Procedure for Obtaining Notetakers for Academic Classes

Student Responsibilities

1. Register with the Office of Student Disability Services by following appropriate procedure.

2. Provide appropriate documentation to validate request for notetaker services.

3. If approved by the Office of Student Disability Services, pick-up professors letters and notetaker announcement sheet from the Office of Student Disability Services at the beginning of each semester.

4. Deliver the notetaker announcement to professors at the beginning of each semester. Discuss the following with each professor.
   a. Explain notetaker procedure to professor
   b. Elicit professor’s assistance and support in finding a reliable notetaker.
   c. Make arrangement with professor to meet the notetaker after class.

5. Explain notetaker procedure in full to the notetaker, including the process involved in completing the necessary paperwork to receive payment for services. It would be a good idea to review the items on the notetaker announcement sheet with the notetaker so that they know your full name, know what identification to bring with them, and know where to fill out necessary paperwork.

6. Make arrangement with the notetaker for obtaining copies of class notes. Please discuss with the notetaker if you would prefer them to make copies of the notes. It is also recommended that you exchange phone numbers at this time in order to assist you in contacting one another should it be necessary. Notes cannot be dropped off at the Office of Student Disability Services.

7. Attend class on a regular basis. Notetaking is a supplemental accommodation; therefore, class attendance remains the student’s responsibility. Notetakers are not required to provide notes for classes missed by student unless approved as a disability-related academic accommodation.

8. Contact the Coordinator of Student Disability Services if problems are encountered with your notetaker. Examples might include a professor who will not read the notetaker announcement, a notetaker who is not providing adequate notes or who drops the class, a class where no one volunteers to take notes, etc.

The Office of Student Disability Services Responsibilities:

The Office of Student Disability Services encourages the student to take a proactive part in developing a relationship with the notetaker in order for the process to work smoothly between student and notetaker.
1. Review and staff documentation provided by student to determine if request for notetaker services are warranted.

2. Prepare letters to professors, with appropriate notetaker announcement sheet, for the student.

3. Assist the student in resolving any problems that they may occur in the notetaking process.