**Student and Note Taker Responsibilities**

**Guideline**

**SAS Student Responsibilities**

Students registered with SAS are required to submit a Note Taker Verification Form to Student Accessibility Services for each term within the first week of their class to [accommodations@nu.edu](mailto:accommodations@nu.edu) in order for their note taker to receive payment.

The Note Taker Verification form can be found on our website at [http://www.nu.edu/sas](http://www.nu.edu/sas) under Accessibility Forms and Guides.

Upon submission of a Note Taker Verification form, note takers will receive $100 credit to their student account. If they are also taking notes for multiple students registered with SAS, the note taker will receive $150 credit. Each student registered with SAS must submit a Note Taker Verification Form within the first week of the course for the note taker to receive the $150 credit.

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 a note taker is not acquired after two attempts by the professor, the SAS student approved for note taking services must inform the Academic Accommodations Coordinator to request assistance in using other means to obtain a note taker. Students should speak with the note taker if there is a problem with the note taker or the note taker's notes. The student may also meet with the Academic Accommodations Coordinator to work towards a solution.

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.

Students may take the notes to the admissions office to obtain copies at no charge.

**Note Taker Responsibilities**

Note takers are required to sign a Note Taker Verification Form (provided by the student registered with SAS) in order to receive payment to their student account. The form is required to be submitted to [accommodations@nu.edu](mailto:accommodations@nu.edu) within the first week of the course.

Note Takers will receive $100 credit for taking notes for one student registered with SAS. A note taker that is taking notes for multiple students registered with SAS will receive $150 credit to their
student account. Each student registered with SAS must submit a Note Taker Verification Form within the first week of the course for the note taker to receive the $150 credit.

Payments will be posted to the note taker’s student account up to 10 business days after the course has completed.

Note takers must attend each class session until the completion of the course. If the note taker is unable to attend a class due to an illness or an emergency, the note taker must inform the student prior to the class time so the student can make alternate arrangements.

Note takers and students should introduce themselves and exchange phone numbers and/or email addresses. If you are taking notes for a student who is deaf or hard of hearing, you may contact the student by email or through the California Relay Service (CRS).

Note takers must maintain confidentiality as it relates to working with students with disabilities. Note takers using a computer to take notes are encouraged to exchange notes by email.

At times, a SAS student will take some notes; continue to take notes unless otherwise directed by the student of SAS.

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.

Contact accommodations@nu.edu or (858) 521-3968 for any questions or concerns.