**Professional Nursing Tutoring: Guidelines and Policies**

By making an appointment with the Professional Nursing Tutor, Tim Sullivan, you acknowledge that you have read and agree to adhere to the following guidelines and policies.

**Purpose and Scope of Tutoring:**

* Tutoring serves as a supplementary resource to class instruction. Tutoring is not a substitute for attending class and the tutor will not assist you with completing graded assignments, homework, or exams.
* The Professional Nursing Tutor will cover content for nursing courses, ATI, NCLEX, test preparation, organization, and study skills. Professional Tutor will not proof read papers, concept maps, or go over skills taping and clinical skills.

**Scheduling Appointments:**

* Appointments can be set up via <https://timothysullivan.youcanbook.me>. Same-day appointments are not available; appointments must be scheduled 12 or more hours in advance and can be scheduled up to 2 weeks out from the current day.
* Recurring appointments are not available; students are strongly encouraged to book an appointment each week.
* The student scheduling the appointment must be the student attending the tutoring session.
* Students should book separate appointments to cover content in different courses. If an appointment is booked for “x” course, the focus of that appointment must be “x” course and its content must be discussed during that session.
* Students are limited to 120 minutes of tutoring per week, as available. Specific exceptions may only be granted by the Professional Tutor, Academic Services staff, or course instructors.
* Tutoring sessions may be set up as group sessions which are limited to three students. Students attending as a group must have the same focus for the tutoring sessions and must wish to review the same course content. If booking a session that is a group session, please ensure the appointment focus matches the intended course. If the focus is different, the appointment will be canceled and given to the student who originally booked the appointment. Communication regarding cancellations will be sent via Cedar Crest email addresses only.
* Walk-ins will not be accepted unless otherwise specified. Information about available walk-in days/times will be provided via email or posted in the Nursing Tutor Group on the Cedar Crest App.

**Preparation for Tutoring:**

* Students must come prepared by bringing all relevant materials including text book, Power Point slides, syllabi, etc.
* Tutoring is most effective when the student: has completed assigned readings; is able to describe the content with which they are experiencing difficulty; and brings specific questions.
* Tutoring sessions may be terminated should the student arrive unprepared or if the student has not reviewed or attempted material as previous requested by the tutor.

**Arriving for Tutoring:**

* The student is responsible for arriving to each scheduled session on time. Please note Tim’s office is located in HBB 58 (Reading Room, rear entrance).
* Appointments will be marked as “missed” if a student is late for a predetermined amount of time (based on appointment length) after the start of the appointment time.

**Missed Appointments, Rescheduling and Cancellation:**

* If the student misses two or more appointments without reason, the Tutor will cancel future sessions and restrict appointment scheduling until the situation has been discussed by the Tutor and the appropriate Nursing Professor.
* Rescheduling and cancellation of appointments can be done via the appointment confirmation you originally received from YouCanBookMe. Please reschedule or cancel prior to your appointment in order to avoid missed appointment penalties.

**The Professional Tutor works closely with course instructors but is not in your class. If the Tutor is unable to assist with a particular assignment or question, the student will be referred to the instructor for follow up during class or instructor office hours. Comments, concerns or feedback can be provided directly to the professional tutor (timothy.sullivan@cedarcrest.edu) or to Sue Barnes, the Director of Learning and Disability Resources (susan.barnes@cedarcrest.edu).**