

Note-Taking Assistance

- Student Responsibilities:
 - Attend class daily
 - Make arrangements for a note-taker
 - Ask a classmate to assist, or
 - Ask the professor to help identify a willing, capable volunteer
 - Work out details for note-sharing system.
 - Bring carbonless paper/notebook to class if needed.
 - Take your own notes as much as possible.
- Professor Responsibilities:
 - If requested by student, help identify a willing, capable volunteer:
 - Make a classroom announcement that a note-taker is needed, or
 - Make a request of a known student to take notes.
 - Do not announce the name of the student requiring assistance to the whole class!
- Things to Keep in Mind
 - The student is responsible for his/her own learning.
 - Another student's notes are a supplement not a substitution for the student's in-class learning.
 - SSD office will supply carbonless paper for easy note-sharing if needed.

SSD office will fund any photocopies needed if requested.