Note Taking Assistance

Disability Support Services (DSS) will assist in the coordination of volunteer peer note takers for students with a documented disability who have been approved for this academic adjustment through the DSS Office. The following identifies the responsibilities of the student and DSS if the student chooses to have DSS involved in the volunteer peer note taking process.

Student Responsibilities:

1. You must meet with the professor to discuss recruitment of a volunteer peer note taker, unless other arrangements have been made.
2. You must attend class in order to receive notes. Notes will not be taken when you are absent, unless advance arrangements have been made with the DSS Office.
3. You will contact DSS immediately if there are problems locating a volunteer peer note taker or if there are any problems with the notes.

DSS Responsibilities:

1. DSS will email you a letter outlining your approved accommodations.
2. DSS will provide volunteer peer note taking packet(s) and additional NCR paper.
3. DSS may arrange to photocopy notes if NCR paper is not acceptable.

**Notes**

* Note taker packets contain NCR (non-carbon copy) paper. When your volunteer peer note taker writes on the top (white) sheet, the notes will transfer to the bottom (yellow) sheet, which can then be given to you.
* The NCR paper provided is of high quality. If the NCR paper is left in a stack, writing will bleed through several sets, ruining the ability to clearly read the notes. To avoid this, please use the cardboard sheet provided in the note taker packet to separate the top NCR set from the remainder, or only use one set at a time on a hard surface.
* NCR paper is expensive and is only to be used for classroom notes.
* Note taking packets and additional NCR paper are available in the DSS Office.
* If appropriate, you should continue to take your own notes.