MEMORANDUM

TO: Year 4 Students (Class 2020)
FROM: Denise Waterman, Registrar (Room 1132, Telephone 777-8171, E-mail dwaterman@mun.ca)
DATE: June 21, 2019
RE: Fall Semester Registration

Advance registration for Fall commences July 16, 2019. Attached is your class schedule for Fall Semester.

To avoid problems with registration, please register for your courses in the following order: 1) NURS 4103, 2) NURS 4501 and, 3) NURS 4100.

There is a separate memo enclosed from the course leader of NURS 4501 – Community Health Nursing Practice II (Pam Ward).

If you need further clarification or experience trouble with registration, please call the Help Line at the Office of the Registrar at MUN (864-4442, 864-4445); or the Centre for Nursing Studies – Denise Waterman, Registrar – 709-777-8171, email dwaterman@mun.ca.

**Important Reminder:** You are responsible for ensuring your CPR-HCP certificate is current (within 12 months). You will be asked to provide a photocopy of your certificate prior to commencement of clinical practice. Please keep the original for your files.

Thank you and have a wonderful summer!
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**Course Registration Numbers**

NURS 4100: 031 66376 (Anne Marie Lewis)
NURS 4100: 030 66374 (Michelle Power)
NURS 4501: 030 44129 (Pamela Ward)
NURS 4103: 030 44125 (Lisa Picco)

**Fall Schedule - Year 4 (Class 2020)**

Bachelor of Nursing (Collaborative) Program

Centre for Nursing Studies
TO: Year 4 BN Students (Class 2020)
FROM: Pam Ward, NURS 4501 Course Leader
DATE: June 21, 2019

RE: NURS 4501 Clinical – Fall Semester

NURS 4501 – Community Health Nursing Practice:

NURS 4501 (Community Health Nursing Practice) involves 8 hours of clinical per week on Mondays. The NURS 4501 Community clinical placements will provide students with opportunities to work with selected groups at the community level. The assigned populations are from a variety of community agencies/organizations which may include: non-profit organizations, workplace settings, schools, professional associations, unions, and youth organizations, etc. Students will work in groups of 3 or more and stay with the same agency/organization for the full semester. Students do have the opportunity to choose their groups. All students should have received an email from Paula Fifield, clinical coordinator, regarding the choice of groups. Please note: these requests must be made before Friday, June 28, 2019.

As in previous courses with a community focus, some flexibility will be required on your part as the time frames may be different than the time scheduled, and the agencies are scattered throughout St. John’s and surrounding areas.

NURS 4501 – Orientation

NURS 4501 orientation is scheduled for Monday, September 9, 2019 at 09:00 at the Centre for Nursing Studies, Room G06. This is considered a clinical day and you will be expected to meet with your clinical faculty and group following orientation. Attendance is mandatory. You may also be required to meet with agency contacts on that day if they have requested a meeting in advance. Therefore, you should be available for the entire clinical day.

E-mail is the main method of communication for clinical information. Please ensure that you check your e-mail regularly.

Thank you and have a wonderful summer!


CENTRE FOR NURSING STUDIES
BN (COLLABORATIVE) PROGRAM

MEMORANDUM

TO: Year 4 Students (Class 2020)
FROM: Anne Marie Tracey, Associate Director & Glenys Moran, Years 3 & 4 Coordinator and Denise Waterman, Registrar
DATE: June 21, 2019
RE: General Guidelines/Information

1. Academic Regulations: Memorial University Calendar & CNS Student Handbook

Students should become familiar with the General University Academic Regulations (Undergraduate) and the Nursing Program Academic Standards and Promotions and other regulations. These are included in the MUN calendar and available online at www.mun.ca. As well, the CNS Student Handbook contains critical information that you will need to refer to on a regular basis. Any updates to the handbook will be distributed in September. It is also available online at www.centreformuniversity.ca.

2. Verification of Enrollment Forms

Please note that when BN students require letters to confirm their enrollment in the Program, they can be provided by the CNS Registrar, however, documents requiring the Memorial University seal must be obtained from the Registrar’s Office at Memorial University.

3. Travel and Vacation Plans (Important Dates, DO NOT book any trips during these times)

a) Students are reminded that final exams for the 2019-2020 academic year are scheduled as follows:

   Fall 2019 Examinations begin on Wednesday, December 4th and end on Friday, December 13th.
   
   Supplementary exams will take place on Friday, January 3rd, 2020. (Thursday, January 2nd if required)
   

   Students should not make travel or vacation plans that conflict with these program requirements.

4. CNS Student Name Tag and/or Photo ID

If you need a replacement nametag and/or photo ID, you will need to reorder one. To do this, please see Tina Norman Room 1111 to order and Brenda Haines Room 1032,
5. **Lockers**

Locker Application Forms will be available from the Operations Officer in the Mailroom. Locker assignments will be posted within a couple of weeks following commencement of the semester.

6. **CNS Parking Permits for the 2019-2020 Academic Year**

A limited number of parking permits will be made available to students in each year/program. A parking permit does not guarantee a parking place. There will be a random draw for parking permits.

These permits will be valid only for the student parking lot. The cost will be $10 and the permit will be valid from September 2019 – August 2020.

A permit application will be available from the Operations Officer during regular mailroom times. You will need to provide the vehicle model, color and license plate number before a permit can be issued.

7. **Fall Semester Registration**

If for any reason you are NOT planning to register for nursing courses in the Fall Semester, please contact Denise Waterman (Phone 709-777-8171; e-mail dwaterman@mun.ca; fax 709-777-8177).

8. **Pre-Clinical Placement Requirements**

All documents must be on file and up to date prior to beginning clinical. Students who have items outstanding will be contacted prior to commencement of clinical.

You are reminded that your CPR-HCP (Health care provider) certificate must be current and recertified every 12 months. You must submit a photocopy of a valid recertification prior to clinical. **Please keep the original for your files.**

9. **ATI Information**

A separate memo is enclosed regarding ATI.

10. **MUN Convocation**

The final date for filing with the Registrar an Application for Degrees and Diplomas for the Spring Convocation is early January. Applications are available on the MUN website. Any applications received after this date will be processed as time and resources permit.

In preparation for your convocation, the Registrar’s Office at MUN will automatically do a “degree audit.” In the process of doing this audit they will use the highest grade available from your transcript in situations where there is a choice. For instance, your degree requires one business course. If you have done three business courses that
satisfy the requirement, the one with the highest grade will automatically be used. The same principle applies to your electives.

Prior to registering for the Fall Semester, students should review the Suggested Sequencing of Courses, BN (Collaborative) Program located in the current MUN Calendar, School of Nursing section. This review should focus on whether you will have the courses to meet all of the degree requirements by the end of the Winter Semester. Any inquiries should be to the Registrar’s Office (Jennifer Porter) or to Denise Waterman.

11. ARN NL Scholarships (effective September 1, 2019 name will change to The College of Registered Nurses of Newfoundland and Labrador)

The following scholarship is available from ARN NL to students enrolled in Year 4 of the basic BN program.

➢ Bachelor of Nursing Scholarship (one $1,000 awarded annually to a full-time student in fourth year of the program).

Information and applications related to all ARN NL scholarships may be obtained by visiting the ARN NL website at www.arnl.ca choose Education and Research Trust from the menu.

Don’t miss this opportunity for educational financial support if you feel you could be a candidate for one of these scholarships.

Have a Safe and Happy Summer!

Anne Marie Tracey
(anne.marie.tracey@mun.ca)

Glenys Moran
(glenys.moran@mun.ca)
TO: BN Students (BN2, BN3, BN4 and Second Year Fast Track)

FROM: Associate Dean/Directors, Schools of Nursing

DATE: June 24, 2019

RE: ATI Integration 2019 – 2020

In order to prepare students for the NCLEX-RN® Exam, the three Schools of Nursing (CNS, MUNSON & WRSON) have endorsed the Assessment Technologies Institute (ATI) Nursing Education Learning System resources. ATI, a Kansas-based company, specializes in e-learning products such as online assessments, tutorials and remediation tools designed to prepare nursing students for the NCLEX-RN® Exam. Specifically, the three Schools of Nursing will be utilizing ATI’s Comprehensive Assessment and Review Program.

Please note that it is mandatory for students to purchase these resources, as they include the comprehensive exam required at the end of the BN (Collaborative) program prior to students writing the NCLEX-RN® Exam (as per School of Nursing Section 4.1 General Regulations – in the Memorial University Calendar 2019 – 2020). Failure to purchase these resources means that students will not be able to write the NCLEX-RN® Exam.

We recognize that the purchase of ATI resources is a “beyond tuition” program cost, however, we remain committed to providing students every opportunity for success and have been very satisfied with the success so far of students who have consistently used ATI.

Registration is now open. In order to access the materials available, students must register with ATI by September 16, 2019. Please note that students registering after this date will be charged a late registration fee of $35 US.

Registration information, payment codes and costs are available as a second attachment to this e-mail.
Your cohort has been set up to use ATI's online payment system. Use the following steps to make your payment for this semester:


2. Enter your Username and Password in the Sign-in Box on the right hand side of the screen. If you do not already have an ATI Username, click on 'Create an Account' below the password box.

3. On your My Account page, confirm the school you are attending is chosen under Institution Info. Your institution should be listed as Centre for Nursing Studies.

4. Click on the "My Purchases and Payments" tab on the top of your My Account page. Enter the Payment and Cohort Code shown below:
   - Payment Code: 0125692
   - Cohort Code: 0520
   - Amount Due: $172.50

5. Payments must be made before midnight on September 18, 2019 (Eastern time zone) to avoid a late payment fee of $35.00. If you have missed the payment deadline you can still make your payment by following the steps above.

The system will not allow you to access any ATI online materials or exams until the order is submitted.

This payment must be made via credit or debit card. ATI does not take your payment information over the phone. ATI does not offer returns, refunds or credits once the payment is made.

Please don't hesitate to contact our Customer Service Department at 800.667.7531 if you need additional information.

Thanks,

Assessment Technologies Institute®, LLC

This document is intended for Instructors/Directors to hand out or email to students.
Nursing Textbook List – Year 4 (Class 2020)
Fall Semester 2019

Textbooks for nursing courses offered at the Centre are labeled Centre for Nursing Studies.

**Bookstore Hours**

The bookstore is open Monday to Friday 08:30 – 16:45 and remains open during the lunch period. The bookstore is closed on Saturday, Sunday and on all University holidays.

Extended hours are offered at the beginning of Fall and Winter Semesters. These hours of operation will be posted on their website.

**Fall Semester Nursing Textbooks**

No textbooks required for purchase.

Visit the MUN Bookstore Website www.bookstore.mun.ca for book prices and date of availability.