

As a student with accommodations, you may have qualified for a Note Taker; however, this accommodation is not always necessary to provide you access to lecture material. Academic 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 Academic Services of your need for a note taker, you will need to do the following:**

- 1) Attend each course 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) Meet with each of your instructors to discuss:
 - a. course materials provided and whether or not these meet your needs
 - b. whether or not the instructor can provide an alternate way for you to obtain the notes (instructor notes, power points, copy of student notes posted for all students, etc.)
- 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 Academic Services of your need for a note taker and provide a list of courses for which you need this accommodation. Academic Services will then work with instructors to obtain a note taker for you with the intent of having a note taker in place within two weeks of your request. Please let Academic Services know if you prefer to receive your notes as: 1) paper copies that you pick up, or 2) scanned notes via email.

Note takers are instructed to provide notes weekly; they will bring their notes to Academic 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 in the basket on the wall 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, if you add a class, drop a class, withdraw from a class or find that you no longer need a note taker in any of your classes, please contact Sue Barnes (610-606-4666 x. 4462), in Academic Services, immediately.