



STUDENT ACCESSIBILITY SERVICES
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Student and Note Taker Responsibilities Guidelines

Student Responsibilities

Students must notify their professors regarding the need for a note taker. It is recommended students meet with the professor during the professor's office hours 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 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 / e-mail addresses for purposes of communication.

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

Submit the Note Taker Verification Form on the due date at the beginning of their course.

Note Taker Responsibilities

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) 642-8069 for any questions or concerns