

Procedure and Process

Access and Accommodation Services (AAS) will assist in finding volunteer peer note takers for students with documented disabilities who have been approved for this accommodation through the AAS Office. The following identifies the responsibilities of the student and AAS.

Student Responsibilities

- You must attend class to receive notes. Notes will not be taken when you are absent unless advance arrangements have been made with the AAS office.
- **A notetaking accommodation is not a substitute for attending class.** When you are in class, the student volunteer is providing you notes as an accommodation. When you miss class, the student volunteer providing you notes is a favor.
- You may assist in recruiting a notetaker for your classes by identifying a peer that might be interested and encouraging them to contact our office to sign up!
- If a notetaker is assigned to your classes, it is your responsibility to login weekly to download those notes. Notetakers are instructed to post notes at least twice a week. If you do not know how to access your notes in AIM, please see the Notetaking Accommodation Guide in our Knowledge Base or contact our office.
- If you are assigned notetaker is not posting regularly, please let us know immediately so that we can contact that person, or work to recruit someone else for your classes.

AAS Responsibilities

AAS uses multiple ways to facilitate the notetaking accommodation. This may include:

- AAS staff identifying peer volunteers.
- Working with faculty to recruit peer volunteers.
- Giving the student an accommodation to record class lectures.
- Giving the student the accommodation to use notetaking apps.
- Providing one-on-one notetaking skills trainings to students who struggle with notetaking.

Volunteer Responsibilities

- Attend class on a regular basis and take comprehensive, legible notes. Comprehensive notes are more than simply posting the PowerPoint slides that have no additional notes beyond what the professor provided in the slides.
- Post notes to your AIM account with AAS no less than twice a week.
- If you are unable to take notes or are unable to continue being a volunteer note taker let the AAS office know immediately so we can find an alternative.

For more thorough information, including instructions for uploading notes, please see the [Notetaking Accommodation Guide](#) on our Knowledge Base or contact our office.

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