Tutoring is priority!
When no students are available to tutor, please turn to next page

Objectives

The purpose of volunteering at the Center is to provide students with academic support that is beyond the classroom to reinforce and to enhance their learning. To assist students to learn skills to help themselves. To encourage students to develop an aptitude to be successful.

About the Center

The College Tutoring Center is operated by the Mihaylo College of Business and Economics. Our mission is to assist business students to become more successful at the university by offering tutoring assistance in undergraduate core business subjects in a friendly and supportive learning environment.

Standard of Conduct

- Sign in at the front desk area during your visit
- Wear volunteer name badge during the entire session
- Dress professionally and appropriately for your session
- Maintain punctuality by arriving five minutes prior to the volunteering times
- Treat all students in a professional, courteous and respectful manner
- Build positive relationships with the students, other volunteers and student staff
- Abide to the Center’s and BAP’s No-Show policy
- Notify the student staff if you will be absent or have someone fill in for you
- Turn off or silent your cell phones while attending to students
- Address any questions or concerns to the student staff

Contact Information

- **Gracia Manopo**, Lead Coordinator, mihaylotutoringlead@fullerton.edu
- **Emeline Yong**, Assistant Dean, Student Affairs, eyong@fullerton.edu
Note-Taking Instructions

Please create notes only when no student is seeking tutoring

1. Ask front-desk coordinator for notepapers and textbook of your choice. Subjects available are:

   - ACCT 201A  
   - ACCT 201B  
   - ACCT 301A  
   - ACCT 301B  
   - ACCT 302  
   - ECON 201  
   - ECON 202  
   - ISDS 361A  
   - ISDS 361B  
   - FIN 320

2. Choose a chapter or specific topic to focus on within that subject

3. Fill out your name, subject, topic, and date on the notepapers provided
   • Write down study tips or summarize material on these notepapers

4. Once you are done, please take a picture of your notes and email it to:

   mcbetutoring@fullerton.edu
   Subject: First Name_Last Name_Subject Study Tips/Summary

   Example: John_Smith_ACCT301A Study Tips/Summary

   • Please do this on the same day that you are volunteering
   • If you do not have a camera phone on hand, let the front-desk coordinator know. Our coordinator would be more than happy to take the photo for you.

5. Sign-in on the checklist posted next to this instruction titled, “BAP Notes Checklist”

6. Hand in your notes to the front-desk coordinator

7. Return textbook to front desk

THANK YOU FOR YOUR POSITIVE CONTRIBUTION!