

Note Taking Assistance

To receive note taking assistance:

1. Submit your application for Student Accessibility (SA) services and documentation of your disability that supports the need for a note taker.
2. After you have been determined eligible, schedule a time to meet with the Student Accessibility staff. Bring your class schedule to the meeting. It is best to attend your classes for a week before meeting with SA staff so you know if the instructor already makes copies of notes or power points available to all students in the class. Because you will have different classes each semester, you will need to schedule a time with SA personnel to make arrangements for note takers in your classes at the beginning of each semester.
3. SA staff will prepare letters that you can take to your instructors to inform them of how to find and hire a note taker.
4. In most instances the note taker will place copies of their notes in a folder located in the hallway near the Student Affairs office. In some instances, with student permission, instructors may arrange to have the note taker provide a copy directly to the student.
5. Note taking is intended to provide access to the lecture and is not considered a substitute for full participation in the course. Failure to attend class regularly may result in discontinuation of services. Discontinuation is at the discretion of the classroom instructors in consultation with the SA Coordinator. In addition, abuse of the accommodation, by asking the note taker to provide additional services such as outlining reading material or providing copies of completed assignments or study guides, may result in discontinuation of the services and, in some instances, disciplinary action.



