NOTE TAKER REQUEST PROCEDURE
If your documentation clearly supports the need for note-taking services, you must request a note-taker for each class in writing.

1. Students must review and sign a Note-taker agreement and complete the request (including CRN#, course name, and professor name for EACH course request and include SU contact information).

2. Completed request forms are accepted by the Note-taker-Coordinator in the Office of Disability Services BEGINNING the SECOND week of classes, Monday-Friday, between the hours of 8:00 AM-4:00 PM.

3. Request forms are available in the Office of Disability Services, located in Suite 324 Horton Hall. Ask a student employee for assistance.

4. Students must provide a copy (or bring the original and a copy will be made) of the course syllabus for each class requested before note-takers are put in place.

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ALTERNATE TEXT REQUEST PROCEDURE
If your documentation clearly supports the need for texts in alternate format, you must request alternate texts for each class in writing.

1. Students must review and sign an Alternate Format Text agreement and complete the request (including ISBN#, title, author, publisher, course name, CRN#, and professor name) for each alternate textbook to be ordered.

2. Proof of rented or purchased hard copy texts (receipt paid in full) is required prior to an alternate format order. Original sales receipts and actual textbooks must be presented to a student employee so copies of pages can be made.

3. Request forms are available in Suite 324 Horton Hall and are accepted as soon as texts are posted (on-line or syllabus) by the instructing professor.

4. Students must provide a purchased USB drive (8-16 GB) when notified by the assistant director that requested books have arrived. Texts are downloaded as PDF files and saved to the student’s portable USB drive by the assistant director.

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AUDIO RECORDING REQUEST PROCEDURE
If your documentation clearly supports the need for audio recording lectures, you must request audio recording for each class in writing.

1. Students must review and sign an Audio Recording agreement and list each course (CRN#, course name, and professor name) for which audio recording is the appropriate, reasonable method for securing comprehensive lecture notes.

2. Request forms are available in Suite 324 Horton Hall and are accepted by the director, approved as appropriate, and placed in students’ files.

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