

The Note Taking Accommodation Process

INSTRUCTIONS TO BE FOLLOWED BY THE STUDENT:

- Students **MUST** be **REGISTERED** with the Office of Accessibility Resources to receive note taking.
- The Documentation **MUST** establish that a note taker is a reasonable accommodation.
- Students should notify the Office of Accessibility Resources staff as soon as possible of their note taking needs for the semester. Students will be asked to complete a form indicating a note-taking plan for the semester.
- When determining if a note taker is needed for a particular course, a student should keep in mind some of the following factors:
 - Is this a hands-on (ie: art, design, math) course or primarily a lecture style (ie: history, political science)?
 - Is this an online course where there will be little or no class meetings?
 - Does this course focus mainly on self-discovery and content that would be individualized to the student?
 - Does the instructor post notes on d2L and does it provide the information to supplement the student's own class notes?
- Note takers can offer their services voluntarily and be awarded a certificate from the Office of Accessibility Resources that they provided a voluntary service, or be paid a small stipend at the end of the semester.
- Note takers may be secured in **several** ways:
 - Students may seek out their own note takers. Borrow notes from a friend who you know to be a great student. Free photo copying of your notes is available in the Office of Accessibility Resources.
 - Instructors may be asked to make an announcement in class requesting a note taker.
 - An e-mail may be sent out to the entire class by the OAR staff requesting a note taker.
- While every attempt possible will be made to secure class notes for the student, occasionally there will be delays. Some alternatives students may wish to utilize while the OAR is working with the student to acquire notes are as followed:
 - Tape recording lectures with the permission of the instructor.
 - Student providing and utilizing their own laptop in class to type notes.
 - Utilizing assistive devices and technology to take notes.
- If there is an issue with receiving notes in a timely matter or the quality of the notes, IT THE RESPONSIBILITY OF THE STUDENT to contact Disability Services Office ASAP in order to problem-solve the issue.

Note-taking Plan

Date Completed: FALL SPRING SUMMER **Year:** 2017 **Expires:** *Last day of Semester*

Student Name: [Click here to enter text.](#) **(Tech ID#** [Click here to enter text.](#)**)**

I prefer my notes (please initial one):

_____ I will meet the note taker and receive my notes directly from them

_____ Have the note taker drop off the notes to OAR and I will pick them up using the course filing system

_____ Have note taker email notes to OAR and OAR will email them to me

_____ Have the note taker directly email the notes to me

_____ Other (please explain): _____

Courses I will need volunteer note taking:

COURSE	SECTION	INSTRUCTOR
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For those students eligible for this service, note taking will **not in any way substitute** for the student's full participation and attendance in class. Note taking services are only a means by which to supplement the students own notes and classroom lectures. In addition, students should not expect to receive duplicates of any notes that are posted on the internet (including D2I), Power Point presentations, or in-class handouts, unless there are extraordinary circumstances. If you believe you should receive special consideration with regard to receiving these types of class materials, please contact the Disability Services Office at (651)-450-3884.

I, _____, have read the above etiquette expectations, and agree to abide accordingly.

Signature: _____ Date: _____