



STUDENT ACCESSIBILITY SERVICES  
16875 West Bernardo Suite 110, San Diego, CA 92127-1675

## Student and Note Taker Responsibilities Guide

### Introduction

This handbook has been developed to assist you in understanding the role and responsibilities for students and note takers. If you have any questions regarding anything outlined in this document, contact the Academic Accommodations Coordinator directly at [accommodations@nu.edu](mailto:accommodations@nu.edu).

### Overview of Note Taking Services

Note taking services provide equal access and can contribute to the success of students with documented disabilities. Note taking as an accommodation may be appropriate for students with a hearing or visual impairment, a motor or physical limitation or an attentional or learning disability. Through supplementing note takers' notes to their own notes, students have the opportunity to fully engage with in-class content. Note takers take notes for a student registered with National University's Student Accessibility Services. To register with Student Accessibility Services, visit <http://www.nu.edu/sas> or contact [sas@nu.edu](mailto:sas@nu.edu) for more information.

# I. Student Responsibilities

## General Information

Students are responsible for reading this document prior to using note taker services. For any questions or assistance, request an appointment with the Academic Accommodations Coordinator at [accommodations@nu.edu](mailto:accommodations@nu.edu).

Arrangements for note exchanges are between the student and the note taker. Notes provided by a note taker are not a verbatim of the lecture. Students may wish to contact their professor to ask for guided notes or lecture outlines. Guided notes are outlines provided by the instructor with spaces or blanks that students can fill in.

Attendance: Note takers are not responsible for taking notes if the student is absent from class. A student, who is unable to attend a class due to a disability-related reason or emergency, or for an extended period of time, must notify the note taker. If the note taker is not notified of the absence, the note taker is not required to take notes. Students and note takers should exchange phone numbers and e-mail addresses for purposes of communication.

## Procedures for Recruiting and Identifying Student Note Takers

Students may ask a classmate to be their note taker. Should students need assistance with finding a note taker, students may notify their professors. It is recommended students arrange a meeting with their professor to inform him/her about the need for a note taker and to present their SAS Accommodation Letter.

If you wish to have the professor assist you in locating a note taker, ask your professor to make the following announcement to the class. The announcement should be made as follows, and should not include your name/identity:

*“A student in this class is in need of a note taker. If you would like to be a note taker and take clear, legible notes, email [accommodations@nu.edu](mailto:accommodations@nu.edu) that you are interested in being a note taker or meet with the student after class. The note taker will receive a \$100 credit to his/her student account for each month/term in which he/she takes notes for the student.”*

Once a student has identified a note taker, both the student and the note taker are required to sign the Note Taker Verification form within the first week of the course. The Note Taker Verification form can be found on our website at <http://www.nu.edu/sas> under Accessibility Forms and Guides.

If a note taker is not acquired after two attempts by the professor or students experience any difficulty locating a note taker, students are responsible to contact the Academic Accommodations Coordinator immediately at [accommodations@nu.edu](mailto:accommodations@nu.edu) for assistance in using other means to obtain a note taker and work towards a solution.

## **Feedback on Note Taker**

For any feedback on your note taker's notes, students are encouraged to solicit feedback on the quality of the notes to their note taker; however, note takers are not expected to reformat their style.

If your note taker informs you they can no longer take notes, or you experience any concerns with your note taker, students are responsible to contact SAS immediately at [accommodations@nu.edu](mailto:accommodations@nu.edu) for assistance.

## **II. Note Taker Responsibilities**

### **General Information**

The main responsibility of a note taker is to take organized, legible or typed notes every class and provide a copy of these notes to the student within 12 hours of the end of class.

To be eligible for the stipend, both the student and the note taker are required to complete the Note Taker Verification and Agreement Form within the first week of the course. The Note Taker Verification form can be found on our website at <http://www.nu.edu/sas> under Accessibility Forms and Guides

### **Attendance**

It is the note taker's responsibility to attend class on a regular basis and to provide notes for every lecture. We understand that sometimes missing a class is unavoidable. In this case, please borrow suitable notes from another student immediately and make a copy for the student you are supporting within 12 hours of the end of the class.

If you can no longer be a note taker, it is your responsibility to contact inform the student and SAS immediately. SAS asks note takers to provide five business days' notice prior to your resignation so that we may assist in recruitment of another note taker without interrupting provision of notes to the student who receives them.

Note takers are not responsible for taking notes if the SAS student is absent from class. A student, who is unable to attend a class due to a disability-related reason or emergency, or for an extended period of time, must notify the note taker. If the note taker is not notified of the absence, the note taker is not required to take notes. Students and note takers should exchange phone numbers and e-mail addresses for purposes of communication.

### **Boundaries**

Note takers are not responsible for tutoring, typing papers, advising students, etc. If students approach you for this assistance, please decline respectfully and refer them back to Student Accessibility Services.

### **Confidentiality**

Note takers must maintain the confidentiality of student disability-related information at all times. Do not disclose the student's name or the nature of the service being provided. If a student discloses person information to you, you are expected to keep any information that is shared with you between you and the student. Please communicate with the student in a discrete and respectful manner. Note takers should bring any problems or concerns to the Academic Accommodations Coordinator at [accommodations@nu.edu](mailto:accommodations@nu.edu).

## **Additional Note Taking Strategies and Tips**

Note takers using a computer to take notes are encouraged to exchange notes by email. Note takers are encouraged to solicit feedback on the quality of their notes from the student(s) they are servicing; however, you are not expected to reformat your style.

### **Tips for Format of Notes/Organization of Content:**

- Main topics should be clearly define
- Use wide margins and indentations to separate information
- Use effective formatting cues such as capitalization underling and asterisks
- Help facilitate reading by employing simple sentence constructions when needed
- Define new vocabulary in simple terms
- Give examples when needed
- Consider reworking the notes to put them in clear logical sequence of information or outline.
- Crucial information regarding class assignments and tests are included in the notes

For more tips and strategies, please review Resources on page 6 of this document.

## **Stipend**

Upon submission of a Note Taker Verification Form, note takers will receive \$100 credit to their student account. Payments will be posted to the note taker's student account up to 10 business days after the course has completed.

## III. Resources

### Effective Note Taking Tips and Strategies

Cornell

<http://coe.jmu.edu/learningtoolbox/cornellnotes.html>

Princeton

<http://www.princeton.edu/mcgraw/library/for-students/great-notes/>

Dartmouth

<http://www.dartmouth.edu/~acskills/success/notes.html>

### Technology Tools

Some students may want to use an audio recorder for recording lectures as a note-taking tool.

AudioNote Software

<http://luminantsoftware.com/iphone/audionote.html>

Livescribe Pens

<http://www.livescribe.com/en-us/solutions/learningdisabilities/>

Sonocent

<https://www.sonocent.com/en-us/>

Phone Aps for Note Taking

<https://zapier.com/blog/best-note-taking-apps/>

### No Carbon Required (NCR) Paper

Students may request to use NCR forms for their courses from SAS. Students are required to request paper from SAS at [accommodations@nu.edu](mailto:accommodations@nu.edu) with a minimum of 5 business days to provide paper. Follow up with [accommodations@nu.edu](mailto:accommodations@nu.edu) for more questions about NCR paper.

## IV. FAQs

### **Who is my first point of contact for any questions or concerns?**

Student Accessibility Services' Academic Accommodations Coordinator is the first point of contact at [accommodations@nu.edu](mailto:accommodations@nu.edu) or (858)521-3968.

### **What do note takers do?**

A note taker takes notes for a student with registered with Student Accessibility Services. It is the responsibility of the note taker to provide clear and concise classroom notes within 12 hours of the end of the class. The great thing about being a note taker is that you do not have to do anything more than you already do, go to class and take good notes.

### **What are the benefits of being a Note Taker?**

Note takers receive a \$100 credit towards their student account at the end of the course in which they took notes for a student. Volunteering your time is also a wonderful way to give back and enhance your resume. Note takers often report that their own notes improve.

### **How do I pass on my notes?**

Copies of notes can be written on NCR (no carbon required) paper, photocopied or shared electronically. Please read the page 6 for more information on resources and using technology tools to capture and pass notes.

### **Where do I make copies of my notes?**

Students name choose to use their personal computers to email the student directly or their own scanners to send their notes. Students may also take the notes to the admissions office to obtain copies at no charge.