

## GUIDELINES FOR STUDENTS USING NOTETAKERS

*Notetaking* services are provided as a reasonable and appropriate accommodation to qualified individuals. This service is not a substitute for class attendance, but a means for a qualified student to receive class notes. Students receiving notetaking services are expected to attend class except in case of illness or emergencies. Every effort has been made to enlist the services of a competent, reliable notetaker.

1. The Coordinator of Academic Services for Students with Disabilities will give you the names and phone numbers of your notetakers. It is your responsibility to contact these people within 2 weeks of your notification after the semester begins.
2. Your notetakers will not have your name until you contact them.
3. Notetakers have been asked to notify us if they have not been contacted within this 2 week time frame. If, after your notetakers notify us and we have not heard from you, we will assume that you are no longer requesting notetaking services.
4. If you have recommendations for names of your own notetakers, please notify the Disabilities Office immediately.
5. Within the first few class sessions, meet with the notetaker to discuss the adequacy of the notes you are receiving (to clarify abbreviations, dates, style, etc.). If after a brief period of time, you are not satisfied with the notes, talk with the notetaker. If problems cannot be resolved, you may request to have the notetaker replaced. Conversely, if the notetaker is not satisfied with the arrangement, s/he may choose to discontinue taking your notes. Upon notification, this office will then locate a new notetaker.
6. It is your responsibility to contact the notetaker after each class to get your copy of the notes.
7. Your notetaker has been asked to arrange for a substitute in his/her absence.
8. When you are absent 2 or more classes, your notetaker will leave your notes at the Disabilities Office where you may pick them up. Chronic absences from class may lead to the revocation of your notetaking as an accommodation.
9. If at any time you are having difficulty getting the class notes please notify the Coordinator of Academic Services for Students with Disabilities.