

University of Alaska Southeast
STUDENT RESPONSIBILITIES WHEN USING NOTETAKING SERVICES

The note taker is a fellow student in your class(es). His/her only responsibility is to provide you with a copy of notes.

1. When you meet with the notetaker in your class(es), it is your responsibility to send them to the DSS office for the application packet and notetaking paper.
2. Inform the notetaker if you know you will not be in class. The notetaker is not responsible for providing you with notes from classes you miss except in cases of illness or emergency.
3. If you drop a class, it is your responsibility to inform the notetaker.
4. If you are not satisfied with the notes, you should first discuss the problem (e.g., legibility, organization, completeness) with the notetaker. If you decide you need to replace the notetaker, please contact DSS for assistance.
5. Verify and sign the *Notetaker Payment Verification Form* when requested by the notetaker.
6. If you are unable to find a notetaker in your class(es), please contact DSS.

Failure to follow the above guidelines may result in suspension of notetaking assistance.

I have read and understand the above guidelines.

DSS Student Signature

Date

If you have any questions about your rights and responsibilities under this agreement, contact Susan Wylie, LPC Counseling and Disabilities Support Services: (907) 796-6514.