

Notetaker Accommodations

Students who are eligible for notetaker accommodations are asked to read and sign the following Notetaker Policy:

Notetaking Policy Student Disability Services (SDS) University of Memphis

If you, the student, and your Coordinator determine that you are eligible for notetaking services as a disability-related accommodation, you have several options in obtaining notetakers for your classes. Regardless of which option you choose, you should speak with your professor about your accommodation needs. It is possible that the professor will offer to provide you with their own notes or assist you with finding an appropriate notetaker.

Notetaking accommodations options:

- A. Get your own notetakers by identifying a student in the class and asking that student to share their notes with you. If you get your own notetakers, email SDS their name and contact information in order to have them sign a contract. We will provide you with a notepad which makes a second copy as the notes are taken.
- B. Ask us for a letter requesting the professor make an announcement in class that a notetaker is needed. The letter will specify that your name should not be disclosed but that a volunteer should contact our office.
- C. Have SDS request a notetaker for you.

If you wish to have SDS obtain a notetaker for you, follow these guidelines:

1. _____ Schedule a semester plan meeting with SDS **as early as possible** after registration, **at least one week prior** to the beginning of the semester. (It is best to do this at the end of a semester for the following one.) If you do not meet with us within a week prior to the beginning of the semester, we will still do our best to provide you with notetakers, however, there may be a delay.
2. _____ Like all students, you can drop or add classes; however, **it is your responsibility to let us know immediately if you drop or add a class so that we can obtain a notetaker** for that class. It usually takes at least several business days to obtain a notetaker, and in the meantime the class may be meeting.
3. _____ When SDS obtains a notetaker for you, we will email you that person's contact information. Make sure to speak with this person either by phone, email, or after class and decide where you will exchange notes. If you have a particular request related to your disability, such as writing in bigger letters, you can ask your notetaker about such requests. We do not disclose information about your disability to the notetaker, and hence they may not be aware of your particular needs.
4. _____ If you have any problems with your notetaker that you cannot resolve with them, contact SDS.
5. _____ Students are expected to attend class regularly. Access to class notes is NOT a substitute for attending class.

Initial each item above and sign below to indicate you have read and understand this information.

Student Name (print): _____

Signature: _____