

Note-Taking Process and Responsibilities

Student Responsibilities

- Complete and submit Note-Taking Quarterly Request at beginning of each quarter
[Note: Students making their initial request after the 4th week of class will be referred to their Access Specialist to discuss reasons for delay.]
- Select Note-Taker either independently OR from the DRC Note-Taker referrals
- For a DRC referral, read Cal Poly e-mail correspondence from DRC each quarter to obtain name and contact information of prospective Note-Takers
- After Note-Taker selection has been made, instruct Note-Taker to complete training and HR employment process in order to be paid
- Arrange directly with selected Note-Taker a method of obtaining notes
- Communicate logistical needs and concerns to your Note-Taker(s)
- Report difficulties or problems to the DRC as soon as possible
- Notify DRC as soon as possible if you drop a class in which you requested a Note-Taker, or if you decide you no longer require a Note-Taker
- Regularly attend class

DRC Responsibilities

- Determine eligibility for Note-Takers based on an impairment related functional limitation
- Explain, assist, and train students in policies and procedures
- Recruit prospective Note-Takers after a written request is received from DRC student
- Communicate to DRC students the names and contact information of prospective qualified Note-Takers
- Hire Note-Takers upon request of DRC student
- Provide resources and methods for Note-Takers to make copies of their notes
- Compensate Note-Takers for services rendered, and offer training to Note-takers on Note-Taking skills and strategies
- Evaluate student satisfaction of services
- Work with students to resolve any problems with Note-Taking services

Note-Taker Responsibilities

- Communicate HR employment paperwork at the DRC
- Communicate as needed with the DRC student
- Provide comprehensive, legible notes
- Communicate problems/concerns to DRC student; if problems persist, contact DRC
- Consistently attend classes for which you are a Note-Taker
- Provide copies of notes to DRC student regularly, in the manner agreed upon, within 32 hours after class
- Maintain student's confidentiality at all times

MORE SPECIFIC INFORMATION CAN BE FOUND ON THE WEB AT

WWW.DRC.CALPOLY.EDU/SERVICES/NOTETAKING.HTML

DRC STAFF AND YOUR ACCESS SPECIALIST ARE AVAILABLE TO ANSWER ANY ADDITIONAL QUESTIONS