



**FACULTY OF  
NURSING**  
UNIVERSITY OF ALBERTA

# **UNDERGRADUATE NURSING PROGRAMS**

## **2014 - 2015 STUDENT MANUAL**

University of Alberta Faculty of Nursing

<http://www.nursing.ualberta.ca>

revised June 25 2014



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Please note this important detail found at  
the front of the University Calendar!

**[HTTP://WWW.REGISTRAR.UALBERTA.CA/CALENDAR/INDEX.HTML](http://www.registrar.ualberta.ca/calendar/index.html)**

“Students are responsible for the completeness and accuracy of their registrations and for the completion of the specified program requirements. This requires careful attention to course selection and compliance with prerequisite and corequisite requirements. Please read the Calendar carefully and use it when you register. If in doubt about the regulations pertaining to your appropriate program, consult the appropriate University official.”

# 1. MAJOR DEADLINES FROM THE 2014/2015 ACADEMIC SCHEDULE

For details regarding these deadlines, see §11 in 2014/2015 Calendar.

## FALL/WINTER DEADLINES

Term Event	Fall Term	First Half	Second Half	Winter Term	First Half	Second Half	Fall/Winter (both terms)
<b>Application to Convocate:</b> (Undergraduate)	Sept 1, 2014			Feb 1, 2015			
<b>Classes Begin</b> Undergraduate and Graduate	Sept 3, 2014	Sept 3, 2014	Oct 27, 2014	Jan 5, 2015	Jan 5, 2015	Mar 2, 2015	Sept 3, 2014
<b>Registration: Add/Delete (No academic record)</b>	Sept 16, 2014	Sept 16, 2014	Nov 7, 2014 (delete only)	Jan 16, 2015	Jan 16, 2015	Mar 13, 2015 (delete only)	Sept 16, 2014
<b>Credit to Audit</b> Undergraduate	Sept 17-23, 2014			Jan 19-23, 2015			Sept 17-23, 2014
<b>Audit Registration</b>	Sept 17-23, 2014			Jan 19-23, 2015			Sept 17-23, 2014
<b>Fee Payment</b>	Sept 30, 2014			Jan 30, 2015			Sept 30, 2014
<b>Fee Refund (50%)</b>	Oct 3, 2014	Sept 26, 2014	Nov 14, 2014	Feb 4, 2015	Jan 23, 2015	Mar 18, 2015	See Note
<b>Withdrawal (Nursing Theory)</b>	Nov 26, 2014	Oct 10, 2014	Nov 26, 2014	Apr 1, 2015	Feb 6, 2015	Apr 1, 2015	Apr 11, 2015
<b>Withdrawal (Nursing Clinical)</b>	Nov 26, 2014	Oct 10, 2014	Nov 26, 2014	Apr 1, 2015	Feb 6, 2015	Apr 1, 2015	
<b>Examinations</b>							
Reappraisal Requests	Feb 1, 2015			June 25, 2015			June 25, 2015
Reexamination Applications	Within 10 days of posting of results			Within 10 days of posting of results			Within 10 days of posting of results

### Note:

Specific deadlines and further information for withdrawals, refund deadlines, changing from credit to audit, etc. are listed in Section 11 on page 4 & 5 of the 2014/2015 University of Alberta Calendar

The Academic Schedule (Section 11.1) is located on pages 6-10 of the 2014/2015 University of Alberta Calendar.

The best source of information regarding Faculty of Nursing Undergraduate Programs is found within the 2014-2015 University of Alberta Calendar.

- Section 133 (see pages 309 to 311) describes Faculty of Nursing Regulations regarding academic standing and graduation.
- Section 134 (p. 311 to 315) outlines the Programs of Study requirements for the Nursing Programs.
- Section 132 Faculty of Nursing General Information (see pages 307 - 309).
- University Regulations and Information for Students (see pages 64-90).

## 2. ONECARD – THE UNIVERSITY’S IDENTIFICATION CARD

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The ONECard is the official UofA identification card and exhibits your name and photo, ID number, a library bar code and your current status (eg. Student). It is necessary for writing examinations, student discounts, obtaining transcripts, and using many campus services such as library borrowing privileges, photocopying, door access and laser printing. University of Alberta students are entitled to a ONECard for the duration of their studies.

If your ONEcard is lost or stolen, you must notify the ONECard Office or Campus Security in order to permit its cancellation. Such notification must be made in person or by telephone to the following numbers: ONECard Office (780) 492-7924 or Campus Security (780) 492-5252. You must also notify the Registrar's Office immediately (Ph. 780-492-3113).

For any enquiries, please contact the ONECard Office, B-12 Cameron Library, Ph. 780-492-7924; Email: [onecard@ualberta.ca](mailto:onecard@ualberta.ca) or website: [www.ualberta.ca/ONECARD](http://www.ualberta.ca/ONECARD)

## 3. TRANSFER CREDITS

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### a. TRANSFER CREDITS

Upon admission, credit is granted for previous courses taken which can be applied to the program. If you feel that certain courses may have been overlooked, please consult with your Admissions and Records Advisors or the Student Advisor.

During your course of studies you may decide to take courses that are transferable from other institutions. Make sure you determine that the course you take is in fact transferable prior to enrolling. Letter of Permission forms are available in the Undergraduate Services Office. Complete this form and obtain approval prior to enrolling in a course offered at another post secondary institution.

Once you have completed a course at another institution, arrange to have an official transcript sent directly from that school's registrar's office to the UofA's Registrar's Office. Your unofficial transcript is available through Bear Tracks and lists the advance credits you have been granted.

### b. CHALLENGE FOR CREDIT

Students who believe they have “mastery of course content” can apply to take selected courses by **Credit by Special Assessment**. Challenge examinations will be held during two time periods: the week prior to the Fall Term and prior to the start of Spring Term. In the event of being unsuccessful in the challenge examination, the student must register and take the course in the upcoming term.

Credit by Special Assessment is only available in certain courses under specific circumstances. See Section 14.2.5, and contact the Student Advisor for any further information.

## 4. ACADEMIC INFORMATION

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### a. PROGRAM REQUIREMENTS

It is your responsibility to ensure that you complete all required courses necessary for your degree. You should therefore be familiar with your program of studies, courses already taken and courses required. A record of courses completed and those still outstanding is kept in your student file. If you would like to review these, contact the Admissions & Records Advisors in your alpha range at the Undergraduate Student Services Office.

Courses have been arranged in a sequence by terms and by year. This is designed to enhance your learning as one course builds on another. In addition, specific knowledge and skills are necessary for the provision of safe and competent nursing care. Students registering in courses for which there is a prerequisite listed must meet the prerequisite requirements. University departments may cancel the registrations of students in courses offered by the departments who do not meet the prerequisite requirements. Attempting to take courses out of sequence may create learning problems or timetable difficulties that may add to the length of your program. Course descriptions presented in the Course Listings section of the 2014-2015 University Calendar (pages 512-834) indicate necessary prerequisites and corequisites. Please abide by these when making your course selections.

### b. PROGRAM PLANNING SHEETS

A copy of the degree requirements in a program planning sheet format is available for students to record their progress through

their degree studies. These sheets are located on the Faculty of Nursing “Ask the Student Advisor” section of the website under the heading “Program Planning Sheets”

### c. RESIDENCY REQUIREMENTS

Students are required to complete a minimum amount of University of Alberta course work in order to meet the University’s residence requirements. Section 133.2(6) in the Faculty Regulations of the University Calendar states, “Although advanced credit toward the nursing degree can be given for coursework completed at a university other than the University of Alberta, a minimum of 50% of the total units of course weight must be taken at the University of Alberta before the degree can be granted.”

<b>BScN Stream</b>	<b>Number of credits required for residency</b>
Collaborative BScN prior to 2014	68 credits
Collaborative BScN starting 2014	62 credits
After Degree BScN	43 credits
Honors BScN	69 credits
RPN to BScN	35 credits
Bilingual BScN	65 credits

<b>Collaborative College</b>	<b>Required UofA courses</b>
Grande Prairie Regional College	NURS 490, 491, 494 and 495
Keyano College	NURS 490, 491, 494 and 495
Red Deer College	NURS 490, 491, 494 and 495

Students at the Collaborative sites in Grande Prairie, Fort McMurray and Red Deer follow the requirements of the respective college calendar for the first three years of the program. In Year 4 they are admitted to the Faculty of Nursing and complete the following University of Alberta courses.

Students from the Collaborative sites complete the degree requirements for Year Four.

### d. ALTERING THE SEQUENCE OF YOUR PROGRAM

Section 133.2(11)a of the 2014/2015 University Calendar states “Students who wish to alter the course sequence of their program as laid out in the calendar, or who have withdrawn from or failed a course must see the Student Advisor immediately to discuss program completion options. Reregistration cannot occur without permission from the Faculty. Students will be competing for available space in nursing courses when returning. Students may be required to enroll in a refresher course prior to proceeding in clinical nursing courses in order to protect the public interest.”

### e. TUTORIAL AND LABORATORY PERFORMANCE (CONTEXT BASED LEARNING COURSES)

Students must demonstrate satisfactory performance in Context Based Learning (CBL) Tutorials and CBL labs in order to successfully complete the program.

Attendance at CBL tutorials / labs / fixed resource sessions is required for successful completion of these courses. Students with advanced standing will still be expected to participate in all CBL activities and will be expected to apply knowledge from those courses in which they have advanced standing.

### f. WRITTEN ASSIGNMENTS

There is a recognized scholarly style of writing that has Faculty of Nursing approval. It is recommended that you purchase and use the *Publication Manual of the American Psychological Association*, (6th ed.) for format and structure of papers. Many instructors give weight to format and style when grading papers.

The Student Success Centre provides classes and seminars to assist students develop their writing skills. Details at this link:

	Letter Grade Point	Grade Value
Excellent:	A+	4.0
	A	4.0
	A-	3.7
	B+	3.3
Good:	B	3.0
	B-	2.7
	C+	2.3
Satisfactory:	C	2.0
	C-	1.7
Poor:	D+	1.3
Minimal Pass:	D	1.0
Failure:	F	0

## g. UNIVERSITY OF ALBERTA GRADING SYSTEM

The University of Alberta adopted the current grading system in September 2004. The undergraduate grades are listed below:

## h. FROM MARKS TO GRADES

*How is the grading process done in undergraduate courses of the Faculty of Nursing?*

The Faculty of Nursing uses the following method:

- Instructors assign raw marks from assignments, examinations, etc. throughout the term (e.g. 20/30 paper, 16/20 objective structured team exam, 25/30 final examinations, 32/40 direct clinical observation).
- At the end of term these raw marks are added to obtain a cumulative mark for each student. It is important to understand that cumulative marks are then compared in order to assign a grade that is a reflection of a student's performance as well as a reflection of how her/his performance compares with that of other students. Cumulative marks are compared using the method described below.
- In general, in undergraduate sections of a course that are given simultaneously, the cumulative marks of all students enrolled in the course (e.g. all sections of a clinical course that occurred in the first 7 weeks of Fall term, all sections of a course delivered over 13 weeks in Winter term) are grouped together for the purpose of assigning grades.
- All cumulative marks are ranked.
- In a team meeting, the course instructors identify the natural breaks. A natural break is a cut off point in a list of marks. For example, let's assume that there were many students who received a score of 78 and that the next best score was 74 followed by many 73s. Seventy-four would be a natural break. The natural break system helps establish those students who will receive A+, A, A-, etc... Finding natural breaks is not the same as bell-curving the marks. Bell curves are not used in the Faculty of Nursing.
- Once natural breaks have been determined and instructors have agreed with the proposed distribution, letter grades are



assigned and grade sheets are submitted to the respective Associate/Assistant Dean.

## i. ACTION PLAN FORM

An Action Plan Form is used by Faculty of Nursing instructors to formally record a plan of action to address a concern they may have about a student's performance. Unlike an assignment or an exam, which can be given to another faculty member to re-mark, clinical performance or actions such as professional behaviour cannot be re-evaluated by a second person. Therefore, an instructor can formally record observations or incidents on an Action Plan Form. The instructor and student then discuss the issue and together an action plan is initiated.

## j. COURSE WITHDRAWALS

Students in good standing who withdraw from clinical nursing courses may seriously affect their progress in the program. Students withdrawing from clinical courses will need to compete for available places in subsequent course offerings. Two withdrawals or failures from a clinical course can result in the student being required to withdraw from the program! **If you are planning on withdrawing from a nursing course, contact the Student Advisor immediately.**

## k. TEXT BOOKS

For the most current and accurate text book list, please refer to the required resources list contained within each course outline.

## l. ACADEMIC STANDING

### **Students admitted to the Faculty of Nursing from September 2009 onwards.**

2009/2010 University Calendar, Section 133.2(1) page 273 (refer to the University Calendar of the year of your admission)

- A. Satisfactory Standing: For promotion, a student must pass all courses and obtain a minimum GPA of 2.0.
- B. Whenever a student receives a grade of F, D, D+ or C- in a nursing course, the student's total academic and clinical performance in the program is reviewed at the end of each term and considered in determining continuation in the program.
- C. Unsatisfactory Standing: A student with a GPA of less than 2.0 must withdraw from the Faculty.
  - i) To be considered for readmission, an applicant who has been required to withdraw from the Faculty of Nursing must present a minimum of 18 transferable to the University with a GPA of at least 2.7, of which 6 must be physiology with a minimum grade of B-. An applicant must also satisfy any other conditions as specified at the time of withdrawal.
  - ii) Students who have been required to withdraw and subsequently readmitted will be required to enrol in a NURS 498 refresher course prior to proceeding into the clinical nursing courses in order to protect the public interest.
  - iii) Students who have been required to withdraw and who, after being readmitted, have GPA's below 2.0, will be required to withdraw and not be readmitted to the Faculty.
- D. First-Class Standing: First-class standing is awarded in a given year to students who receive a GPA of 3.5 or higher based on a minimum of 24 taken during the Fall/Winter.

## m. ACADEMIC APPEAL REGULATIONS

### **The following appeal regulations apply for the Undergraduate Program**

Matters regarding a student's academic status, including course grades, may become the subject of an appeal. It is the responsibility of students to familiarize themselves with the appeal process and provide required documentation. Students with such problems are advised to consult first with the instructor of the course concerned and the Year/Program Coordinator, if necessary. If a satisfactory resolution is not reached, the student must approach the Assistant Dean or Associate Dean for Undergraduate Education to discuss the matter further. Details about the appeal process are available on the Faculty's website. Students have the right to appeal a Faculty of Nursing Appeals Committee decision, with the exception of grade appeals, to the General Faculties Council Academic Appeals Committee. (See 23.8, Appeals and Grievances in the Calendar).

**If you are considering appealing your course work, it is advised you make an appointment with the Student Advisor to assist you with this process.**

### **Appeal Deadlines**

Visit this site for the current Faculty appeals policy: <http://www.nursing.ualberta.ca/Undergraduate/StudentAppeals.aspx>



## n. PLAGIARISM, CHEATING AND MISREPRESENTATION of FACTS

Plagiarism, cheating, misrepresentation of facts and participation in an offence are viewed as serious academic offences by the University and by the General Faculties Council (GFC) Campus Law Review Committee (CLRC). Sanctions for such offences range from a reprimand to suspension or expulsion from the University.

GFC CLRC believes that students should be told, at the beginning of each term, how the University defines plagiarism and cheating, what constitutes misrepresentation of facts and participation in an offence -- and what the sanctions are. In particular, awareness of the latter offence may help students resist pressure from other students to assist them in acts of academic dishonesty.

<b>Reappraisal of a Final Examination</b>	As per deadlines indicated in Section 11 of the University of Alberta Calendar (See page 5 of the 2012/2013 Calendar)
<b>Evaluation of Nursing Process mark (ENP)</b>	<b>Dec 1</b> for First Half Fall courses <b>Feb 1</b> for Second Half and Full Fall Term courses <b>Apr 1</b> for First Half Winter courses <b>June 25</b> for Second Half and Full Winter Term courses <b>15 business days</b> after posting of Spring/Summer grades
<b>Reappraisal of a Paper/Assignment</b>	<b>10 business days</b> after posting of grade
<b>Academic Appeal</b>	Grade Appeals: within <b>10 business days</b> of notification of ruling by Assistant or Associate Dean

To assist students avoid these conflicts writing help and other tips are available through the:

**Student Success Centre:** <http://www.uofaweb.ualberta.ca/studentsuccess/>

**Centre for Writers:** <http://www.c4w.arts.ualberta.ca/>

**Truth in Education:** <http://www.uofaweb.ualberta.ca/TIE/>

## o. AWARDS

Nominations for Undergraduate Nursing Student convocating Awards coincide with the Spring and Fall Convocation. Nominations for Undergraduate Nursing Student continuing Awards are made in June and September. All students are considered for awards but you must complete the Faculty application forms for all continuing awards and some convocating awards. Applications forms for Faculty of Nursing Undergraduate Student Awards are available from the Faculty of Nursing website at this link:

<http://www.nursing.ualberta.ca/en/Undergraduate/FinancialAssistance.aspx>

University of Alberta Award applications are available at the Awards Office at 103 Administration Building.

## p. STUDENT FILES

**All student files are confidential.**

Documents retained in students' files are:

- Faculty evaluations of student and student self evaluations;
- Faculty member interviews with student;
- Correspondence between student and faculty;
- Forms from Registrar's Office (course changes, name changes, etc.);
- Correspondence about financial assistance.
- Students must obtain a copy of their clinical evaluations from their instructor and keep a record of these.

- You may review your file only in the presence of a designated faculty official, Admissions and Records Advisors, or a faculty secretary. (*24 hours prior notice is required to review your file.*)
- Documents not contained in the student files are:
  - Confidential references for admission and any preadmission interviews;
  - Reports from Student Counselling Services (see GFC Policies, Student Files).

## 5. CLINICAL INFORMATION

### a. CLINICAL PERFORMANCE

Whenever a student's clinical performance is considered marginal in a nursing course, the student's total academic and clinical performance in the program is reviewed at the end of each term and considered in determining continuation in the program.

"The Dean, or supervisor acting on behalf of the Dean, may immediately deny assignment of a student to, withdraw a student from, or vary terms, conditions or site of a practicum/clinical placement if the Dean or supervisor has reasonable grounds to believe that this is necessary in order to protect the Public Interest. (See §23.8.2 and Practicum Intervention Policy)" Also see Section 133.2(3)c. on page 300 of the 2012/2013 Calendar

### b. PHOTO IDENTIFICATION BADGES

Students are entitled to receive a Faculty of Nursing Photo ID Badge that is valid for the duration of the program and is obtained from your Clinical Tutor or Program Coordinator in Fall term. **All students are required to have their Photo ID Badge visibly displayed while in the clinical area.** For purposes of standard identification practices used within the health care and nursing professions, all Student Photo ID Badges will include both first name and surname on the front. Lost or stolen Photo ID badges should be reported to the Faculty of Nursing. Replacement Photo ID badges are available from the ONECard Office, B12 Cameron Library for a fee. Please direct any enquiries regarding Photo ID Badges to the **Students Service Desk at 780-492-5300 or ONECard Office at 780-492-7924.** All ID cards are to be picked up in person only.

The Faculty of Nursing will be utilizing student ID photos for a photo roster to be used for identification purposes in accordance with FOIPP (Freedom of Information and Protection of Privacy Act, Section 33(c)). Consent is optional, and **ONLY** those students submitting a signed consent form allowing permission to collect this information will be included in the Photo Roster. Consent forms will be circulated in the designated class by the Instructor.

### c. CELL PHONE USAGE IN CLINICAL SITES

#### Hospital Clinical Placements

Cell phones are not to be turned on when students are providing nursing care or are on clinical units. Text messaging is not permitted. Cell phones are not to be used to take photographs of patients or their clinical information.

#### Community Clinical Placements

It is permissible to have your cell phone turned on when making community visits as cell phones are required for security purposes.

### d. FACULTY OF NURSING POLICY ON APPROPRIATE CLINICAL ATTIRE

- All Faculty of Nursing students and clinical tutors are expected to dress appropriately for clinical experiences. The purpose of this policy is to:
  - Maintain the safety of patients, students and clinical tutors
  - Meet infection prevention requirements of the health care environment
  - Promote a professional image for Nursing.
- In the event that a clinical agency has more restrictive dress code policies, students and clinical tutors will adhere to the most restrictive policies. The Faculty of Nursing reserves the right to determine whether an appropriate image is being portrayed in situations where the nursing student or clinical tutor is representing the University and the nursing profession. Students and clinical tutors who do not adhere to the policy may be asked to leave the clinical setting.
- Students are also expected to adhere to this policy when in clinical settings when doing background patient research and preparation for clinical experiences.

#### General Guidelines:

- Clear visible photo identification from the University of Alberta must be worn in all clinical settings.

- Footwear must be suitable for the clinical area. Shoes must provide support, be clean and in good repair. Shoes should have non-slip soles and be low heeled. Shoes must have closed toes and heels. Shoes must allow students/clinical tutors to respond quickly in emergency situations. Flip flops and sandals are not acceptable footwear.
- Minimal jewelry is encouraged. You may be asked to remove jewelry if it poses a risk to safety, infection control or professional image.
- The use of scented products and fragrances is not allowed in order to prevent allergic reactions and in consideration of the sensitivity of others.
- Good personal hygiene and grooming are essential. Cosmetics are to be used with discretion.
- Natural nails should be clean, and fingernail tips are not to exceed the tips of the fingers. If nail polish is worn it must be neutral in color and not chipped.
- Hair must be clean and should not present an infection risk when providing patient care. Hair must be secured off the face in all clinical settings.
- Sideburns, moustaches and beards must be neatly trimmed and in compliance with N95 mask safety seal requirements.
- Head covers required for religious/cultural purposes are allowed. If the head covering presents a safety hazard; the student and tutor must determine how the student's or tutor's safety can be maintained.

#### **Clinical settings requiring a uniform:**

- Uniforms must be clean and in good condition. Uniforms may consist of a pant, skirt or dress format
- White or colored uniforms are acceptable. Small tasteful prints are acceptable. Prints such as cartoon characters are not considered professional
- A short sleeved t-shirt may be worn under scrub tops
- Students and tutors, who for religious/cultural reasons must wear long sleeves, must take precautions to ensure that the sleeves do not present an infection control concern
- White duty shoes or runners are acceptable footwear. Logos should be kept to a minimum
- Undergarments must be appropriate in color and must be covered by the uniform at all times
- Socks or stockings must be worn at all times
- Hospital-issued scrub uniforms are to be worn only in areas which give specific permission for students and clinical tutors to wear them. Students and clinical tutors are not to wear hospital-issued scrub uniforms
- In consideration of infection control practices and patient safety, watches should be worn on the uniform and not on the wrist
- Clinical settings not requiring a uniform:
- Acceptable attire includes: dress pants, skirts, dresses or shorts that fully cover the thigh area, Capri length pants, blazers, suits, blouses, sweaters and vests
- Unacceptable attire includes: hemlines that do not cover the thigh area, low rise pants, halter tops, tops with low necklines, cropped tops that do not reach the waistline of the bottom garment, spaghetti or narrow strapped tops, t-shirts bearing slogans/logos, sweat or yoga pants, jeans in any color, leggings, clinging garments, spandex and pajamas. Clothing must be clean and in good repair.
- While doing home visits students are expected to wear indoor shoes or slippers
- If a clinical agency is participating in a "casual day" students should discuss this with their clinical tutor
- In specific clinical settings there may be an exception to these requirements. In these settings your clinical tutor will provide you with specific information regarding acceptable attire.

#### **e. NURSING EQUIPMENT PACKAGE**

The **University Bookstore** (in the Students Union Building) carries a wide variety of equipment in various styles and price ranges including stethoscopes, penlights and bandage scissors.

#### **f. STUDENT LAB KITS**

Student lab kits will be distributed in the student's first lab scheduled in the Learning Resource Centre.

## **6. HEALTH AND SAFETY REQUIREMENTS**

**The following information is only a brief version of the health and safety requirements, which are**

available in full detail in the Health and Safety link in the Undergraduate Programs section of the Faculty website.

#### **a. IMMUNIZATION/HEALTH & SAFETY REQUIREMENTS**

The Faculty of Nursing is committed to meeting standards of practice in nursing by ensuring that students attain and maintain required certifications in CPR-HCP and First Aid, as well as meet the recommended provincial and national immunization standards. It is very important that students ensure their health and safety requirements are complete by the stated deadlines!

#### **b. N95 RESPIRATORS / MASK FIT-TESTING**

Prior to acute care clinical practicums all students must be fitted for N-95 masks in accordance with the contractual agreement with Capital Health. N-95 masks are worn when caring for patients with highly infectious diseases. The Health Sciences Council of the University of Alberta coordinates mask fit testing.

#### **c. SECURITY CLEARANCE CHECK**

Under the Alberta Protection of Persons in Care Act, a Security Clearance Check may be required by any site providing clinical practice. There is fee for providing a security clearance for students. Your clinical tutor will notify you if a Security Clearance Check is required by the clinical agency you are placed in for your clinical experience. You are responsible for having the Security Clearance completed prior to commencement of clinical practice.

## **7. BEHAVIOUR**

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#### **a. CODE OF STUDENT BEHAVIOUR**

It is the responsibility of each student to be aware of the expectations of the Code of Student Behaviour. A complete and current Code of Student Behaviour is available, at the following address at the University's website: [http://www.uofaweb.ualberta.ca/GFCPOLICYMANUAL/content.cfm?ID\\_page=37633](http://www.uofaweb.ualberta.ca/GFCPOLICYMANUAL/content.cfm?ID_page=37633)

#### **b. CODE OF STUDENT BEHAVIOUR AND PROFESSIONAL ETHICS**

(Refer to Section 25 (page 88) of the 2013 – 2014 University Calendar and section 30.3.3 of the Code of Student Behaviour from the General Faculties Council Policy Manual)

All students enrolled in the Faculty of Nursing are bound by, and shall comply with the Professional Codes of Ethics governing the profession and practice of Nursing.

“Professional Codes of Ethics” means the current Canadian Nurses Association’s Code of Ethics for Registered Nurses, and all other relevant professional codes and practice standards for registered nurses.

It is the responsibility of each Faculty of Nursing student to obtain, and be familiar with, such Professional Codes of Ethics, and their amendments as may be made from time to time. Current Standards of Practice and Code of Ethics can be found in the College and Association of Registered Nurses of Alberta (CARNA) website: <http://www.nurses.ab.ca>

## **8. RESOURCES AND SUPPORTS**

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**For a list of on-campus support services offered by the University of Alberta and the Students’ Union, please see Section 10 (page 13) of this handbook.**

#### **a. EMAIL USAGE**

##### **University of Alberta Electronic Communications Policy**

The University has approved an Electronic Communications Policy for Students and Applicants.

When appropriate, the University will send you important information through email. As a result, you will receive this information in a timely way and can follow up promptly.

##### **Key Points Regarding Electronic Communications**

- All students and applicants are assigned a University of Alberta Campus Computing ID (CCID) with email privileges. The ‘CCID@ualberta.ca’ email address originally assigned by the University is the email address to which communications will be sent.

- **Check your email at least once a week.**
- See the Academic Information and Communication Technologies (AICT) website for detailed information on CCIDs, conditions of use and related privileges: <http://www.aict.ualberta.ca/policies>
- **You must advise AICT immediately** of any problems encountered with University email accounts by contacting the AICT Help Desk: 780-492-9400, email [helpdesk@ualberta.ca](mailto:helpdesk@ualberta.ca) or go to <http://helpdesk.ualberta.ca>.
- We recommend that you do not forward your University directed e-mail to other non-University e-mail addresses such as those provided by Hotmail, Yahoo, Shaw, Telus, etc. You could miss important communications that may affect your University career.
- Failure to receive or read University communications sent to the University email address in a timely manner does not absolve students and applicants from knowing, responding to or complying with the content of that communication.

## b. eClass

eClass is a sophisticated course management system that consists of a comprehensive set of tools that enhances the learning experience. eClass tools support individual teaching and learning objectives.

The communication tools in eClass permit use of discussions, chat features, whiteboards, calendars, announcements and course mail. The course content tools provide students with items such as class notes, lecture outlines, readings and course outlines. The assessment tools in eClass permit activities such as on-line quizzes and submission of course work. The management tools allow students to receive feedback regarding their course progress and to participate in group learning activities.

eClass offer students the flexibility of anytime/anywhere access within a secure, familiar and easy-to-navigate interface. Access to eClass is found on the university's homepage. Students need to log on using the computing ID and password provided to them by the university upon admission to their degree programs.

## c. LEARNING RESOURCE CENTRE

The Learning Resource Centre is located on the main level of the Edmonton Clinic Health Academy, rm. 1-240, and operates as the laboratory and resource area for practising clinical nursing skills. The Learning Resource Centre Lab Tutors are there to help you develop your knowledge and skills in a safe, practice environment. Practice Lab sign-up sheets are posted in the Learning Resource Centre. The Centre is comprised of six nursing labs, five simulation labs, virtual task trainer lab, and an anatomy lab. Access to labs and exam rooms is available during regular hours (upon space availability) and may be arranged via the Learning Resource Centre. Please ensure that all lab and exam rooms are left in optimal condition. For further information, contact the Learning Resource Centre, [LRC@nurs.ualberta.ca](mailto:LRC@nurs.ualberta.ca).

## d. COMPUTER LABORATORY

The computer labs are located in ECHA L1-250, L1-270 and L1-350. The labs are fully equipped with upgraded computers and software. Printers and photocopiers are located just outside the room entrances. Computer labs are open to all students to work on individual projects and papers, but are occasionally booked for entire classes. **Please check the schedule posted on door outside the computer lab. (Access may be permitted during scheduled classes at the discretion of the instructor, and depending on space availability.)**

## e. LIBRARY ORIENTATION

All students are expected to participate in Library Orientation some time during your first weeks on campus. This will save you considerable time and diminish frustration levels when seeking recommended reading and doing assignments. Nursing books and journals are located in the John W. Scott Health Sciences Library, Walter Mackenzie Centre.

The University library staff arrange orientations for first year students (including first year After Degree students), and the details about times and locations will be posted at the beginning of term.

These sessions are aimed at nursing students with little or no experience in searching nursing or health sciences information resources or who require a refresher on how to access and search these resources. Topics covered in the session include: an overview of library services, accessing and searching the NEOS Libraries Catalogue and health periodical databases, finding material in the library and accessing electronic journal articles.

If you were unable to attend one of the scheduled library orientations sessions the library staff will also schedule other times for orientation sessions and information for these should be posted by the middle of August. The library staff will post them on the Workshops/Tours page that students can access via the library website. Students can check the Workshop/Tours tab on the library website ([www.library.ualberta.ca](http://www.library.ualberta.ca)) if interested in attending a session. Students can also contact Linda Slater [da.slater@ualberta.ca](mailto:da.slater@ualberta.ca) at the Health Sciences library after mid August.

## f. STUDENT LOCKERS

There are **500 lockers** allocated for students in the nursing undergraduate programs. There are more than 1000 undergraduate nursing students registered in core courses across programs, which means that not all students can have an assigned locker. If you need a locker in ECHA please send your request to [cpallett@ualberta.ca](mailto:cpallett@ualberta.ca) with the following information:

**Name, ID#, Program and Year, and brief note re your need for a locker**

Students in clinical at the UAH, lockers can be signed out for the duration of your clinical placement, upon availability as follows: University of Alberta Hospital (UAH) Security Office, OH1.115 WMC, issues lockers on a first-come, first-served basis for students with clinical placements at the UAH. Students can go to the main locker room OH3.01 WMC or OH3.02 and place a lock on the locker to claim it, then go to UAH Security Office to register it; do not forget to take off your lock and deregister your locker when you have completed your placement.

## g. EFFECTIVE WRITING RESOURCES

Seminars to improve university writing skills are scheduled throughout the year. For more information contact *Effective Writing Resources* at the Student Success Centre, 2-400 SUB (492-0992). The University's Student's Union home page is a good resource to consult and students would find the site worth visiting. The address is: <http://www.su.ualberta.ca/>

## h. NURSING UNDERGRADUATE ASSOCIATION

The Nursing Undergraduate Association (NUA) is a student-run organization that consists of nursing students who volunteer their time and effort to represent the Faculty of Nursing's Undergraduate students and ensure that you have the best experience possible as a nursing student. The NUA provides academic advocacy and additional services, coordinates social events, addresses issues and concerns that affect nursing students, and connects you to your campus community and the national body of nursing students through the Canadian Nursing Students' Association (CSNA). All undergraduate nursing students are members of the NUA as a result of the referendum passed in March 2008 calling for a Faculty Association Membership Fee to be included in student fees. The passing of the referendum not only allows for improved unity and communication among nursing students and Chapter Membership in the CNSA, but also cut membership fees in half. The NUA office is located at ECHA 1-552. For more information, visit the NUA website at [www.ualberta.ca/~nua](http://www.ualberta.ca/~nua).

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# 9. FINISHING THE PROGRAM

## a. GRADUATION

In advance of your projected time of graduation, you must submit an "Application for Degree". Application is made through Bear Tracks in the Academics section. For Spring Convocation, the application is due February 1. For Fall convocation the application is due September 1.

Once the application is received, your file will be reviewed to determine whether all the requirements for the degree have been met. Once approved, you will receive notification from the Registrar's Office regarding the date and time of convocation. You will then need to indicate whether you will be in attendance to receive your degree or wish to have it mailed to you. In order to graduate a minimum GPA of 2.0 is required, based on the last 60 (23 for Post RN) units of course weight.

## b. GRADUATION WITH DISTINCTION

The notation "With Distinction" is awarded to graduating students who have obtained a GPA of 3.5 or higher on the last 60 units of course weight (23 credits for RN to BScN students) taken at the University of Alberta (from the time of admission) for credit towards the degree; incurred no failing grades throughout the program; and has successfully completed all clinical practice throughout the program on first attempt. Students who have taken part of their work at another university may be granted a degree "With Distinction" at the discretion of the Faculty Council. All students who receive their Degree "With Distinction" AND have demonstrated satisfactory clinical practice are placed on the Dean's Honour List for that particular year.

## c. NURSE LICENSURE EXAMINATION

Upon completion of their BScN program, students are eligible to write the entry-to-practice nurse licensure examination for registered nurses. Writing this examination is a requirement for registration with the College and Association of Registered Nurses of Alberta (CARNA). Beginning in 2015 the NCLEX-RN examination will replace the current Canadian Registered Nurse Examination (CRNE). Information on writing the nurse licensure examination is available at the Undergraduate Services Office and



on the CARNA web-site (<http://www.nurses.ab.ca/Carna/index.aspx?WebStructureID=1262>). Note: The nurse licensure examination is applicable to all of the UofA BScN programs.

## 10. IMPORTANT CONTACT INFORMATION

### a. UNIVERSITY STUDENT SERVICES

A host of services are available to University students to assist in both academic and non-academic matters. See Section 25 on pages 79 – 83 of the University Calendar for a complete delineation of these services.

***Student Success Centre ((2-400 SUB)***

**492-2682**

Provides support to students in academic endeavours by facilitating the Mathematics Resource Program, Learning Resources Program, and Effective Writing Resources.

Website: <http://www.uofaweb.ualberta.ca/academicsupport/>

***CAPS: Your UofA Career Centre (CAPS) (2-100 SUB)***

**492-4291**

Provides career planning and counselling, job search and interview skill workshops. Career and job search counselling, postings, recruitment services.

Website: <http://www.caps.ualberta.ca/>

***International Centre (IC) (172 HUB Int'l.)***

**492-2692**

Provides informational assistance to foreign students on immigration, Canadian/International academic exchanges, development education programs.

Website: <http://www.international.ualberta.ca/>

***Aboriginal Student Services Centre (ASSC) (2-400 SUB)***

**492-5677**

Aims to enrich the cultural and intellectual diversity of the University through increased participation of Aboriginal students, and promote access, participation, and success of Aboriginal Students in all Faculties.

Website: <http://www.uofaweb.ualberta.ca/aboriginalservices/>

***Specialized Support and Disability Services (SSDS)***

**492-3381**

Provides comprehensive assistance for students with physical, sensory and learning disabilities, health and injury problems.

Website: <http://www.uofaweb.ualberta.ca/SSDS/index.cfm>

***Office of the Dean of Students (DoS) (2-800 SUB)***

**492-4145**

Addresses policy and administrative concerns for University Student Services. Addresses student rights and advocacy issues.

Website: <http://www.uofaweb.ualberta.ca/deanofstudents/>

***Sexual Assault Centre (SAC) (2-600 SUB)***

**492-9771**

Provides crisis intervention and assistance, short-term counselling and referrals, and educational programs on the subject of sexual assault.

Website: <http://www.uofaweb.ualberta.ca/sac/>

***Student OmbudService (SOS) (3-04 SUB)***

**492-4689**

Serves as information resource and provides assistance to students initiating an academic appeal or a grievance. Also provides mediation service between students and instructors.

Website: <http://www.uofaweb.ualberta.ca/ombudservice/index.cfm>

***Student Counselling Services (SCS) (2-600 SUB)***

**492-5205**

Provides personal, academic and group counselling, crisis intervention and workshop and training sessions. SCS administers the Strong-Campbell Vocation Interest Test.

Website: <http://www.uofaweb.ualberta.ca/counselling/>

***Student Financial Aid Information Centre (SFAIC) (2-700 SUB)***

**492-3483**

Provides financial counselling & assistance in the completion of student loan applications, administers the loan and bursaries programs.

Website: <http://www.su.ualberta.ca/tools/finances>

***University Health Centre (UHC) (2<sup>nd</sup> Floor SUB)***

**492-2612**

Offers friendly, confidential health services to students and their immediate families (spouse and children), non-academic and academic staff members.

Website: <http://www.uofaweb.ualberta.ca/HEALTHCENTRE/>



Peer counseling services for students in any kind of distress, in-person, online or over-the phone

Website: [http://www.su.ualberta.ca/services\\_and\\_businesses/services/student\\_distress\\_centre](http://www.su.ualberta.ca/services_and_businesses/services/student_distress_centre)

## **b. UNDERGRADUATE SERVICES CONTACTS**

### **Enquiries? Please contact us at:**

Phone: 780-492-9546 or toll free at 1-888-492-8089; FAX: 780-492-2551

Website: [www.nursing.ualberta.ca](http://www.nursing.ualberta.ca)

A list of Faculty of Nursing professors' and lecturers' phone and office numbers can be obtained from the Nursing Faculty website.

### **Undergraduate Reception, 4<sup>th</sup> Floor Edmonton Clinic Health Academy (ECHA)**

Anna Hnit, *Student Services Assistant* Phone: 780-492-9546 or toll free at 1-888-492-8089;

### **Admissions and Records Advisors (4<sup>th</sup> Floor ECHA)**

Angela Pedlar [angela.pedlar@ualberta.ca](mailto:angela.pedlar@ualberta.ca) (Alpha Surnames A to J)

Audrey Gaudet [audrey.gaudet@ualberta.ca](mailto:audrey.gaudet@ualberta.ca) or Alice Lau [alice.lau@ualberta.ca](mailto:alice.lau@ualberta.ca) (Alpha Surnames L to Z)

### **Learning Resource Centre (1-240 ECHA)**

Ashley Reeves, [ashley.reeves@ualberta.ca](mailto:ashley.reeves@ualberta.ca) *Administrative Assistant* 780-492-6680

### **Faculty Administration**

Dr. Anita Molzahn, *Dean* (\* see note page 15)

Dr. Kaysi Kushner, *Associate Dean, Undergraduate Programs*, [kaysi.kushner@ualberta.ca](mailto:kaysi.kushner@ualberta.ca) (\* see note page 15)

Dr. Carolyn Ross, *Assistant Dean, Undergraduate Programs* [carolyn.ross@ualberta.ca](mailto:carolyn.ross@ualberta.ca) or phone 780- 492-5667

Linda Youell, *Director, Undergraduate Services*, [linda.youell@ualberta.ca](mailto:linda.youell@ualberta.ca) or phone 780-492-0435

Heather Siemens *Team Lead Undergraduate Services* [heather.siemens@ualberta.ca](mailto:heather.siemens@ualberta.ca) or phone 780-492-6237

Ian Payne, *Student Advisor, Undergraduate Programs*, [ipayne@ualberta.ca](mailto:ipayne@ualberta.ca) or phone 780-492-6314

\* Note: Please initiate contact with the Dean through her Administrative Assistant, Sue Crackston by email at [sue.crackston@ualberta.ca](mailto:sue.crackston@ualberta.ca) or phone 780-492-6236

Please initiate contact with the Associate Dean through her Administrative Assistant, Olena Urvanova by email at [olena.urvanova@ualberta.ca](mailto:olena.urvanova@ualberta.ca) or phone 780-492-6785

### **Year/Program Coordinators**

Collaborative BScN:

Year 1	Katherine Trepanier	<a href="mailto:katherine.melo@ualberta.ca">katherine.melo@ualberta.ca</a>	780-492-1967
Year 2	Debra McIlwraith	<a href="mailto:debra.mcilwraith@ualberta.ca">debra.mcilwraith@ualberta.ca</a>	780-492-9903
Year 3	Deanna McFayden	<a href="mailto:deanna.mcfayden@ualberta.ca">deanna.mcfayden@ualberta.ca</a>	780-492-5465
Year 4	Dianne Vanderwell	<a href="mailto:dianne.vanderwell@ualberta.ca">dianne.vanderwell@ualberta.ca</a>	780-492-9513
Post RN	Deanna McFayden	<a href="mailto:deanna.mcfayden@ualberta.ca">deanna.mcfayden@ualberta.ca</a>	780-492-5465
After Degree	Kerry Rusk	<a href="mailto:kerry.rusk@ualberta.ca">kerry.rusk@ualberta.ca</a>	780-492-4650
After Degree Camrose	Lyndel Kasa	<a href="mailto:lyndel.kasa@ualberta.ca">lyndel.kasa@ualberta.ca</a>	780-679-1647
Bilingual	Julie Stanton	<a href="mailto:julie.stanton@ualberta.ca">julie.stanton@ualberta.ca</a>	780-492-8894
Honors	Dr. Jude Spiers	<a href="mailto:jaspers@ualberta.ca">jaspers@ualberta.ca</a>	780-492-9821