



California State University
MONTEREY BAY
Extraordinary Opportunity

STUDENT DISABILITY RESOURCES (SDR)

Health & Wellness Services (Bldg. 80)

100 Campus Center, Seaside, California 93955-8001

Phone 831.582.3672 | Fax 831.582.4024 | TTY 831.582.5307

Email: student_disability_resources@csumb.edu

URL: <https://csumb.edu/sdr>

Notetaking Service Client Responsibilities

Student Disability Resources (SDR) provides a means for eligible students to arrange in-class Notetaker services by a peer enrolled in the course. **The primary responsibility for asking and arranging for a Notetaker rests with the eligible student.** SDR agrees to pay in-class Notetakers a stipend for the semester in which they share notes. SDR provides 2-ply paper; a carbon-less copy paper that results in two sets of notes being made in one writing. At the end of class, the Notetaker tears the portions apart and provides the top copy of the notes (white) directly to the eligible student (on occasion, the Notetaker is asked to deliver the notes to the SDR office for distribution).

Students identify an in-class Notetaker through a variety of ways:

1. The student directly asks a classmate to assist them.
2. The student makes an announcement regarding their need, and asks for those interested in Notetaking to meet with them after class.
3. The student may have the professor make an announcement in class and direct potential Notetakers either to the eligible student or SDR for further information. (This choice is up to the student.)
4. If a student's attempt to find an in-class Notetaker fails, the student should contact SDR immediately so assistance can be provided. SDR will contact the professor and ask that an announcement be made regarding Notetakers or ask to schedule a short presentation by SDR regarding being a Notetaker. This scheduling may take up to 10 working days and SDR will work with the student and professor to provide lecture information during this period. Options may include

copies of the instructor's lecture notes or taping and/or transcription of the lecture (with SDR assistance).

Once a Notetaker is identified, the student requesting services must give the Notetaker **the Referral and Application** package provided by SDR. The Notetaker is instructed to come to SDR after completing the online Notetaker training and receiving a certificate of completion to turn in with the Application package. Students are responsible for contracting with Notetakers who write legibly and take comprehensive notes. SDR cannot ensure the quality of the notes; it is the student's responsibility to do so. If a Notetaker misses two or more classes and/or takes incomplete or unreadable notes, the student can contact the Office Coordinator at the SDR office and ask for the contract to be voided.

The student can recruit another student in class to apply at SDR and provide adequate notes.

If a student finds that they no longer needs a notetaker in a specific class, they must notify SDR immediately of this change. They can send an email to student_disability_resources@csumb.edu

Students using Notetaking services will be contacted no later than 45 days from the first day of the semester. They will be asked to confirm the name of their notetaker and to evaluate the services rendered.

If a student has a temporary disability or has an approved extended absence from the class, they must contact SDR as soon as possible to discuss the situation. If the disability is documented and/or the absence is approved by the professor, SDR will assist the student in making arrangements for notetaking. SDR will respond to an appropriate and documented need no later than 10 working days after the initial request was made and documentation is received. In this case, SDR usually provides notetakers who are trained support service assistants who are scheduled to take notes for classes in which they are not enrolled.

SDR Notetakers are expected to attend every class. Prior to any absence, Notetakers are expected to arrange substitute volunteer Notetakers and notify the student about the absence and alternate Notetaker. Notetakers are to contact SDR with 48-hour advance notice if they cannot attend class. SDR may, in some cases, consult the student who needs notes and make alternate arrangements for providing that day's information to the student. Options include: assigning another SDR notetaker to cover the class, contacting the professor for copies of lecture notes, and/or recording the class.

By Requesting Notetaking Services I agree:

- I will attend class and take my own notes and will use the notetaker's notes as a supplement to my own.
- I will notify SDR if I drop the class or decide not to use the notetaking service. I understand that failure to do so may result in loss of future notetaking support by the SDR office.
- If I do not pick up notes or miss classes for a period of more than two weeks without informing the SDR office, I understand that my notetaking services may be cancelled.
- I have been given the **SDR Notetaking Service Student Client Responsibilities** form and have read and understand the contents.

Signature

Date

cc: Original to Client File
cc: Client