

# Emergency Consultants, Inc.

Welcome to the Emergency Consultants, Inc./Distance Learning Systems, Inc. Blended Learning Program™.

Emergency Consultants, Inc. (ECI) has been training emergency medical personnel for 25 years and welcomes the opportunity to help you achieve your goal as a Registered Nurse! As you begin this journey please remember that these are college level courses and will require a large commitment from **YOU**. Your job is to read the assigned Unit(s) in the tutorial BEFORE coming to class and be ready to answer questions and provide feed back to the tutor. It is essential that you prepare for each tutoring session by reading the assigned material and writing down any questions that you might have on the material in that unit.

Our job is to provide a tutor that is knowledgeable in the subject matter. They will present an overview of the unit high points answer questions regarding any information that is not understood and go over the unit practice exam. The weekly meetings are interactive tutoring sessions, NOT lectures.

Our tutoring sessions are offered in 4, 6, 8, or 10 week blocks. At the halfway mark of each you should register for your next class. This will ensure that your books and/or tutorials arrive in time for you to begin to prepare for the next class. This is also the time we recommend that you schedule to take the exam. This way, any waiting time is done while going to class, NOT between classes or during your next class. Instructions on how to schedule an exam are located on our web site ([www.emergencyconsultantstx.com](http://www.emergencyconsultantstx.com)). Go to the file library and click on the file named "This is an Excelsior Exam" or "This is a CLEP exam" depending on which class you need to test for. The College exams are now offered using the Pearson VUE test centers. To see a list of the sites in Texas go to [www.PearsonVUE.com](http://www.PearsonVUE.com) Click on Locate a Test Center; click on "Professional Licensure and Certification" under "Area of Study"; then click on "Excelsior College" under "Testing Program"; finally click search.

We cannot place enough emphasis on the fact that **YOU** are responsible for your success in this BLP.

All of us at ECI wish you success in the program and will endeavor to assist you wherever possible.

# Student Expectations and Responsibilities

Your decision to enroll in this program should be made with consideration of its many expectations and responsibilities. The differences between your experience with education in high school and other higher education programs and our program are enormous. As you already realize, college level courses are a much more unstructured experience than high school. Don't underestimate the amount of work required as you review your class schedule. Your schedule may appear to be very light, but will require significant out-of-class time and effort. You will be required to do more independent work and, consequently, will be responsible for organizing your time. Many of your old habits and behaviors will have to undergo change. This paper attempts to present some of the student expectations and responsibilities that you will be asked to perform while you are going through the Emergency Consultants, Inc. (ECI) and Distance Learning Systems, Inc. (DLSI), Blended Learning Program™ (BLP). Also, please be aware that there may be occasions where a tutor might not be present for a session for reasons out of our (ECI) control. For example, the tutor may be sick; they may have had an accident; or they may be caught in traffic. Please understand that we do our best to have a tutor present for all sessions, and will make every effort to contact you in case of a tutor absence.

## **I. General Expectations**

1. An ECI student is expected **to read and understand this student expectations and informational paper.**

Before you are allowed to schedule a tutoring session, ECI must receive your written, signed acknowledgement of reading this paper. You should know how to find answers to general questions about graduation requirements, ECI services, as well as other information found in this handout. Tutors are not a resource to ask procedural or process questions (i.e. "How do I schedule an exam?"). This is best addressed by contacting DLSI's Academic department or ECI directly. The tutors are there to reinforce and provide information to you from that session's academic material.

2. An ECI student is expected **to read and use the web based scheduler**, which is posted on our web site ([www.emergencyconsultantstx.com](http://www.emergencyconsultantstx.com)).

You should know how to create a class schedule without time conflicts, to note the time, place, and duration of all classes for which you have registered. Do not simply show up for class. You must fill out a class registration form. This allows ECI to place your materials order with DLSI and to provide an accurate sign-in sheet for the tutor.

You are responsible for the scheduling and taking of the exam required for each course. We recommend this be scheduled around the halfway point of each course. This helps keep the student on top of their studies and gives them a goal or deadline to shoot for.

3. An ECI student is responsible for knowing the requirements for completing the program **AND** whether they meet these requirements e.g. EMT-P, LVN or RT. You

should be familiar with the requirements you need to fulfill in order to graduate and insure that you are taking the correct and prescribed courses.

4. An ECI student is expected to **schedule classes so that the most effective learning can occur.** You should allow time so that you can study, meet with your tutor, and collaborate with other students in study groups. Most courses require significant out-of-class time for studying.
5. An ECI student is expected to **allow a minimum of two hours of study time per week for each hour of class time.**

You cannot expect to learn and receive credit for courses if study time is not planned in your schedule. Most students have full-time jobs and families, but your work schedule should be taken in to account when you register for courses. Your job will ***not*** serve as an excuse for ***not*** being prepared for class.

## II. INDIVIDUAL EXPECTATIONS

1. An ECI student is expected to **assume responsibility for their education and formulate their own educational goals.**

You are responsible for identifying, reaching, and evaluating your goals. Goal setting is an important skill which will help your chances for success. Also, realize that the more realistic the goal, the greater the chances are for success. Remember, that you will not reach your goal if you decide to quit each time you suffer a set-back or difficulty.

2. An ECI student is expected to make **use of resources available to enhance their learning experience.** E.g., text books, resource guides, workshops, study materials available at libraries, bookstores, and/or the internet.
3. An ECI student is expected to **develop a plan for increasing their listening skills and improving study habits.**

Good study skills and proper listening techniques are fundamental to achieving success in education.

4. An ECI student is expected to **take notes during classes.**

You should become a skilled note-taker and be able to organize your notes and utilize them as a basis for studying.

5. An ECI student is expected to **evaluate their own progress.**

You are responsible for keeping track of “scores” on practice quizzes and tests taken throughout each course, which should help indicate your success on the course exam. Do not be afraid to ask for feedback and clarification from your tutor. It is quite

appropriate to ask your tutor how you can improve your chances for success in a course.

6. Once you are enrolled in a course you are expected to attend **that** scheduled course. To promote timely completion of this program, while maintaining scheduling flexibility, we have incorporated the following completion policy: Each student will be allotted two (2) months for each course they are contracted for, plus one (1) year. For example, a student that is contracted for nine (9) classes would have 30 months to complete the program [(2 months X 9 classes) + 12 months = 30 months). You will be allowed to sign up for a course a maximum of **two** times within this time zone. The second registration for a course will only be allowed if one of the following occurs: you have a verifiable death in the family, you have a written medical excuse or you have failed the exam once.

### III. CLASSROOM EXPECTATIONS

1. An ECI student is expected **to attend the class sessions and to be punctual.**

Your chances for success in a course will increase considerably if you attend regularly. As you well know, all students have paid for this program and can expect the respect of their fellow students to not inappropriately interrupt the class.

2. An ECI student is responsible **for all work done when they are absent from class.**

It is not the tutor or coordinator's responsibility to provide you with information on material you have missed. Personal problems may be real and serious, but they do **not** excuse you for missed classes or information. The reason for your absence does not change the expectation that you are responsible for acquiring the material missed. At the tutor's discretion and if there is time available, a student can go over the missed class information.

3. An ECI student is expected **to read, understand, and follow the instructions in the course outline.**

Every course at ECI has a course outline which lists the course objectives, requirements, and tentative weekly outline. You are responsible for completing the required reading assignment **BEFORE** each class session.

4. An ECI student is expected **to exhibit proper behavior at all times.**

Disruptive behavior during class will not be tolerated. This behavior includes, but is not limited to, verbal abuse, profanity, public disturbance, fighting, destruction of property, and any other interference with classroom activity as defined by the tutor. All students pay tuition and fees in order to have the opportunity to learn. Students who disrupt a class will be removed from that class, if necessary. You also have the expectation that your learning will not be jeopardized by the disruptive behavior of other students. No class time should be used to discuss procedural issues of this program. For example, the question "How do I schedule an exam?" is best addressed

by contacting DLSI's Academic department directly. Or "How do I schedule the next class?" is best addressed by contacting ECI directly. The tutors are there to reinforce and provide information to you from that session's material.

**ALL** cell-phones, pagers, and beepers **MUST** be silenced **BEFORE** entering the building. If you need to use your cell-phone **WAIT** until the class break and use it in an area where you will not be disturbing any other students.

5. ECI works hard to provide each student with a clean learning environment; please do your part in helping us maintain the classrooms by cleaning up after yourselves. E.G. wrappers, cups, pencil shavings, crumbs etc.

#### **IV. OTHER INFORMATION**

1. General education requirements are set by the College. Distance Learning Systems, Inc. follows their guides when making your plan of study. It is your responsibility to provide Distance Learning Systems, Inc. with any transcripts from colleges and/or universities you have attended in which you think you may have already taken required courses.

### **Class Registration and Attendance Policy**

ECI takes pride in the fact that we provide our students with the most qualified tutors available. To insure continued quality instruction, it is imperative that we provide our tutors with reliable class schedules. In order for us to efficiently forecast tutor needs, the following class attendance policy will be enforced effective October 1, 2006:

- 1) Register for a class by filling out the web based class registration form. ECI will add the student to the class roster and issue the book request to DLSI on their behalf.
  - a) If the minimum number of students necessary to begin a class is not achieved, ECI will notify the students and reschedule the class offering.
- 2) Students will be permitted to submit one form for each class needed on their academic plan. Upon submitting their 'class notification', the student acknowledges they will attend that particular class offering; the class cannot be "dropped" and rescheduled at the student's leisure, hence creating an inefficient scheduling procedure for ECI and its tutors.
  - a) If an unforeseen circumstance necessitates the need for a student to reschedule their class designation, they will need to submit a request in writing as soon as possible to ECI in order to resubmit a new class notification.
  - b) In the event that a student fails an examination or would like additional instruction prior to taking the examination: This will be offered, at no additional charge, as long as the student has maintained their attendance at or above 75% for that particular class. (i.e. In a four week class, the student will have had to

attended three of the four classes.) Class attendance sign-in sheets will be available during each class and will be submitted to ECI following each class.

All of our students recognize the importance and value of classroom time, otherwise they wouldn't be enrolled in the BLP. ECI will continually seek out the most qualified tutors, but we must be able to offer them firm and reliable schedules. Please facilitate our efforts, and insure your success, by adhering to these attendance policies.

## **Course Information**

The student is applying for enrollment in a BLP to utilize DLSI study materials to pass standardized proficiency examinations required by the College to meet their ASN curriculum requirements. As part of the BLP, ECI will provide the student with one (1) four (4) hour tutoring session per week for 4 – 10 weeks with a qualified tutor to support the DLSI study materials. ECI will also offer clinical lab training to help student prepare to challenge the clinical exam required by the College. In addition, ECI will provide a preparation course for passage of the State Board licensing examination, the NCLEX.

ECI and DLSI recommend that students do not become a full fledged student with the College until they have reached the Nursing Concepts (NC) 3 thru 7 level. The College charges a maintenance fee for each 12 months after the initial student fee payment. Students are allowed to maintain a guest student status until they reach this level, then they must pay the fee and become a student. The College does not allow guest students to schedule for the exams for NC 3 – NC 7 until they are a full-time student of the College.

Nursing courses can be taken out of numerical order, for example, the following are allowed:

- 1) NC 2 can be taken before NC 1;
- 2) A student can take NC 5 and 6 before NC 3 and 4;
- 3) NC 7 can be taken any where in between, but only after becoming a College student.

However, ECI and DLSI do not recommend any of the following:

- 1) Students take NC 3 thru 7 before completing Anatomy and Physiology, Microbiology, and NC 1 and 2;
- 2) Students take NC 4 before NC 3 (NC 4 is the second half of the Medical/Surgical Nursing concepts);
- 3) Students take NC 6 before NC 5 (NC 6 is the second half of the Psychiatric/Mental Health Nursing concepts).

ECI further recommends that after a student has passed 4 out of the 7 Nursing Concepts exams, the student should apply to the College for the Clinical Performance in Nursing Examination (CPNE). The College will compile all credits earned by proficiency exams or previous college coursework and record passage of the clinical examination. Then if all requirements of the College have been met, they will confer the degree. The College is accredited by the Middle States Association of Colleges and Schools and accredited by the National League for Nursing Accrediting Commission.

DLSI will follow the College's posted admissions guidelines to determine the student's eligibility to participate in the BLP. DLSI will provide the student with study material and some academic support if needed.

DLSI and ECI reserve the right to change course content, materials, and textbooks. No additional charges are made to currently enrolled students for these types of changes. If a program change is made that requires an increase in the number of courses required by the College for degree completion, you will be given an opportunity to purchase additional courses required for completion or, at the discretion of DLSI you may receive additional materials to supplement your program in the place of any class that may be dropped by the college. Changes to the original program will be made available to the student, but will not negate the original agreements and will not affect the terms and conditions of the original agreement with both ECI and DLSI. NOTE: Neither ECI nor DLSI are responsible for program changes made by the college.

ECI is acting as a tutoring service to help students prepare for the exams required by the College. Neither ECI nor DLSI grant actual college credit. College credits and diplomas will be awarded by the College or other institutions available at the time of course completion. Neither ECI nor DLSI guarantees acceptance by any college for admission, or successful completion of the sponsoring school's clinical exams; however, every effort will be made by both ECI and DLSI to ensure that the student is prepared for a seamless enrollment process with the College and successful completion of its clinical exam.

## **Notice of Student Rights and Obligations**

**Buyer's Right to Cancel:** A student has the right to cancel this agreement until midnight of the third business day after signing of the enrollment agreement. Notice must be delivered in writing to both DLSI and ECI within the specified cancellation period to be valid.

*After the third business day*, the student will continue to owe the entirety of the ECI tutoring program purchased (See Page 1 of Enrollment Agreement), regardless of whether or not student chooses to attend. The student cannot cancel the agreement by simply not attending class. However, if the student chooses to resign from the ECI tutoring, here is what must happen to have that contract terminated:

1. ECI must receive a written, signed document from the student with a detailed explanation for the resignation of the contract. This explanation will be reviewed and a determination will be made on a case by case basis;
2. ECI will verify the amount of the principal paid by the student. If it is below the amount needed for the number of classes the student registered for, that amount will need to be paid. If the principle amount is higher, that amount will be applied toward the Termination of Contract fee; and
3. Payment of the \$350 Termination of Contract fee to ECI has been received.

Only after all of these items are completed will the ECI contract be considered terminated with the student.

**Refunds:** The only time a student is eligible to receive a refund is if they made payment (other than interest paid) for any session that they did not register for.

*After the third business day*, cancellation is NOT available on the DLSI contract as that program can be completed independently (without the tutoring option).

**Course Cancellation by ECI:** ECI reserves the right to cancel classes prior to the beginning of the first class period. Students will be provided with as much advance notice as possible if this should occur. If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, ECI will reschedule the course, or provide another course needed by the student, at ECI's discretion.

**Payment Default:** A payment default against DLSI or ECI by a student during the duration of this program will neither negate the enrollment nor serve as a means by which to vacate the agreement with either DLSI or ECI. The student understands that they are bound to both DLSI and ECI as the executed enrollment agreements require. ECI reserves the right to discontinue any student's tutorial session attendance for non-payment of fees, failure to attend tutorial sessions, or failure to maintain progress in the BLP; however, the student will remain bound by the terms of the financial contract.

**Payment of fees:** Monthly fees paid will be collected by Jena Mae Financial Services. If, at the time of enrollment the student makes payment in full for their tutoring service, payment in full will be made direct to ECI. All other payments must be made to Jena Mae Financial Services. Checks returned due to insufficient funds will result in the student not being allowed to attend class until the fees are paid.

**Attendance Policy:** Class attendance will be recorded for the sole purpose of determining if a student may attend additional classes, if needed, at no additional charge or if they will be required to pay a re-enrollment fee to attend additional classes. If a student has maintained their attendance at or above 75% for a particular class, they will be permitted to attend additional class sessions, for that particular class, at no additional charge. In retrospect, if a student has failed to maintain their attendance at or above 75%, they will be permitted to take the class again, but will be required to pay the current tuition fee. See Class Registration and Attendance Policy of this document.

### **General Disclosures**

**Areas of conflict with other documents:** In specific terms or areas where this document conflicts with the policies, procedures and/or terms specified in other documents provided by ECI, this document takes precedence. This does not apply to any agreement provided by DLSI.

**Placement Guarantee Disclaimer:** It should be understood that neither DLSI nor ECI guarantees a career in the nursing industry, and neither DLSI nor ECI provide placement services.

**Transfer and Assignment:** ECI reserves the right, which is hereby granted by the student, to transfer right, title and interest of student's enrollment including all enrollment and financial documents at its sole discretion to an individual, group or company of its choosing.

# Emergency Consultants, Inc.

## STUDENT UNDERSTANDING

My signature below signifies that I have read, understood and agreed to my rights and responsibilities and that the Emergency Consultants, Inc. and Distance Learning Systems, Inc. cancellation and refund policies has been clearly written in this document and understood by me for this Blended Learning Program™.

I have read and understood this agreement, which consists of eight (8) pages.

**x** \_\_\_\_\_  
**Printed Student Name**

**x** \_\_\_\_\_  
**Student Signature**

**x** \_\_\_\_\_  
**Date**