

Note Taker Accommodation Request Procedure

Messenger Pigeon serves as the primary source of notetaking for students eligible for this accommodation. Messenger Pigeon is a third-party resource that provides students with a set of typed notes from a professional note taker, through an uploaded audio recording of the lecture. If a student believes that Messenger Pigeon does not provide them with effective notes, students can contact SAS to schedule a meeting. Messenger Pigeon may not be the best fit for some students with specific disability types such as hearing, hand/arm mobility and visual limitations. Due to this, students may be approved for Peer Notetaking for *in-person* classes only.

Students with the peer note-taker accommodations will need to request note takers each semester and specify which courses they need note takers, per SAS policy. Keep in mind that not all courses qualify for peer notetaking. Courses that do not have a lecture component do not qualify for notes, including most labs, open discussion forums, performance art (dance) courses, etc. Prior to notifying SAS of their need for a note taker, students are requested to do the following:

1. Attend each course at least once to determine whether a note taker is necessary
2. Review the instructor's course materials on Canvas
3. Review the syllabus and/or meet instructors to discuss course materials provided and whether these meet the need
4. Determine whether use of a recording device and/or permission to take photographs would allow access to lecture material.

Once students have completed these steps for each class, they must notify SAS of their need for a note taker and provide a list of courses for which they need this accommodation. SAS will then work with instructors to obtain a note taker with the intent of having a note taker in place as soon as possible.

If a suitable volunteer is unable to be found, then SAS will work with the student to find an alternative that meets their needs. In some cases, recordings of lectures, PowerPoints/outlines from professors, or alternative note-taking services may be utilized. Each case will be handled on an individual basis.

Note takers are instructed to provide notes weekly unless needed more frequently; they will email their notes to SAS and SAS will email them to the student requesting them on a weekly basis.

The identity of the student receiving the notes and the student providing the notes will not be shared with either party. While it is recognized that students may inadvertently become aware of who is providing the course notes in some situations, it is discouraged for students who are receiving notes to interact directly with the notetaker. Students should bring any questions or concerns regarding notes to SAS directly.