



Note Taker Request Procedure

As a student with accommodations, you may have qualified for a Note Taker; however, this accommodation is not always necessary in every situation in order to provide you access to lecture material. Accessibility Services is committed to providing you this accommodation when it is needed but we would like to take a more intentional and interactive approach with regard to providing note takers.

Therefore, students with Note Taker accommodations will need to request note takers each semester and specify for which courses they need note takers. Prior to notifying Accessibility Services of your need for a note taker, you will need to do the following:

- 1) Attend each course at least once to determine whether or not a note taker is necessary (for example, you may not need one for labs or a hands-on course where there is little/no lecture or the instructor provides access in a different way)
- 2) Review the instructor's course materials on Canvas
- 3) Review the syllabus and/or meet with each of your instructors to discuss course materials provided and whether or not these meet your needs
- 4) Determine whether or not use of a recording device and/or permission to take photographs would allow you to obtain access to lecture material.

Once you have completed these steps for each class, please notify Accessibility Services of your need for a note taker and provide a list of courses for which you need this accommodation. Accessibility Services will then work with instructors to obtain a note taker for you with the intent of having a note taker in place as soon as possible. Please let Accessibility Services know if you prefer to receive your notes as: 1) paper copies that you pick up, or 2) scanned notes via email.

Accessibility Services and your instructor will solicit volunteers to be note takers. If a suitable volunteer is unable to be found, then the Accessibility Services office will work with the student to find an alternative that meets the student's 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 bring their notes to Accessibility Services where the notes will be copied or scanned. If you prefer to receive paper copies of your notes, they will be sealed in large envelopes and placed outside Rm. 320 Cressman Library for you to pick up. Please only pick up envelopes that have your initials on them. To protect your privacy, we do not use full names.

If you encounter a problem with regard to the notes you are receiving, make changes to your classes, or find that you no longer need a note taker, please contact Crystal Stubbs (610-606-4666 x. 4462), in Accessibility Services immediately.