....	8
Clinical Placements	11
Clinical Placement – Frequently Asked Questions (FAQ).....	13
Student Resources	15
Scholarly Work.....	15
StFX Student Nursing Society.....	15
Technology Guidelines and Support for Students	16
Course Registration and Withdrawal	17
Academic Standing	19
Graduation	20
Appendix A – Additional Program Costs.....	Error! Bookmark not defined.

Welcome to the Rankin School of Nursing

We are thrilled to have you join us as you embark on this incredible journey of education. Our program boasts a century-long history in nursing education, reflecting our deep-rooted commitment to excellence and innovation in the field. We are proud of this history and our graduates.

Some of you are joining us directly from high school, while others have completed some post-secondary education, and others are already working as licensed practical nurses in our healthcare systems. Our three programs – four-year regular program, two-year accelerated option, and the part-time LPN to BScN – all follow a carefully developed curriculum framework that ensures you graduate out programs with the required entry-level competencies of registered nurses in Canada. Our programs have received program approval from the Nova Scotia College of Nurses (NSCN) and is accredited by the Canadian Association of Schools of Nursing (CASN).

You will have the benefit of learning with our faculty and nurse educators, who bring a wealth of experience and wide-ranging expertise. Your practice will begin in our state-of-the-art simulation centre where cutting-edge technology meets hands-on practice. We are here to guide and support you every step of the way, ensuring you receive the best education possible.

As you prepare for a career focused on caring, compassion, knowledge, and so much more, you will find numerous opportunities to innovate and gain invaluable experience in your education journey. We recognize the uniqueness and value of rural living and healthcare in rural areas and look forward to you having this experience. This unique aspect of our program will equip you with the skills and insights needed to make meaningful impact in diverse communities.

We are excited about the incredible contributions you will make to the nursing profession and the lives you will touch. While completing your education at StFX, there will be many opportunities to participate in a variety of activities, special projects, and to contribute within the school, university, and beyond. I encourage you to become engaged in these activities, not only to develop a social and professional network but to promote important issues.

I wish you much success and look forward to learning with you.

Sincerely,



Amy Hallaran, PhD RN
Associate Dean and Professor
Rankin School of Nursing



Welcome to the Rankin School of Nursing

How to Reach Us

St. Francis Xavier University
Rankin School of Nursing
2340 Notre Dame Avenue
Antigonish, NS B2G 2W5
Tel: 1-902-867-2240
Email: nursing@stfx.ca

Rankin School of Nursing Moodle Page

The [Rankin School of Nursing Moodle](#) page is your primary resource for all program related information. It provides access to course materials, clinical placement requirements, important forms, program updates, and other essential resources. Students are expected to check the Moodle page regularly to stay current with announcements and any changes that may affect their studies or clinical activities.

Office Hours

8:00AM – 4:00PM Monday to Friday

Administrative Staff

Amy Hallaran, Associate Dean
Donna Halperin, Director of Academic Programs (4-year stream)
Patti Hansen-Ketchum, Director of Academic Programs (AO/LPN streams)
Jeslyn MacDonald, Nurse Educator Lead of Clinical Education and Practice
Meagan Ryan, Director of Nursing Student Affairs and Educational Initiatives
Margie McIsaac, Administrative Assistant to the Associate Dean
Angela Glenn, Academic Administrative Assistant
Samantha MacKenzie, Clinical Placement/Scheduling Coordinator

As one of the programs of the StFX Rankin School of Nursing, the LPN-BScN stream is supported by the StFX Centre for Online Learning and Professional Studies Office.

LPN-BScN Program Staff

Fred Allen, Program Manager, Distance Nursing and Professional Studies
Debbie Coughlin, Program Assistant
Margaret Cameron, Clinical Placement/Scheduling Coordinator



We acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship". We also acknowledge that people of African descent have been in Nova Scotia for over 400 years, and we honour and offer gratitude to those ancestors of African descent who came before us to this land.

General Telephone & Email List

Some of the important university services and contact information is provided below:

University Switchboard.....(902)863-3300

Academic Offices/Departments

Admissions Office.....(902)867-2219 / admissions@stfx.ca
Registrar's Office.....(902)867-5118 / registrar.office@stfx.ca
Safety & Security Office.....(902)867-4444 / security@stfx.ca

Health & Counselling Centre.....(902)867-2263 / [Health & Counselling Centre](#)

Other Offices

Student Accounts Office.....(902)867-2123 / studentaccounts@stfx.ca

Technical Services

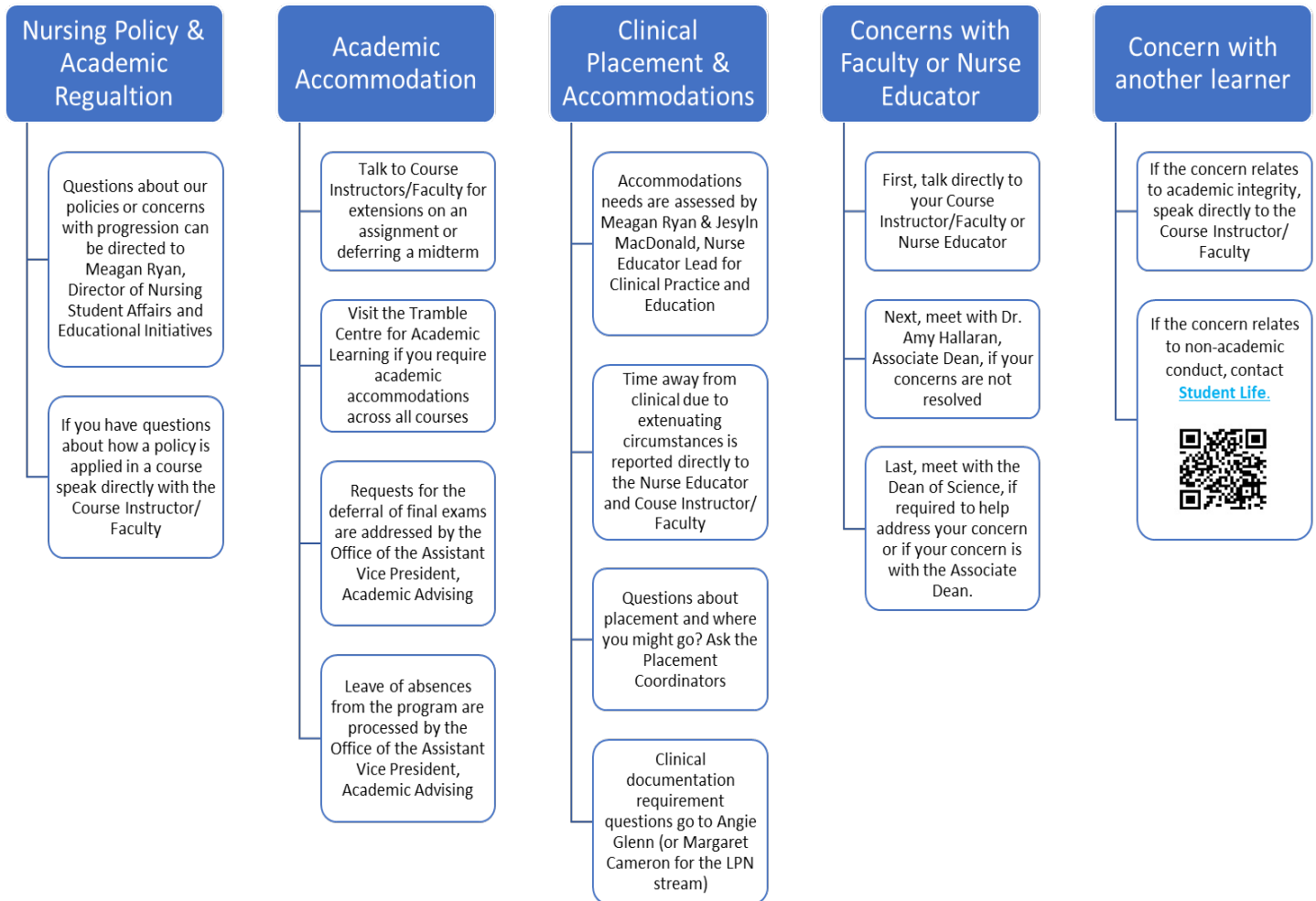
Information Technology (IT).....1-888-860-2356 / itservices@stfx.ca

Moodle Support

StFX On-Campus Support.....[Moodle Support](#)
StFX Online Support.....stfxonlinesupport@stfx.ca



WHO TO GO TO FOR ...



Bachelor of Science in Nursing Programs

Programs

Bachelor of Science in Nursing (4-years) [BScN 4-years](#)
Bachelor of Science Accelerated Option (2-years) [BScN AO 2-years](#)
Bachelor of Science in Nursing for LPNs [BScN for LPNs](#)

Admission Requirements

All applications and documents for the BScN programs must be sent to the StFX Admissions Office. Go to [Admissions](#) for additional details and contact information.

Funding

Funding options may be available to you while completing the BScN programs. The programs are fundable through Nova Scotia Student Assistance (NSSA); you may also wish to explore a student line of credit through a banking institution; and you may also qualify within the StFX bursary programs for supplemental support.

StFX offers a variety of financial support for students. Learn more about the services offered by our Financial Aid Office and discover scholarships available to StFX students at [Financial Support](#). In addition to scholarships and awards available to any StFX student there are bursaries and scholarships specific to nursing students at [Rankin SON Scholarships & Awards](#).

Progression Requirements

For more information, refer to section 9.28 Nursing (NURS) in the current [Academic Calendar](#).



BScN Program Structures

Refer to the current [Academic Calendar](#) for course descriptions.

	Rankin School of Nursing 4 Year BScN Program	
	September to December Semester 1	January to April Semester 2
Year 1	☐ ENG 111: Literature and Academic Writing I (3 credits) ☐ CHEM 151: Fundamentals of General Organic, Biological Chemistry (3 credits) ☐ BIOL 151: Fundamentals of Human Anatomy & Physiology I (3 credits) ☐ PSYC 155: Introduction to Psychology for Nurses (3 credits) ☐ STATS 101: Mathematical Concepts I: Sets, Logic, and Number Theory (3 credits)	☐ PHIL 135: Healthcare Ethics: Theories, Values and Practice (3 credits) OR ☐ RELS 117 – Ethical Principles for Healthcare Providers (3 credits) ☐ HNU 135: Introductory Nutrition for Nursing (3 credits) ☐ BIOL 152: Fundamentals of Human Anatomy & Physiology II (3 credits) ☐ BIO 115: Microbes in Human Biology (3 credits) Humanities/Social Science Elective
	Semester 3	Semester 4
Year 2	☐ NURS 206: Foundations of the Discipline & Professions of Nursing (3 credits) ☐ NURS 207: Introduction to Human Functioning, Homeostasis and Nursing Therapeutics (6 credits) ☐ NURS 208: Foundations of Health and Health Systems (3 credits) ☐ NURS 209: Introduction to Health Assessment and Clinical Nursing Practice (3 credits)	☐ NURS 231: Foundations of Research (3 credits) ☐ NURS 232: Alterations in Health and Nursing Therapeutics I (3 credits) ☐ NURS 238: Perinatal Nursing (3 credits) ☐ NURS 239: Nursing of Families and Children (3 credits) ☐ NURS 234: Introduction to Nursing Practice (3 credits)
	Semester 5	Semester 6
Year 3	☐ NURS 306: Advanced Nursing Leadership, Management and Evidence-Informed Practice (3 credits) ☐ NURS 307: Alterations in Health & Nursing Therapeutics II (3 credits) ☐ NURS 308: Acute Care Nursing: Perinatal, Children, Medical-Surgical, and Psychiatric (6 credits) ☐ NURS 309: Care of Persons Experiencing Acute, Episodic, and Life-Threatening Physical, Perinatal, and Mental Illness across the Life Span (3 credits)	☐ NURS 332: Advanced Therapeutics for Care of Persons Experiencing Complex Multi-System Health Challenges (3 credits) ☐ NURS 333: Care of Persons Experiencing Acute, Episodic & Life-Threatening Illness across the Life Span II (6 credits) ☐ Elective (nursing or non-nursing) ☐ NURS 334: Integrating Nursing Roles & Practice IV: Care of Persons Experiencing Complex Co-Morbidities and Chronic Health Challenges (3 credits)
	Semester 7	Semester 8
Year 4	☐ NURS 406: Preparing for Professional Role Transition (3 credits) ☐ NURS 408: Advanced Population & Public Health (3 credits) ☐ NURS 409: Exploratory Nursing Practice (6 credits) ☐ Elective (nursing or non-nursing)	☐ NURS 440: Transition to Nursing Practice: Consolidation (15 credits)

Red = Laboratory

Blue = Clinical Placement

Black = Theory

All BScN programs in the Rankin School of Nursing follow the same curricular framework, yet students enter the framework at different points considering their prior experience and learning. The AO stream starts in Semester 3. Learners enter the stream with pre-requisite courses and 30 university credits.

	Rankin School of Nursing Accelerated Option (AO)		
	Winter Semester 3	Spring/Summer Semester 4	Fall Semester 5
Year 1	☐ NURS 206: Foundations of the Discipline & Professions of Nursing (3 credits) ☐ NURS 207: Introduction to Human Functioning, Homeostasis and Nursing Therapeutics (6 credits) ☐ NURS 208: Foundations of Health and Health Systems (3 credits) ☐ NURS 209: Introduction to Health Assessment and Clinical Nursing Practice (3 credits)	☐ NURS 231: Foundations of Research (3 credits) ☐ NURS 232: Alterations in Health and Nursing Therapeutics I (3 credits) ☐ NURS 238: Perinatal Nursing (3 credits) ☐ NURS 239: Nursing of Families and Children (3 credits) ☐ NURS 234: Introduction to Nursing Practice (3 credits)	☐ NURS 306: Advanced Nursing Leadership, Management and Evidence-Informed Practice (3 credits) ☐ NURS 307: Alterations in Health & Nursing Therapeutics II (3 credits) ☐ NURS 308: Acute Care Nursing: Perinatal, Children, Medical-Surgical, and Psychiatric (6 credits) ☐ NURS 309: Care of Persons Experiencing Acute, Episodic, and Life-Threatening Physical, Perinatal, and Mental Illness across the Life Span (3 credits)
Year 2	Semester 6	Semester 7	Semester 8
	☐ NURS 332: Advanced Therapeutics for Care of Persons Experiencing Complex Multi-System Health Challenges (3 credits) ☐ NURS 333: Care of Persons Experiencing Acute, Episodic & Life-Threatening Illness across the Life Span II (6 credits) ☐ NURS 334: Integrating Nursing Roles & Practice IV: Care of Persons Experiencing Complex Co-Morbidities and Chronic Health Challenges (3 credits) ☐ Elective (nursing or non-nursing)	☐ NURS 406: Preparing for Professional Role Transition (3 credits) ☐ NURS 408: Advanced Population & Public Health (3 credits) ☐ NURS 409: Exploratory Nursing Practice (6 credits) ☐ Elective (nursing or non-nursing)	☐ NURS 440: Transition to Nursing Practice: Consolidation (15 credits)

Red = Laboratory

Blue = Clinical Placement

Black = Theory

Bridging Pathway Program	Rankin School of Nursing LPN-BScN Program		
	☐ ENGL 111: Literature & Academic Writing (3 credits) ☐ BIOL 115: Microbes in Human Biology (3 credits) ☐ STAT 101: Introductory Statistics (3 credits) ☐ NURS 297: Transitioning to the Role of a Professional Registered (3 credits) ☐ NURS 265: The Registered Nurse and Evidence-Informed Nurse Practice (3 credits)		
	May to July Semester 4A	September to December Semester 4B	January to April Semester 5A
	☐ NURS 232: Alterations in Health & Nursing Therapeutics I (3 credit In-Person Lab) ☐ NURS 233: Care of Families in Transition: Childbearing and Childrearing Years (6 credit)	☐ NURS 231: Fundamentals of Research (3 credits) ☐ NURS 234: Introduction to Nursing Practice (3 Credit Clinical)	☐ NURS 307: Alterations in Health & Nursing Therapeutics II (In-Person Lab) (3 credits) ☐ NURS 308: Acute Care Nursing: Perinatal, Children, Medical-Surgical, and Psychiatric (6 credits)
	Semester 5B	Semester 6A	Semester 6B
	☐ NURS 306: Advance Nursing Leadership, Management & Evidence Informed Practice (3 Credits) ☐ NURS 309: Care of Persons Experiencing Acute, Episodic & Life-Threatening Physical, Perinatal, & Mental Illness Across the Life Span (Clinical + SIM Days) (3 Credits)	☐ NURS 332: Advance Therapeutics for Care of Persons Experiencing Complex Multi-Systems Health Challenges (3 Credits)	☐ NURS 333: Care of Persons Experiencing Acute, Episodic & Life-Threatening Illness Across the Life Span (6 Credits)
	Semester 7A	Semester 7B	Semester 8
	☐ NURS 334: Integrating Nursing Roles & Practices IV: Care of Persons Experiencing Complex Co-Morbidities & Chronic Health Challenges (3 Credits) ☐ NURS 406: Preparing for Professional Role Transition (3 Credits)	☐ NURS 408: Advanced Population & Public Health (3 Credits) ☐ NURS 409: Exploratory Nursing Practice (Clinical 6 credits)	☐ NURS 440 Transition to Nursing Practice: Consolidation (Clinical 15 Credits)
	Year 1	Year 2	Year 3

Red = Laboratory
 Blue = Clinical Placement
 Black = Theory

Clinical Placements

The Rankin School of Nursing Placement team handles the assignment of clinical placements for students, which can occur in various locations beyond the primary area of Antigonish. Students are responsible for their own transportation and any costs associated with travel or accommodation, if necessary. There is no guarantee that a student's clinical placement will be in their preferred location.

Students will not email, call, or visit agencies (e.g., hospitals, clinics, or other healthcare organizations) to arrange their own clinical placements. All placements will be assigned and coordinated by the Clinical Placement/Scheduling Coordinator in accordance with the [Policy on the Assignment of Clinical Placements #5](#).

There are two types of placements within the program:

- **Group Clinical Placements** (NURS 234, NURS 309, NURS 334): Groups of students are led by a designated StFX Nurse Educator. Students will experience clinical rotations within Long Term Care, Acute Care, Obstetrics, Maternal Child, and Mental Health. These placements are arranged within Antigonish, New Glasgow, and surrounding areas.
- **Preceptored Clinical Placements** (NURS 409 and NURS 440): In these full-time placements, students work on one-on-one following the schedule of a designated RN Preceptor. These placements occur across the province. The Clinical Placement/Scheduling Coordinator for your program will request students to submit preceptorship location preferences for consideration.

Coordinating clinical placements involves several complexities, including securing preceptors and placement locations. As a result, the exact details – such as dates, shift times, and locations – may not be confirmed until closer to the anticipated start date.

Mandatory Pre-Clinical Document Requirements

To participate in clinical practice, students must complete several mandatory pre-clinical requirements. The Rankin School of Nursing sends students a *Welcome Letter* which includes pre-clinical forms outlining the requirements. It is strongly encouraged that students maintain their own personal health record by keeping copies of all documentation. Immunization documentation must be submitted as a complete package. Partially completed documentation will not be accepted. The following requirements are mandatory for entrance into clinical practice:

- Vulnerable Sector & Criminal Record Check (Local Police Department or RCMP Detachment)
- NS Child Abuse Registry NS Child Abuse Register
- Health Science Placement Network (HSPnet) Consent Form
- Student Data Form
- First Aid for semester 3 and CPR Health Care Provider course (annually)
- NSHA Student Immunization Record – Must be completed and signed by a Health Professional
- Student Data Form

Access to the full checklist can be found at [Rankin School of Nursing - Required Documents and Forms](#).

Additional Mandatory Preplacement Requirements

These requirements will be assigned to you for completion prior to the start of your first clinical placement:

- NSHA Student/Learner Placement Agreement
- NSHA Pledge of Confidentiality (annually)
- NSHA LMS eLearning Orientation Modules (annually)

Ensure all documentation is complete and submitted by specified deadlines to facilitate a smooth transition into your clinical placements.

Submitting Pre-Placement Requirements

The Clinical Placement/Scheduling Coordinator is required to submit confirmation of pre-placement requirements on behalf of students to NSHA one month before the scheduled placement start date. To ensure timely submission, students must provide all necessary pre-placement documents by the dates specified below:

- Bachelor of Science in Nursing (4-years) [BScN 4-year]: November 15th of Semester 3
- BScN Accelerated Option (2-years)[BScN AO 2-years]: March 15th of Semester 3
- Bachelor of Science in Nursing for LPNs (BScN for LPNs): August 15th of Semester 4A

Important: Missing the deadline will prevent participation in clinical placements. Timely submission ensures proper placement planning and avoids delays in course registration.

A Few Key Points to Keep in Mind

- **Pre-placement Requirements:** Documentation can take several weeks to several months to complete, especially if requiring vaccinations. Be sure to begin working on your pre-clinical documents early.
- **Timing & Flexibility:** While the Clinical Placement/Scheduling Coordinator can provide a general timeline, the specific details of your clinical placement may not be finalized until shortly before it starts. Be prepared for last-minute updates or changes.
- **Family and Professional Responsibilities:** The Clinical Placement/Scheduling team is aware that some students have competing responsibilities, such as family and work commitments. They are working to finalize placements as quickly as possible, but external factors (e.g., availability of preceptors or shifts in hospital needs) can sometimes cause delays.
- **Travel & Accommodation:**
 - a. Students are responsible for travel costs to their placements and potential short-term accommodation if the placement is far from their home.
 - b. For Distance LPN-BScN students completing placements in the Antigonish/New Glasgow area during Spring term (May-June), there is a special accommodation rate available to stay on campus.

Extenuating Circumstances

If you have an extenuating circumstance that may impact your ability to attend clinical placements, please contact the Director of Student Nursing Affairs & Educational Initiatives at the Rankin School of Nursing. The Director can provide guidance and support to address your situation.

Clinical Placement - Weather Guidelines

Traveling to clinical placements may be interrupted by weather-related events. When this occurs, students should consider the following:

- If the University is closed, Nurse Educator (NE) led clinical is cancelled during the cancellation hours.
- While in preceptor-led clinical placements, students may attend clinical during University closure if it is appropriate to do so.

Students who have safety concerns around traveling during inclement weather conditions to clinical placements should communicate these to the assignment NE or faculty. If the planned placement cannot

occur due to the weather conditions, the NE or faculty will notify the student(s) of an alternative plan for the clinical day. This plan can include spending clinical hours on campus, virtual options, or other plans at the discretion of the NE or faculty.

How to Get Ready for Clinical Practicums

Preparing for clinical placements involves adhering to the Rankin School of Nursing's Professional Appearance Policy [Rankin School of Nursing Regulations & Policies](#), which outlines specific guidelines for uniforms and required equipment. By adhering to these guidelines, you ensure a professional appearance that aligns with the standards of the Rankin School of Nursing.

Clinical Placement – Frequently Asked Questions (FAQ)

Have questions about your clinical placements? From site requirements to documentation and scheduling, our [Clinical Placement FAQ](#) - hosted on the Rankin School of Nursing Moodle page – can help provide answers. This resource contains the most up-to-date information, including placement requirements, timelines, and student responsibilities.

If you have additional questions, please feel free to reach out to your Clinical Placement/Scheduling Coordinator.



The table below presents a summary of courses that include clinical placements:

Rankin School of Nursing – Clinical Placements		
Course Name / Credits	Semester	Clinical Application
NURS 234 Introduction to Nursing Practice (3 credits)	Semester 4 – Winter Term (BScN 4-year program) Semester 4 – Spring/Summer Term (BScN AO 2- year Program) Semester 4 – Fall Term (LPN -BScN program)	BScN 4-year & 2-year students attend a 5-day introductory clinical placement, typically occurring within long-term care (LTC) facilities at the end of the semester. Semester 4 (LPN-BScN) – No clinical placement attached to course.
NURS 309 Care of Persons Experiencing Acute, Episodic, and Life-Threatening Physical, Perinatal, and Mental Illness Across the Life Span (3 credits)	Semester 5 – Fall Term (BScN 4-year program) Semester 5 - Fall Term (BScN AO 2-year program) Semester 5 – Spring/Summer Term (LPN-BScN program)	Students are in a clinical setting 2 days a week for two 6-week rotations within Med/Surg, and either OBS or Mental health.
NURS 334 Integrating Nursing Roles & Practices IV: Care of Persons Experiencing Complex Co-Morbidities and Chronic Health Challenges (3 credits)	Semester 6 – Winter Term (BScN 4-year program) Semester 6 – Winter Term (BScN AO 2-year Program) Semester 7 – Spring/Summer Term (LPN-BScN program)	Students are in a clinical setting 2 days a week for two 6-week rotations within Med/Surg, and either OBS or Mental health.
NURS 409 Exploratory Nursing Practice (6 credits)	Semester 7 – Fall Term (BScN 4-year program) Semester 7 - Spring/Summer (BScN AO 2-year program) Semester 7 – Fall Term (LPN-BScN program)	220-hour individual preceptorship placement
NURS 440 Transition to Nursing Practice: Consolidation (15 credits)	Semester 8 – Winter Term (BScN 4-year program & LPN-BScN program) Semester 8 – Fall Term (BScN AO 2-year program)	440-hour individual preceptorship placement

*For more detailed clinical course descriptions, please refer to the current academic calendar [Academic Calendar](#).

Student Resources

Student ID Cards

Student ID cards may be obtained by visiting StFX Safety & Security Services. The office is located at 5005 Chapel Square. For information, call (902)867-4444, email security@stfx.ca, or see the [StFX Safety & Security](#) website.

Library Resources

For information to help distance students across the appropriate library responses and get answers to their questions, please review the [Angus L. MacDonald Library](#) website.

Tramble Centre to Accessible Learning

Tutoring, note taking, academic strategy, assistive technology, and testing accommodation are just some of the supports available to students registered with the Tramble Centre. For more information visit the [Tramble Centre for Accessible Learning](#) website.

Academic Success Centre

Having trouble with a piece of work or with the workload generally? Missing deadlines, or perhaps overstressed by the approach? Need an experienced and knowledgeable set of eyes to guide you to a better level of work? We are here for you. The Academic Success Centre (ASC) is a collection of academic resources, a placer for StFX students to find free academic skills instruction/coaching, help on assignments, English language help, and a place to connect with subject tutors. For more information visit the [Academic Success Centre](#) website.

Course Related Questions

Although course materials provide clear learning objectives and expository material, there may be occasions when students have trouble understanding a particular lesson and wish to clarify course expectations or discuss assignments. If you have a question about any aspect of a course, the first thing you should do after reviewing the course information section on Moodle is to check the Q&A forum. If you are unable to find the answer, you can either post your questions in the Q&A forum (as others may have the same question) or you can email your instructor from your StFX email account.

Scholarly Work

Style Guide & Writing Resources

Evaluation relies heavily on the quality of written work. Scholarly writing is developed through practice and constant analysis of one's work and is fundamental to effective communication.

APA is the official editorial style required in the Rankin School of Nursing. The APA manual provides instruction for punctuation, grammar, spelling, headings, abbreviations, quotation marks, and citation of sources, as well as very useful information to guide the writing process. Students are required to purchase the manual and become familiar with APA requirements.

American Psychological Associate. (2020). *Publication Manual of the American Psychological Associate* (7th ed.) <https://apastyle.apa.org/products/publication-manual-7th-edition>

StFX Student Nursing Society

Our student-run nursing society is a dynamic organization dedicated to supporting, educating, and empowering nursing students through peer guidance and relationships. We foster a collaborative environment where students can enhance their skills, expand their knowledge, and build lasting professional networks.

Our goal is to foster a sense of community for StFX nursing students through various events throughout the year that allow everyone to come together and build connections. [Student Nursing Society](#) – email: nursingsociety@stfx.ca

Technology Guidelines and Support for Students

IT Services

For help with StFX email, Office 365, or system passwords:

- Call (902)867-2356 or 1-866-860-2356
- Email: itservices@stfx.ca

Online Support

For help with Kwe' (Moodle), on-campus and AO students to contact IT Services - [Service - Kwe' \(Moodle\)](#)

- Contact StFX IT Services Support by email to arrange a Kwe' tutorial, if you have any questions regarding the Kwe' site, or if you require technical support for Kwe'.

Bachelor of Science LPN-BScN requiring Kwe' (Moodle) help to contact StFX Online Support - stfxonlinesupport@stfx.ca

- Prior to the start of online courses, students will receive an email from StFX Online Support containing instructions on how to access their specific Kwe' (Moodle) course.

Access to StFX's Kwe' (Moodle): [Log in to the site](#) | StFX (Link: <https://moodle.stfx.ca>)

Technology Guidelines for Computer-Based Distance Courses

Please refer to the StFX Online webpage for detailed Technology Guidelines [Computer Requirements](#).

Your Student Account Access

After you have been accepted **and** confirmed into the program, you will receive a confirmation letter from the Admissions Office which will include your login information for accessing your StFX email, as well as University databases, such as myData and Banner Self-Service.

Your StFX student email account is used for all communication between you and StFX. All information coming from the School of Nursing, as well as other University offices, will be sent to your StFX email account only. It is vital that you check and maintain your account regularly.

Activating your StFX email account

1. Go to the StFX website, www.stfx.ca, then click on MyCampus (at the top of the screen)
2. Select the Microsoft 365 link and enter your StFX Username, be sure to include @stfx.ca (e.g., x2015abc@stfx.ca) and your applicable password as outlined on your acceptance letter.

Changing or Recovering your Password

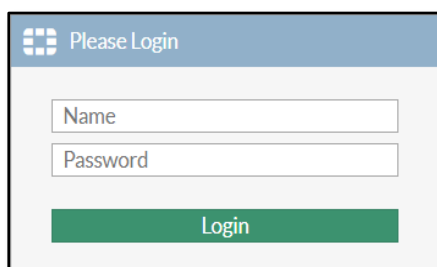
1. Go to the IT Services homepage: <https://stfx.teamdynamix.com/TDClient/1768/Portal/Home/>
2. Click on the **Password Reset** and follow instructions

If you are unable to access your StFX email account, please contact the Information Technology services at itservices@stfx.ca or phone (902)867-2356 or toll free at 1-888-860-2356.

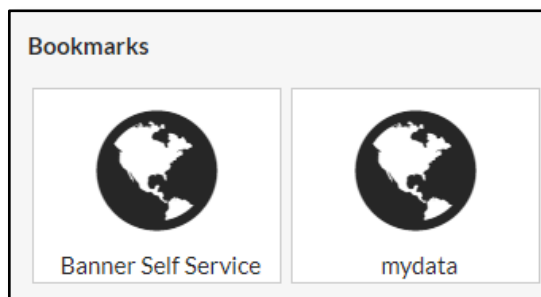
Accessing MyData & Banner Self-Service

MyData and Banner Self-Service are databases in which you can check your grades, your course registration, and your financial account.

1. Go to the [StFX Portal website](#)
2. Log in using your StFX Username (e.g., x2000abc) and Password
3. For **Banner Self-Service** – log in using your **StFX Student Number and 6 Digit PIN** – this is where you can verify/view your registration date/time(s) and grades
4. For **MyData** – log in using your **StFX Username and Password** – this is where you can view your financial account



A login form titled "Please Login" with a grid icon. It contains two input fields: "Name" and "Password". Below the fields is a green "Login" button.



Course Registration and Withdrawal

Course calendars for BScN students 4-year and 2-year programs are posted on the Registrar's website at [Academic Calendar](#) and the LPN-BScN program is posted [StFX Centre for Online Learning & Professional](#) (Fall/Winter and Spring/Summer) and contain all the information needed for course registration.

Important Note:

- The Rankin School of Nursing office registers BScN (4-year) and BScN AO (2-year) students into **all** their courses.
- The StFX Online Learning & Professional Studies Program Office registers LPN-BScN students into **all** their courses.

Course Withdrawals & Refunds

It is important to observe the formalities of withdrawing from a course to avoid academic penalty. Without 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 [StFX Online Refund Policy Link](#).

Deferrals

If you have been accepted into the BScN programs, you **will not** be able to defer your acceptance. You will need to reapply for the next admission cycle.

Pausing Your Studies

If you need to request a pause in studies, **after starting the program**, you must contact the Rankin School of Nursing at nursing@stfx.ca

Program Withdrawal Process

If you decide to withdraw from the program and university, you must submit a Student Withdrawal Request. See the [Registrar's Office](#) website for details and instructions at [Student Withdraw Request](#).

Course Fees & Receipts

The course fees are set on an annual basis by the StFX Board of Governors

Tuition Fees for Full & Part-time Nursing Students

See the [Financial Services, Student Accounts](#) website for the fee schedule.

Costs

Beyond standard university fees such as tuition, lodging, and student union fees, additional expenses for students in the nursing program include nursing equipment such as stethoscopes, nursing uniforms, travel and lodging expenses associated with practica, and resources such as software to prepare for the RN licensure exam (NCLEX). [Refer to Appendix A – Additional Program Costs.](#)

Payment Methods

See the [Financial Services, Student Accounts](#) website for details about the available methods of payment.

Checking Your Student Account Balance

1. Open the [StFX Portal website](#) page
2. Enter your username (x2000abc) and password
3. Click on MyData
4. Enter your Student ID and Password
5. Click on 'Account Activity'

If you have questions about your Student Account, please contact the Student Accounts Office, studentaccounts@stfx.ca.

Income Tax Receipts

You can request a tuition tax receipt, T2202A, for income tax purposes online through Banner Self-Service.

Grades & Transcripts

Grades

You can find your grades using the following process:

1. Open the [StFX Portal website](#) page
2. Enter your username and password
3. Click on Banner Self-Service
4. Enter your student ID and 6 Digit PIN
5. Click on 'myGrades'

Transcripts

You can print a copy of your unofficial transcript (Student Academic Summary Report) online, anytime by logging into Banner Self-Service and selecting "Services & Links". To request an official transcript from the Registrar's Office, please access the Transcript Request form located on the Registrar's Office website [Transcript Requests](#).

Academic Regulations

Academic regulations outlined in this handbook briefly introduce information contained in the StFX Academic Calendar. For more detailed information, refer to the current [Academic Calendar](#). In some areas, regulations have been adapted to meet the needs, requirements, and circumstances of the distance learning experience. In the case of dispute or misunderstanding, the Academic Calendar serves as the official reference.

Academic Standing

Students in the BScN Program **must** receive a grade of **at least 65%** for successful completion of each nursing course. The passing grade for non-nursing courses in the BScN Program is **50%**.

Advancement & Graduation Requirements

Progression requirements for the BScN program are outlined in the following table:

Degree	Admission	End of Second Year	Advancement end of Third to Fourth Year	Graduation and Fourth-Year Requirements
BSc Nursing	Successful completion of all mandatory courses in Program (first year), overall average of 65 in non-nursing courses ; and minimum grade of 65 in each nursing course	Successful completion of all mandatory courses; minimum grade of 65 in nursing courses; and pass for all clinical practice portions of courses	Successful completion of all mandatory courses; minimum grade of 65 in nursing courses; and pass for all clinical practice portions of courses.	Successful completion of all mandatory courses; minimum grade of 65 in nursing courses; and pass for all clinical practice portions of courses

What happens if I am unsuccessful in a course?

If you are unsuccessful in a course, particularly a required nursing course, you will be placed on academic probation. If you are unsuccessful in two courses, you will be placed on academic suspension. Additional unsuccessful attempts may result in dismissal from the program.

For more information, refer to section 9.29 Nursing – Progression Requirements in the current [Academic Calendar](#).

Final Grade Appeals

Please read the section on appeals for assignments and final grades through the most current edition of the [Academic Calendar](#). If students choose to appeal a grade the application is located at [Appeal a Grade](#).

Exam Deferrals

At StFX and within the Rankin School of Nursing, midterms and final exams may only be deferred in exceptional circumstances (e.g., student illness, family crisis, bereavement), as outlined in the Academic Calendar. In the interest of fairness, this policy applies equally to all students. Students seeking a mid-term deferral in exceptional circumstances (e.g., student illness, family crisis, bereavement) must contact the course instructor. If requiring deferrals for more than one mid-term exam, the student must contact the Director, Nursing Student Affairs and Education Initiatives. Deferral of final exams must be done through the Assistant Vice President, Academic Affairs office.

Academic Misconduct

All StFX students are expected to maintain the highest academic integrity. It is important to be aware of the penalties for plagiarism and the use of unauthorized aids in assignments or examinations as outlined in the Academic Calendar.

Students are expected to be familiar with university policies regarding academic dishonesty. If you are

unsure whether or not you need to cite a reference in a written paper, post, etc., please cite it! Material taken from others for responses, presentations, and papers must be acknowledged. **Failure to follow this practice may result in a grade of 0.**

Please review the StFX Academic Integrity Policy and Procedures and the Offences Against Academic Integrity, if required [Academic Integrity](#).

Graduation

Application to Graduate

Students in their graduation year **MUST** apply to be considered a candidate for the applicable convocation ceremony, even if you will not be attending the ceremony. Applications to apply for convocation can be located through Banner Self-Service. There are no fees associated with this application.

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

Graduation & Licensing Information

Once a nursing student has been confirmed as eligible to graduate with their BScN degree, their name is sent to the Nova Scotia College of Nursing (NSCN) by Dr. Amy Hallaran, Associate Dean, Rankin School of Nursing. Information for registering with NSCN can be found at [NSCN - First Time Registering in Nova](#).

If you plan to register in another province or country, you should contact the specific nursing licensing body to determine the steps for beginning their process.

RN Licensure

Nursing graduates apply to the Nova Scotia College of Nurses (NSCN) to write the licensure exam The Next Generation NCLEX (NGN) to become Registered Nurses (RNs) following graduation with their BScN degree.

Students have extensive opportunity to prepare for NCLEX-style testing throughout the program with a software package, HESI by Elsevier Publishing, which features realistic nursing case studies and NGN style questions to practice problem-solving and enhance clinical judgment. Additional information about NCLEX and RN licensure can be found on the NSCN website [NCLEX - RN Exam](#).

Appendix A – Additional Program Costs

There are costs associated with the nursing program beyond university tuition and fees. The following provides general estimates for budgeting purposes as the actual costs may fluctuate depending on vendor pricing. **All estimates are in Canadian dollars unless otherwise indicated.** These additional costs are collected in various ways throughout the program depending on the item.

To help prepare students and applicants, these direct fees and indirect costs (such as travel for clinical placements) are detailed in our BScN Student Handbook. The indirect costs will vary for individual students.

The following information is provided to help students financially prepare for the nursing program. These costs are separate from tuition fees found on the StFX website [Tuition & Fees](#).

Please Note:

- Courses from other departments and faculties that may be taken in first year and as electives are not included in the table provided. Typically, expenses in those courses will include the cost of textbooks, and/or software needed for completing the courses.
- The table of additional expenses starts when students enter the BScN stream and does not include courses taken in the LPN bridging program
- When an estimated fee is provided, it is subject to change as our estimates are based on quotes and expenses previously incurred
- When to expect these costs, in specific courses and semesters, is provided
- * These items are charged directly to your StFX student account and are subject to change

Year	BScN 4-Year Program		BScN AO Program			LPN – BScN Program		
	Fall	Winter	Winter	Spring/Summer	Fall	Spring/Summer	Fall	Winter
1	Textbooks CNSA \$15* Photocopy Fee \$15*	Vaccinations & clinical requirements: cost of any additional vaccines required for the program (e.g., TB testing) Nursing Kits – Approximately \$650 (end of 1 st year)	Textbooks Nursing Kits – approximately \$650 (before entering the program) CNSA Fee \$15* Photocopy Fee \$15 Name tags - \$11.20* (NURS 209) Lab Fee \$100* (NURS 207) Standard First Aid and CPR-AED	Textbooks Lab Fee \$100* (NURS 232) Travel & accommodation, if needed for clinical placement	Textbooks NCLEX preparation package – approximately \$500 (HESI) begin use in NURS 308 Travel & accommodation (if needed) for clinical placement	Textbooks CNSA Fee \$15* Lab Fee \$25* (NURS 232) Nursing Kits – Approximately \$650 (optional) (will need to purchase uniform and badges if not buying the kit) Vaccinations and clinical requirements: cost of any additional vaccines required for the program (for e.g., TB testing) and Standard First Aid and CPR-AED Travel & accommodation (if needed) for clinical skills lab	Textbooks Name Tags \$11.20* (NURS 234)	Textbooks NCLEX preparation package, approximately \$500 (HESI) begin use in (NURS 308)
2	Textbooks Name Tags *\$11.20* (NURS 209) Lab Fees \$100* (NURS 207) CNSA \$15* Photocopy Fee \$15* Standard First Aid and CPR-AED Vulnerable Sector/Criminal Record Check \$0-\$75	Textbooks Lab Fees \$100* (NURS 232) Travel & accommodation expenses (if needed) for clinical placement	Textbooks CNSA Fee \$15* Photocopy Fee \$15* Updating vaccinations (if required) CPR-AED renewal Travel & accommodation expenses (if needed) for clinical placement	Textbooks Vaccination requirements for out of province clinical placements (if required) Travel & accommodation expenses (if needed) for clinical placement	Vaccination requirements for out of province placements (if required) Travel & accommodation expenses (if needed) for clinical placement	Textbooks CNSA Fee \$15* CPR-AED renewal AD&D Insurance \$15* (NURS 309) Travel & accommodation (if needed) for clinical Placement	Textbooks	Textbooks
3	Textbooks NCLEX preparation package: Approximately \$500* (HESI); begin use in NURS 308 Lab Fees \$50 (NURS 307) CNSA Fee \$15* Photocopy Fee \$15* CPR-AED renewal Travel & accommodation expenses (if needed) for clinical placement	Textbooks Travel & accommodation expenses (if needed) for clinical placement				Textbooks CNSA Fee \$15* CPR-AED renewal Travel & accommodation (if needed) for clinical placement	Textbooks AD&D Insurance \$15* (N409) Vaccination requirements for out of province placements (if required) Travel & accommodation (if needed) for clinical placement	Vaccination requirements for out of province placements (if required) Travel & accommodation (if needed) for clinical placement
4	Textbooks Vaccination requirements for out of province placements (if required) CNSA Fee \$15* Photocopy Fee \$15* CPR-AED renewal Travel & accommodation expenses (if needed) for clinical placement	Updating of vaccinations (if required) Vaccination requirements for out of province placements (if required) Travel & accommodation expenses (if needed) for clinical placement						