

NOTETAKER PROCEDURES & GUIDELINES
Services to Students with Disabilities
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

PROCEDURES:

1. Submit a completed Notetaker Request Form at least thirty (30) days prior to the first day of classes each quarter. This form may be obtained from the SSD office during normal business hours or on the SSD website.
2. Notify SSD regarding changes in class schedule and locations as soon as possible.
3. Students are encouraged, but not required, to select their own Notetaker from the students in the class. If the student selects a Notetaker, the student should send an email to the SSD office notifying it that a Notetaker has been located.
4. SSD will recruit a Notetaker from the student's class. If no Notetaker is found, SSD will send a student assistant to take notes or will provide the student with a tape recorder to tape the classes until a Notetaker can be found. Transcription of tape recorder notes will be available to the student within seven (7) days of the receipt of the tape in the SSD office.
5. Once a Notetaker is located, SSD will send an email with that person's name and contact information to the student requesting a Notetaker.
6. Pick up carbonless (NCR) paper at the SSD office during normal business hours for Notetaking. Class notes may also be photocopied at SSD during normal business hours within a timely manner.

GUIDELINES:

1. The student's SSD counselor determines Notetaking as an accommodation.
2. Priority registration should be utilized by students to ensure timely submission of Notetaker requests.
3. When the student attends class, the class notes will be made available to the student by the next school day. However, if the student does not attend class that day, it is the student's responsibility to receive notes for the class.
4. Notetakers who are not taking the class themselves will leave after 20 minutes if the student with a disability does not attend class and no notes will be made available to the student.
5. As an incentive, student who are taking the class and serve as a Notetaker will receive priority registration for the following quarter. One Notetaker per class is allowed Priority Registration unless approval has been authorized by the student's SSD counselor.
6. Any questions or concerns regarding requested Notetaker services should be directed to the SSD office.

I have read and agree to follow the Notetaker Procedures and Guidelines.

Student Signature

Date

Staff Signature

Date