

**GUIDELINES FOR EFFECTIVELY REQUESTING ACCOMMODATION FOR:  
NOTE TAKING SERVICES**

**Eligibility/Use:**

Note taking services are academic accommodations approved by Disability Resources for Students (DRS) and provide access to course lectures for students whose documented disability affects their ability to take lecture notes. Students eligible to request note taking services may also be eligible to record class audio and/or obtain copies of lecture materials; such as PowerPoint slides and prepared lecture exhibits or handouts. The notes and lecture materials provided are not meant to be a replacement for a student's own notes (unless a student is unable, due to the effects of a disability, to take any notes at all) or as a substitute for class attendance (see Taking Your Own Notes and Class Absences below).

**Taking Your Own Notes:**

Students must take their own class notes to the extent possible, unless unable to do so due to the effects of a disability. The note taker's notes are to be used as a supplement, allowing DRS students to fill in details in their own notes that might have been missed due to the effects of a disability.

**Class Absences:**

Since note taking is an approved disability-related accommodation, notes can only be provided for absences that are related to a documented disability (if a student is approved for this version of the accommodation). Students who miss class for reasons that are not disability-related should obtain notes from a classmate, like any other student in this circumstance.

**Audio Recording the Class:**

Students using note taking services are advised to also audio record their classes. This can be especially helpful at the beginning of the quarter while a note taker is being recruited. Recording the class will allow students to supplement their notes with information that they may have missed during the lecture. Students using notes from the note taker, their own notes, and the recording of the lecture will be assured they have access to the information presented in the class and will have a variety of formats for reviewing the material.

**Lecture Materials (i.e. slides, exhibits, etc.)**

Students who receive note taking services may also be eligible to request copies of lecture materials from their instructor, if they are not already being provided to the whole class. The instructor is responsible for providing these materials in a timely manner upon your request. DRS can help facilitate obtaining these materials from the instructor as needed.

**Note/Lecture Materials in Alternate Formats:**

Students requiring the note taker's notes or the instructor's lecture materials in an approved alternate format, must indicate the requested format within myDRS and have completed an AT&T Program orientation. DRS will be responsible for partnering with the course faculty in obtaining course materials and providing the requested alternate format in a timely manner.

**Remaining Anonymous:**

Note takers are matched within the myDRS system and not automatically introduced to the student for whom they are taking notes. They are instructed to keep any knowledge they may have regarding the student with a disability confidential. Students who wish to contact their note taker should speak with the DRS Classroom Services Program Manager.

**Student Responsibilities:**

1. Use priority registration to enroll in your courses on the first day of registration for the upcoming quarter.
2. Select the note taking accommodation for each course you will need it in for the upcoming quarter within your myDRS profile
  - Requests need to be submitted within 2 weeks of the first day of school or as soon possible after registering with DRS (review the [Services Timeline Request](#) info online)
  - Late requests will be processed in the order received and only up through the 5<sup>th</sup> week of the quarter
  - Changes to note taking requests due to schedule revisions or the cancellation of note taking services, should be reported to DRS as soon as possible to be processed in a timely manner.
3. Send DRS Faculty Notification Letter and meet with course Professor to discuss details of accommodations (or other TA or Staff member if instructed to do so by professor)
  - Send the DRS Faculty Notification Letter through myDRS to his or her professor(s) at the beginning of the first week of each quarter or as soon as the accommodation is approved.
  - The student and faculty must discuss the course requirements as it relates to the accommodation. If the student is also eligible for copies of lecture materials discuss with the faculty the method of delivery of these materials.
4. Log into myDRS to view/download course notes
  - View uploaded course notes through your myDRS profile.
  - Download notes you wish to keep for your use. Notes are hosted for one academic quarter post the end of the course.
5. Respond promptly to any correspondence you receive from DRS.
  - A lack of response, or an untimely response can delay, impact or ultimately cancel requested note taking services.
6. Notify DRS of problems with receiving accommodation.
  - If the student or professor has questions about the process, responsibilities and/or provision of this accommodation, the DRS office should be informed as early in the process as possible so we can address and work to resolve them.