RANKIN SCHOOL OF NURSING
ST. FRANCIS XAVIER UNIVERSITY

BScN
STUDENT HANDBOOK

Nursing your career….
your future

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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 our 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 and is accredited by the Canadian Association of Schools of Nursing.

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 all 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 a 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 Ave.
Antigonish, Nova Scotia B2G 2W5
Canada Tel: 1.902-867-2240
Fax: 1-902-867-5555
Email: nursing@stfx.ca

Office Hours

8:00 a.m. - 4:00 p.m. 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 stream)
Jeslyn MacDonald, Nurse Educator Lead of Clinical Education and Practice
Meagan Ryan, Director of Nursing Student Affairs & Educational Initiatives
Margie McIsaac, Administrative Assistant to the Associate Dean
Angie Glenn, Academic Administrative Assistant
Samantha MacKenzie, Clinical Placement Coordinator

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

Program Staff:

Fred Allen, Program Manager, Distance Nursing & Professional Studies
Debbie Coughlin, Program Assistant
Margaret Cameron, Clinical Placement Coordinator
Email: distance.lpn@stfx.ca
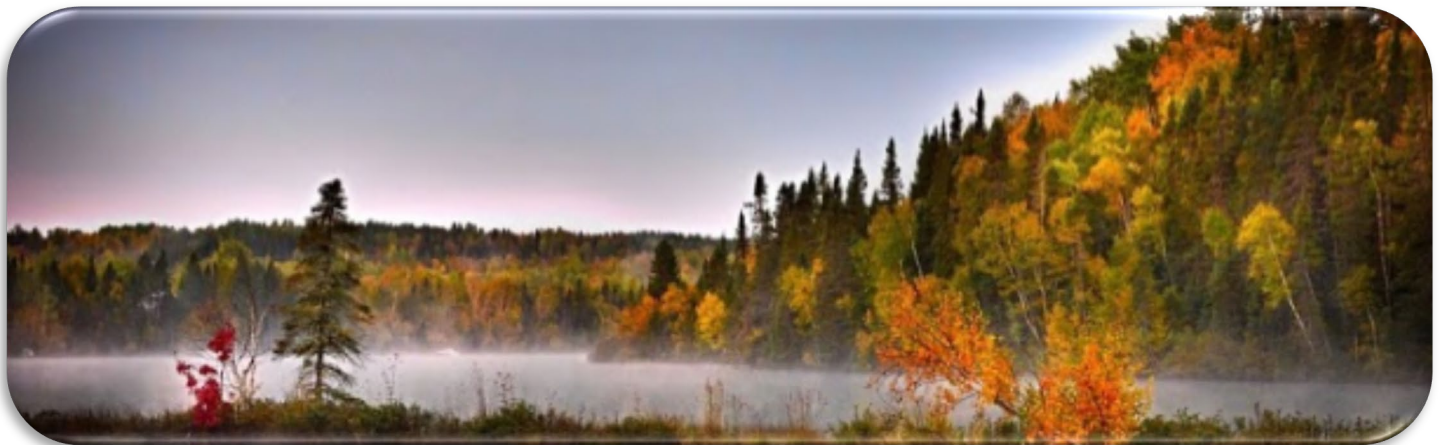
We acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship". We also acknowledge that people of African descent have been in Nova Scotia for over 400 years, and we honour and offer gratitude to 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

Bachelor of Science in Nursing Programs

Programs

Bachelor of Science in Nursing (4-years)   BScN 4-years
BScN 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

Note: 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 experiences 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

Winter Semester 3	**Spring/Summer Semester 4**	**Fall Semester 5**
☐ **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)

Semester 6	**Semester 7**	**Semester 8**

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)

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Rankin School of Nursing LPN to BScN Program		
Pathway Program	☐ **ENGL 111**: Literature & Academic Writing (3 credits) ☐ **BIOL 115**: Microbes in Human Biology (3 credits) ☐ **STAT 101**: Introductory Statistics (3 credits) ☐ **NURS 264**: Transitioning to the Role of a Professional Registered Nurse (3 credits) ☐ **NURS 265**: The Registered Nursing and Evidence-Informed Practice (3 credits)		

	May to July **Semester 4**	**September to December** **Semester 4**	**January to April** **Semester 5**
LPN-BScN Year 1	☐ **NURS 232**: Alterations in Health & Nursing Therapeutics I (3 credit In-Person Lab) ☐ **NURS 238**: Perinatal Nursing (3 credits) ☐ **NURS 239**: Nursing of Families and Children (3 credits)	☐ **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 5	**Semester 6**	**Semester 6**
LPN-BScN Year 2	☐ **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: Physical Health II (6 Credits)
	Semester 7	**Semester 7**	**Semester 8**
LPN-BScN Year 3	☐ **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 (6 Credits Clinical)	☐ **NURS 440** Transition to Nursing Practice: Consolidation (15 Credits)

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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.

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 LTC, Acute Care, OBS, 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 one-on-one following the schedule of a designated RN Preceptor. These placements occur across the province. The Clinical Placement 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 Consent Form
- First Aid for semester 3 and CPR Health Care Provider course (yearly)
  - **Note**: CPR must be updated annually, and proof of recertification will be placed on your file
- NSHA Student Immunization Record - Must be completed and signed by a Health Professional
  - **Note**: Confirmation of childhood immunizations can be obtained from Provincial Department of Health or Family Physician

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 Placement 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-year program) [BScN 4-years]:** November 15th of semester 3
- **BScN Accelerated Option (2-year program) [BScN AO 2-years]:** March 15th of semester 3
- **Bachelor of Science in Nursing for LPNs [BScN for LPNs]:** July 15th of semester 4A

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 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 placement team is aware that some students have competing responsibilities, such as family and work commitments. They're working to finalize placements as quickly as possible, but external factors (like availability of preceptors or shifts in hospital needs) can sometimes cause delays.
- **Travel & Accommodation**:
  a. Students are responsible for travel costs to their clinical 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 the Spring term (May-July), 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 Coordinator of Student Affairs at the Rankin School of Nursing. They can provide guidance and support to address your situation.

How to Get Ready for Clinical Practicums

Preparing for clinical placements involves adhering to the Rankin School of Nursing's Professional Appearance Policy, which outlines specific guidelines for uniforms and required equipment. The School of Nursing Policy on Professional Appearance is found at RSoN Regulations & Policies. By adhering to these guidelines, you ensure a professional appearance that aligns with the standards of the Rankin School of Nursing.

St. Martha's Regional Hospital

Viola's Place

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) 867-3981, email security@stfx.ca, or see the Safety & Security website.

Library Resources

For information to help distance students access the appropriate library resources and get answers to their questions, please review the Angus L. MacDonald Library website.

Tramble Centre for Accessible Learning

Tutoring, note taking, academic strategy, assistive technology, and testing accommodations 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 their 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 place 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

Additional writing resources and support is available through the Academic Success Centre.

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 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** (example: x2015abc@stfx.ca) and your applicable password as outlined on your acceptance letter.
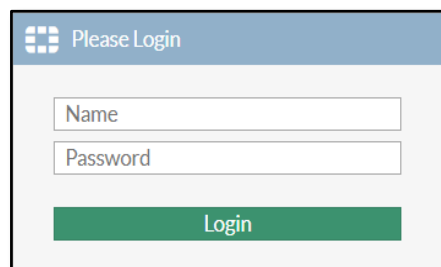
Changing or Recovering your Password

1. Go to the IT Services homepage: https://stfx.teamdynamix.com/TDClient/1768/Portal/Home/
2. Click on 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 registrations, and your financial account.

1. Go to the StFX Portal website,
2. Log in using your StFX Username (example: X2000abc) and Password
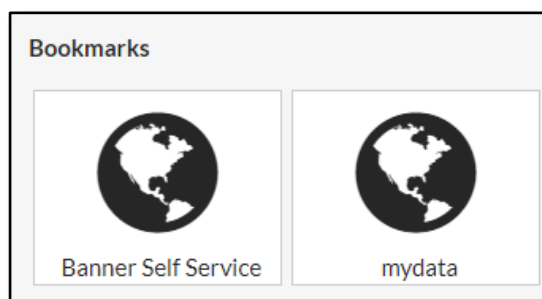
3. For **Banner Self-Service** - log in using your **StFX Student Number and 6 Digit PIN –** this is where you can verify/view your registration dates/times and grades.
4. For **MyData** - log in using your **StFX Username and Password –** this is where you can view your financial account.

Registration & 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 Studies (Fall/Winter and Spring/Summer) and contain all the information needed for course registration.

Important Note:

- **The Rankin SON 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 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. StFX Online Refund Policy Link.

Deferrals

If you have been accepted into the LPN to BScN Pathway Program, 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 the 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).

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 you grades using the following process:

1. Open the StFX Portal website page.
2. Enter your username (x2000abc) 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.

Course Failure

Any course failure, most particularly a failure in any of the required nursing courses, greatly jeopardizes a student's chance of successfully completing the program of study. A failure results in the student being placed on academic probation. Two failures, academic suspension. Additional failures will result in the student's dismissal from the program.

It may be possible for a student to repeat a failed course pending approval from the Associate Dean. In this case, the repeated course would be taken in conjunction with the next course on the schedule. Credit for the next course would be granted only if a minimum grade of 65% is achieved in the repeated course.

There is no guarantee that repeat courses will be approved/provided in any program of study. However, depending upon the individual circumstance, the Associate Dean will make every effort to provide an opportunity for the student to repeat the course in a following session but at the student's expense.

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.

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, <u>even if you will not be attending the ceremony</u>. 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 Scotia.

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.

1. **Textbooks**: Textbooks for health disciplines can be expensive as they are frequently updated due to changing knowledge. It is not wise to purchase used books until each course professor designates course texts.

2. **CNSA/Photocopy Fee ($30) ***: Annual membership fee for the Canadian Student Nurses Association (CSNA) ($15) and annual student-related printing costs ($15) are combined in a single fee

3. **Nursing Starter Packages (approx. $600):** The StFX Nursing Society will manage orders for your nursing uniform, stethoscope, and blood pressure cuff. You will also need a pair of white or dark sneakers or nursing shoes to wear **exclusively** in practice settings. NOTE, for students in the LPN to BScN program, you will require badges only. The cost of badges is $10.

4. **Nametags ($10) ***: Student name tags are to be worn on your uniform. Nametag purchases are arranged by staff within the school.

5. **First Aid & CPR Certification:** approximately $130

6. **TB Testing:** approximately $40-$100

7. **Criminal Record Check:** free if picked up in Antigonish - $0-$30

8. **NS Child Abuse Registry Check:** free no matter location

9. **CPR Re-certification:** approximately $85 (3rd & 4th year students)

10. **In-program HESI package (approximately $500) ***: Once you have graduated from the nursing program, you will be required by Canadian provincial-territorial nursing regulatory organizations to pass a professional licensure examination (NCLEX-RN©). The three nursing programs in NS have integrated an online Health Educations Systems Incorporated (HESI) package into our respective programs to support student learning and readiness for the NCLEX-RN© exam. This package will be available to you in Semester 5 and used throughout the balance of your program.

11. **Clinical:** Due to placements occurring throughout the province of Nova Scotia, you may incur additional travel and accommodation costs.

* These items are charged directly to your StFX student account and are subject to change.

Appendix B – Curriculum Framework: A Wheel of Change

The framework represents the curriculum in constant motion as it adapts to student learners' needs and voices and responds to expected and unexpected changes that arise from the interaction between complex spheres of influence represented around the outer rim (refer to Diagram 1). Adaptive evaluative processes influence curriculum changes with input from internal and external partners in academia, health systems, communities, and governing bodies. Current research, policies and anti-racism and anti-oppression practices also inform on-going quality improvement.
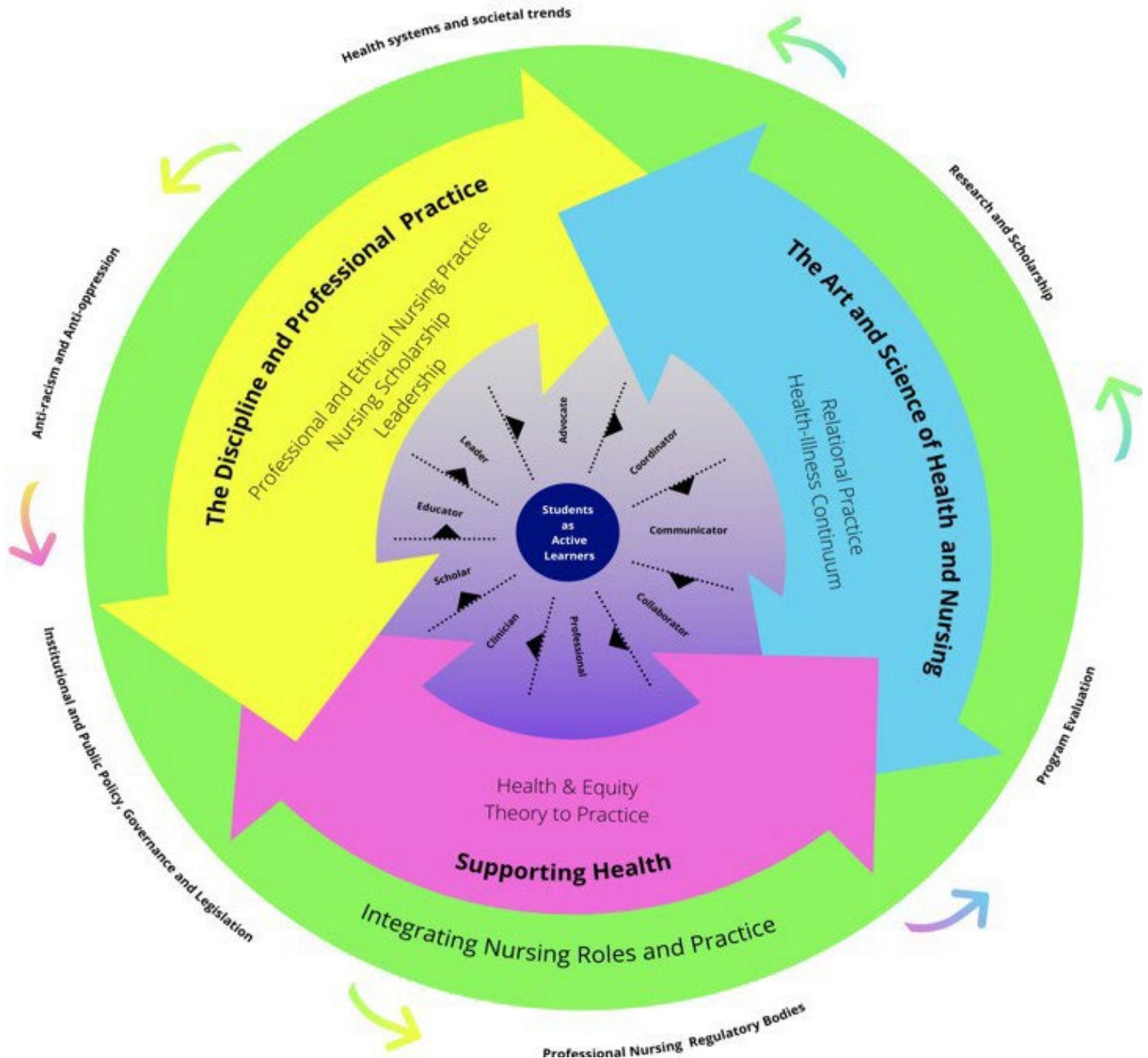

Diagram 1: A Wheel of Change

Diagram 1: Curriculum Framework: A Wheel of Change

There are four interrelated course concentrations within the curriculum: "The Discipline and Professional Practice", "The Art and Science of Health and Nursing", "Supporting Health" and "Integrating Nursing Roles and Practice" (refer to Appendix A for the course concentration chart). Courses are divided among these four concentrated areas of study within each semester. These course concentrations have associated themes represented with colored wedges in the framework (refer to Diagram 1). Each theme has related concepts and Nova Scotia College of Nurses (NSCN) entry level competencies (ELCs) (refer to Appendix B for theme and concept definitions and ELCs) which are captured in associated courses, teaching and learning activities, and evaluative criteria. Although related concepts and ELCs appear under specific curriculum themes, they more interrelated than exclusive.

At the center of the wheel are student learners from varied backgrounds who actively contribute to new understandings as a means of "seeing one another" within the curriculum. The grey-purple hub represents graduate outcomes, consistent with the ELCs. Collaborative partnerships between students, faculty, nurse educators, preceptors, intra-inter professional health care teams, patients, families, and communities are imperative for student achievement of these graduate outcomes. The black triangles at the centre represent the SON teaching and learning approach.

References

References available upon request.