

Note-Taker Policy

Students are eligible to receive copies of a classmate's notes if their disability impairs note-taking. DisAbility Support Services provided dual-note paper is often used for this purpose. Note-takers funded by an ACCES-VR (VESID) or CBVH voucher must apply to be a college employee (paperwork is in the DSS office). You must ensure that notes are legible and adequate, and report any problems to AccessABILITY Resources immediately. We encourage students to recruit their own note-takers from each class; however, if you need assistance recruiting someone, contact your DisAbility Support Services counselor or your professor.

- 1. Pick up note-taking paperwork from AccessABILITY Resources (AR).
If you are open to ACCES-VR or CBVH, or have been told your note-taker can receive a stipend, your note-taker may be able to receive payment. Complete the *Note-taking Funding Request Form* and return it to AR.
 - 2. Recruit a note-taker.
 - 3. Give your note-taker the referral form and make sure it is returned to AR.
 - 4. Attend class regularly and collect the notes from your note-taker or AR.
 - 5. Keep in contact with your note-taker and AccessABILITY Resources.
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1. **Pick up note-taking paperwork from AccessABILITY Resources.** This includes the *Note-Taking Referral Form*, the *Note-taking & Tutor Funding Request Form* (sent to ACCES-VR or CVBH counselor), dual-note paper, and if needed, the recruitment letter to professors (*Recruiting Students to Share Notes*).
2. **Recruit a classmate to share notes.** Ask a classmate to share notes with you, make an announcement to your class asking for a volunteer, or ask your professor to help you find a classmate to share notes. **Remind your professor to keep your name anonymous when making an announcement if you'd like your AccessABILITY Resources status to be kept confidential.**
3. **Give your note-taker the *Note-Taking Referral Form*** (if you wish to remain anonymous, ask your professor to do this). Make sure your name and your class information is correct. Ask your note-sharing classmate to return the form to the AccessABILITY Resources office.
4. **Attend class and collect the notes.** The purpose of note sharing is to supplement, not replace, your attendance in class. You are also expected to take your own notes, unless your disability prevents this. Note-takers are not obligated to give you notes for classes you miss due to unexcused absences. If you have a disability-related reason for missing a class, discuss this with your AccessABILITY Resources counselor and instructor. Notes can be given to you in class, or dropped off at the AR office in CASE (Rm 005 of VanWagenen Library.)
5. **Keep in contact.** Check in regularly with your note-takers. Carefully review the first notes they give you. Can you read them? Are they complete? Does your note-taker attend class regularly? If a note-taker does not meet your expectations, re-explain what you need or discuss the difficulty with the AccessABILITY Resources Coordinator, Betsy Briggs, 518-255-5282

AccessABILITY Resources

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