

## ACCESS SERVICES FOR STUDENTS WITH DISABILITIES GUIDELINES FOR NOTETAKERS

1. **What do I do if I am absent?** You are expected to attend each class. If you have an expected absence, you need to ask another student in the class in advance to take notes in your absence. If you may have an unforeseen absence, it is your responsibility to acquire the missed notes and provide them for the student.
2. **What do I do if the student for whom I provide notes is absent?** If the student for whom you provide notes is absent, print "ABSENT" at the top of the notes and give them to a staff member in the Success Center (2<sup>nd</sup> floor, Student Center). *You are required to report excessive (more than 3 consecutive) absences or any problems that may arise to Access Services by calling 913-469-8500, ext. 3521 or ext. 3319.*
3. **What do I do with my notes after each class?** It is very important that you know the student's first and last name for which you are providing notes. Be sure that the student's name, date, and course name are written on each set of notes.
  - Notetakers are strongly encouraged to stay a few minutes after the first class to give the student receiving services the chance to discuss their note taking needs with you. If possible, give the identified student the notes following each class.
  - However, some students may ask you to drop the notes off to a staff member in the Success Center where the notes will be placed in the student's file.
4. **What information do I need to provide in my notes?**
  - You are responsible for any material presented during the class period, including test worthy material, information provided on white boards or overheads, information from in-class movies or presentations, and all assignment details/due dates and test dates.
  - Please write legibly and organize information so that it may be read and understood easily.
  - We recommend trying to utilize the Cornell two column format described in the Orientation for Notetakers on ANGEL, however you are not required to use this method.
5. **How do I provide the notes?**
  - Access Services provides notetakers with NCR (carbonless) paper which is available from the front podium attendant in the Success Center. For best results, place two sheets of the paper on a hard surface and use a ballpoint pen with blue or black ink. It is your responsibility to obtain more paper when necessary. The student for whom you provide notes should be given the original, top copy when using the NCR paper.
  - If you prefer to use your own notebook, there are copy machines available for your use in the Success Center at no charge. Contact the Access Services Administrative Assistant to gain access to the copy machine.
6. **How will I be reimbursed for my service?**
  - You will receive an email via your JCCC student email account encouraging you to set up direct deposit to receive your notetaker reimbursement more quickly. The email will include the steps in which to set up this option. If you would prefer not to set up direct deposit, you will receive a paper check which will be mailed to your most current address with the College. Be sure to keep your address current with the College to receive your check in a timely manner.
  - Payments will be dispersed at the conclusion of the semester. *You will be reimbursed at the rate of \$50.00 per credit hour for the credit course in which you take notes.* The compensation for non-credit classes and Certificate Program classes will be determined on a case-by-case basis, dependant on actual hours spent in class.
  - If your services are recruited after the start of the semester, you will be paid a pro-rated amount determined by the number of classes which you provided notes.
  - If you are taking notes for more than one student, you will be reimbursed at the same rate as for one student.
  - In the event that either you or the student whom you provide notes for drops the course, you will be paid on a pro-rated basis. You will be notified via your JCCC student email when a student drops and your services are no longer required. The date for determining the pro-rated amount will either be the date that the student/you actually dropped the course or the specified date on your letter of dismissal.

**NOTE: It is your responsibility to keep the student's name and identity confidential. Some students prefer not to be identified as a student who receives accommodations.**