NOTE TAKER REQUEST PROCEDURE

<u>If you are requesting note takers for your classes, our procedure is:</u>

1. Note taker request forms are available at 120 Horton Hall
2. Student must complete a note taker request form and submit the form to our Office of Disabilities Services (HH 120).
3. Setting up of note takers **BEGIN** the **SECOND** week of class, on a first come basis.
    a. If **YOU** know of someone in your class who will take lecture notes for you, please provide us the individual's **FULL** name with the class. *(This person must be in the same class section that you're attending.)*
4. If the professor uses power point and the power point is available "on line" or blackboard, not takers will **NOT** be provided.
    a. The only exception to this is if the professor has more notes on the lecture then what the power point provided and extra notes are needed to be taken.
5. The quicker you get your formed filled out and into the office the faster a note take can be provided.
    a. After turning in your filled out form please give us at **least 10 days** before contacting us about your note taker (s).
    b. Finding you a note taker takes a little longer then you think for us to find, so within the first two of class you can find someone in your class to help you that would be a great help.

Tutoring is not an accommodation and is not asset up through the Office of Disability Services. Tutoring is provided by the Learning Center and many departments provide tutoring settings. I recommend you check with the Learning Center and you with your individual professors for extra help.

<u>I UNDERSTAND THAT I AM RESPONSIBLE FOR:</u>

- I understand the notes I receive from my note taker are intended to serve as supplement to my own notes.
- I am responsible for providing note taker with NCR paper or photo copying the notes. (paper and copying available at 120 HH)
- I understand the **NOTE TAKER IS NOT REQUIRED TO PROVIDE NOTES IF I AM ABSENT.**
- I understand **EXCESSIVE ABSENTEEISM** will result in the **TERMINATION** of note taking services.

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

responsibilities are on how to get a note taker as well as upon requesting a note taker!

_____ _____ _____ _____

Student Signature *Date* *ODS Signature* *Date*

NAME_____ DATE_____

Note Taker Request

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

Course #	Professor Name	Days	Times	Note taker Name*

The note taker may contact me: Yes____ No___

My phone number is: (_____)_____

My ship e-mail address is:_____

* *do not fill out unless you find on own*

~~Office use ONLY

_____ _____ _____

Worker's Signature *Date received* *Date completed*

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