Disability Services Office (DSO) Mohawk Valley Community College

Note-Taker Policies and Procedures

What is a note-taker?

We use this term to designate a student who shares notes with another student in a class.

Who uses a note-taker?

Students with various types of disabilities use note-takers for a variety of reasons, including difficulty with hearing, memory, writing, spelling, or attention.

How do I get approved by Disability Services to have a note-taker?

You must provide documentation that shows that the service is needed and discuss it with the appropriate DSO staff member.

Do I need a note-taker for every class?

No, you may not need them for some non-lecture classes – those administered in computer labs, for example. We encourage many students to record the class with a digital recorder.

What happens when I am approved for a note-taker?

Ask for a Note-Taker Request Form for each class for which you need notes. Meet with your professor to discuss your needs. The disability office will simultaneously be looking for a note-taker as well.

What do I do next?

When talking with the instructors during office hours early in the first week of class-find out how the course is structured, if there are notes or PowerPoint's provided to all students or posted on blackboard. If these do not meet your needs, ask your professors to request a volunteer by making an announcement in class- bring the note-taker request form to the instructor and they will an announcement or pass the form around in class. OR You can ask a fellow classmate yourself if you feel comfortable doing so.

What do I do when I have the name of a note-taker?

If you coordinate your own Note-Taker, bring the completed note-taker request form with the name and contact information to DSO so we can discuss our procedures and acknowledge them. The office will contact you using your MVCC email account if we have located a Note-Taker ourselves.

What happens then?

DSO will send an email to each note-taker explaining how the process works and how to use the copier in our office as a scanner. All approved note-takers are expected to view a Note-Taking PowerPoint training.

How do I get my notes?

Your note-taker should scan notes using our copying machine right after class, or as soon as possible thereafter, and you should check your MVCC email account regularly to get your notes.

How should I use my notes?

Review them daily. If you need clarification or have a question, go to your instructors' next office hours. Record your classes and use the recording as a back-up to the notes. Consider copying the notes over in your own handwriting or typing them on a computer.

Must I go through Disability Services in order to get copies of notes?

No. Any student can make private arrangements to share notes with a classmate. However, you must go through Disability Services if you would like them scanned in and emailed or to make copies free of charge in our office.

Student Responsibilities in the Note-taking Process:

- Request note-taker forms at the beginning of each semester
- Discuss note-taking with your teachers and ask them to make an announcement for a volunteer
- Return completed forms with note-taker contact information to DSO
- Go to class notes are not a substitute for attendance
- Check your MVCC e-mail for notes on a regular basis
- Identify a back-up person in case your note-taker is absent
- Follow the "How should I use my notes?" guidelines
- Notify the Disability Office if the note-taker is not providing notes
- Notify the Disability Office immediately if the notes you're receiving aren't meeting your needs

I reviewed and understand the Note-Taker Policies and Procedures.

| Student Name: | |
|----------------------|--|
| | |
| Student Signature: _ | |
| | |
| Date: | |