NOTE-TAKER REQUEST FORM

1. Students are required to attend one to two classes before submitting a note-taker request form. This is to determine true need for a note-taker in the course.

2. If a professor uses PowerPoint, and the slides are available on D2L or the class is composed of group discussion, note-takers will **NOT** be provided. (Exception: The professor gives significantly more lecture notes than what appear on the slides. Use of a note-taker, in this case, must be **approved** by the Assistant Director).

3. When need is determined for the semester, student must complete a Note-taker Request Form (attached) **AND include a HARD copy of the course syllabus for each class listed on the request.**

4. Student must read and understand the contents of the entire request form, then sign and date the agreement page (pg. 2).

5. Student making the request will receive the original agreement pages; a copy of the signature page will be retained, along with the pink information page, and given the Note-taker Coordinator.
   - **a.** If **YOU** know someone in your class section who takes good notes, notify the Note-taker Coordinator with the student name. She will contact him/her to explain the process.
   - **b.** Wait at **least 10 days** before asking ODS if a note-taker has been located for your class(es). (Finding a note-taker is occasionally difficult; ask a classmate to temporarily help you out during the first few weeks of class).
   - **c.** You will be immediately notified via Ship e-mail when a note-taker has been located for you.

*Tutoring is not an accommodation and is not set up through the Office of Disability Services. Tutoring is provided by the Learning Center (1st floor, Lehman Library) and by many academic departments. Check with the Learning Center and with your individual professors for extra help.*
I UNDERSTAND and AGREE that:

- The notes I receive from my note-taker are for my use ONLY and are not to be shared or sold to any other student. This is considered academic dishonesty and will not be tolerated. _________
- The notes from my note-taker are intended to serve as a supplement to my OWN notes. _________
- I am responsible for picking up my copied notes within ONE week of the day I receive a notification e-mail that the notes are ready for pick up in Suite 324 Horton Hall between the hours of 8:00 AM and 4:15 PM. If I neglect to pick up my notes in a timely manner, services will be terminated. _________
- EXCESSIVE ABSENTEEISM from class will result in the TERMINATION of note-taking services. _________
- I am eligible for note-taker notes ONLY for the days I attend class. _________
- I am responsible for informing the Assistant Director if/when the notes I receive from my note-taker are consistently inadequate OR are not routinely available. (The Assistant Director will inform the Note-taker Coordinator to search again for a reliable note-taker).

I, ________________________________, have read ALL of the above and FULLY understand what my
(Print your name)

responsibilities are for requesting and utilizing note-taking services through the Office of Disability Services.

_________________________________  ______  ________________________________  ______
Student Signature                Date       ODS Signature               Date
**Note-Taker Request**

I am requesting a peer note-taker for the following class(es):

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<tr>
<th>CRN (5 digits)</th>
<th>COURSE NAME</th>
<th>PROFESSOR NAME</th>
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My phone number is: (____) __________________________

My Ship e-mail address is: ___________________________

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~~Office use ONLY

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Note-taker Coordinator Signature       Date received       Date completed