

NOTETAKING SERVICES PROCEDURES

Notetaking

1. Maintain current eligibility for this service by providing documentation of need for this service and submit Student Updates for each semester in which services are needed.
2. Request Accommodation Form via counselor or specialist contact or Express Request form for each class in which the service is needed.
3. Submit Accommodation Form to each instructor within the first week of class. Either on your own or with the assistance of the instructor, find a fellow student in the classroom who is willing to provide you with copies of his/her notes, either by using carbonless copy paper (NCR paper) available at no cost from DRC front office or photocopied at the DRC.
4. Provide your notetaker with a copy of the Notetaker Honorarium Procedures, which inform the notetaker how to arrange to be paid for his/her service. The notetaker will receive \$50 for the semester for each class serviced.
5. Make your own arrangements to pick up your copy of the notes. If you miss more than three class meetings, this service may be suspended or terminated for that class. To reinstate service, you must meet with the Director of DRC for reinstatement. Repeated individual class terminations or misuse of class notes may result in permanent termination of this service.

Tape Recording Lectures

1. Follow steps 1-3 in the Notetaking section.
2. Use your own tape recorder, or, if you do not have one, request one at DRC front office (limited availability).
3. Most instructors these days do not mind if you use a tape recorder in class to record lectures. As a courtesy, however, it is a good idea to inform your instructor. Some instructors may request that tape recorders be turned off during times when personal information is being shared. As long as you do not miss parts of a true lecture, it is a good idea to comply.
4. Some instructors are uncomfortable with tape recorders in class for a number of reasons. If an instructor objects, acquire an Agreement for Taping Course Lectures from DRC.
5. Return DRC tape-recorders at the end of each semester, even if you plan to return the following semester. Failure to comply may result in an academic hold being placed on your records and/or suspension of other services.