



# ST. FRANCIS XAVIER UNIVERSITY

# XCHANGE NEWSLETTER

May 2020  
Volume 32  
Issue 2

Distance Nursing Programs • Continuing and Distance Education • 2175 Varsity Drive, MacDonald Hall  
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## Spring Convocation 2020

**Congratulations to the following students who received a Bachelor of Science in Nursing degree on May 28<sup>th</sup>, 2020.**

Thessalonica Alfaro, Lachine, QC  
Chelsea Karina Ali, Montreal, QC  
Jade Blenad Vaudreuil-Dorion, QC  
Damian Domingos Bowman, Brossard, QC  
Jamie Carle, Maniwaki, QC  
Nilofer Shamsudden Chamadia, Laval, QC  
Natalie Chantal Champagne, Saint-Catherine, QC  
Lianne Elizabeth Copeman, Montreal, QC  
Steffi Joy Fiege, Ottawa, ON  
Meighan Gadosy, Dorval, QC  
Loralie Anne Hachey, Carleton Place, ON  
Courtney Lee Hall, Pincourt, QC  
Gurjeet Kaur Harr, Dollard-Des-Ormeaux, QC  
Malaika Ruth Horsford, Lasalle, QC  
Charmaine Natasha Jarvis, Chateauguay, QC  
Fatma Khalfan, Laval, QC  
Tracey Ann Joy King, Gander, NL  
Micah Mae Lobo, Montreal, QC  
Kimberly Ann Lowe, Chesley, ON  
Mary Ann Barcelon Matienzo, Montreal, QC  
Mariel Atas Mojica, Dollard-Des-Ormeaux, QC  
Gina Rose Niutta, Mississauga, ON  
Janet Marie Taylor Patch, Ottawa, ON (cont'd on next page)

Syna Phann, Montreal, QC  
Sarah Toni Pothier, Napierville, QC  
Shannon Danae Reimer, Crystal City, MB  
Susan Mary Louise Reinhart, St Catherine, ON  
Mary Irene Rian Rivard, Lachine, QC  
Claire St Arnaud, Saint-Bruno-De-Monta, QC  
Shweta Shekhawat, Brampton, ON  
Roanne May Tabao, St. Lazare, QC  
Amanda Tandubuana, Pierrefonds, QC  
Karine Trudeau, Delson, QC  
Alexa Zawislak, Kirkland, QC



## NEW PROGRAM COORDINATOR

We are pleased to announce that **Fred Allen** has joined the Department of Continuing & Distance Education in the role of Program Coordinator, Distance Nursing Programs. Fred is a graduate of University of Western Ontario with a Bachelor of Science in Nursing, British Columbia Institute of Technology with an Emergency Nursing Specialty, and the Canadian College of Educators with a Certificate in Adult Education. He has held various roles in health care, including Clinical Informatics Specialist, nursing instructor, flight nurse and patient care in northern communities.



## CONFIRMATION LETTERS

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

## TRANSCRIPT REQUESTS

This link will take you directly to the Registrar's Office website to enable you to request your transcript.

[http://sites.stfx.ca/registrar\\_office/](http://sites.stfx.ca/registrar_office/)

### Verification of Course Completion (VCC) Forms (IEN students only)



Once you have completed the courses to meet your gaps, you must contact CNO to have them provide you with the VCC form. Only students can request this form from CNO. You must fill out the top portion with your personal information, then scan and email both the VCC form and the completed Transcript Request form to the Program Coordinator, Fred Allen, at [fallen@stfx.ca](mailto:fallen@stfx.ca)

The Program Coordinator will complete the VCC form and then send both forms to the Registrar's Office to be sent to CNO along with your transcript. (You must request your transcript at the same time that you send in the VCC form.) **NOTE: It can take up to 2 weeks for the VCC form to be completed and sent to the Registrar's Office.**

**PLEASE NOTE: COURSE DESCRIPTIONS FOR ALL COURSES ARE CURRENTLY ON FILE WITH CNO.**

**\*\*The Fall/Winter 2020 courses will be listed in the July newsletter\*\***

**The online registration commences July 22<sup>nd</sup>, 2020**

## PAYMENT OPTIONS/RECEIPTS

All tuition fee payments are due the day before the course begins for fall & winter courses. ***All payment or receipt inquiries are to be addressed to the Student Accounts Office at (902) 867-2123/3738.*** Payments may be made online by setting up St. Francis Xavier University as a Payee and the account number is your StFX student ID number. Cheques are to be made payable to St. Francis Xavier University and please indicate your student ID number on the cheque.

Details on all these options, including step-by-step instructions for online banking, are available on the Accounting Services website at:

<https://www2.mystfx.ca/financial-services/student-accounts>

## CHECKING YOUR ACCOUNT BALANCE

### Checking your account balance:

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

mesAMIS »

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

#### Look-Ups

4. From your homepage under “Look-Ups” and then click on “Activity and Current Balance on Your Student Account”

- Apply for Convocation through [Banner Self Service](#)
- [See Activity and Current Balance on Your Student Account](#)

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

**The charges for the courses commencing in May will be placed on your account the first week of July. Spring/Summer tuition does not include the “Student Union Fee” or the “Student Assistance Fee”. If you note any discrepancies, please contact the Business Office directly.**

[aservice@stfx.ca](mailto:aservice@stfx.ca)

## COURSE WITHDRAWAL

To drop a course without incurring **academic or financial prejudice**, students are required to notify the Program Office in writing (via fax or e-mail) by completing and submitting a withdrawal notice **no later than three weeks from the start date of the course**. Official notification must contain the course name and number as well as the student ID number. Please fax or email your request to the Program Office. Similar notification is required to withdraw from a program of study. **Notification to the instructor does not constitute official withdrawal.**

It is important to observe the formalities of withdrawal to avoid academic penalty. Without proper notification, a student remains on the official class and program lists. Thus, absence from exams and other requirements will result in a failure on the student’s university transcript.

If a student withdraws from a course within three weeks of the course start date, s/he is eligible to claim a tuition refund, less a **\$150.00** processing charge. After the three-week deadline has passed, there is no refund issued. Your application for a refund must be submitted to the Student Accounts Office via e-mail: [aservice@stfx.ca](mailto:aservice@stfx.ca)

## CONTACTING THE PROGRAM OFFICE

Please be advised that we continue to work from home due to the COVID-19 crisis. You can reach the Program Office staff by emailing the [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca) We are currently not available by phone. If there are any changes in these conditions, you will be advised in advance. Thanks for your cooperation! Stay safe and Healthy!

# REVISED MASTER SCHEDULE

## PART-TIME POST RN DISTANCE NURSING PROGRAMS

## Tentative Master Schedule

*Revised May 2020*

DATE	SCIENCE & ELECTIVES	23 <sup>rd</sup> CYCLE 2017	24 <sup>rd</sup> CYCLE 2018	25 <sup>th</sup> CYCLE 2019	26 <sup>th</sup> CYCLE 2020	27 <sup>th</sup> CYCLE 2021
Sept. 2020	BIOL 251, NURS 488**, NURS 490**		NURS 415	NURS 201	NURS 135 NURS 248	
Nov. 2020			NURS 300 NURS 494	NURS 330	NURS 115	
Jan. 2021	NURS 483**, BIOL 115, BIOL 252			NURS 425	NURS 205 NURS 237	
April 2021	NURS 202**, NURS 497**, NURS 405				NURS 245	
May 2021	BIOL 105, BIOL 115					
Sept. 2021	BIOL 251, NURS 488**, NURS 490** (under revision; won't be offered until January 2021)			NURS 415	NURS 201	NURS 135 NURS 248
Nov. 2021				NURS 300 NURS 494	NURS 330	NURS 115
Jan. 2022	NURS 483**, BIOL 115, BIOL 252				NURS 425	NURS 205 NURS 237
April 2022	NURS 202**, NURS 497**, NURS 405					NURS 245
May 2022	BIOL 105, BIOL 115					
Sept. 2022	BIOL 251, NURS 488**				NURS 415	NURS 201
Nov. 2022					NURS 300 NURS 494	NURS 330
Jan. 2023	NURS 483**, BIOL 115, BIOL 252					NURS 425
May 2023	BIOL 105, BIOL 115					

■ Indicates Prerequisites for all other nursing courses

**Stand-Alone Courses:** \*\*NURS 483, NURS 488, NURS 490, NURS 497 & NURS 202

**Certificate in Gerontological Nursing:** NURS 115, NURS 425, NURS 245 & NURS 488

**Certificate in Continuing Care:** NURS 135, NURS 115, NURS 205 & NURS 425

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