What should I do if I need a note-taker?
To determine if you are eligible for note-taking assistance, please make an appointment to meet with the staff at Student Accessibility Services (SAS). You can call 603-646-9900 or blitz SAS1, to make an appointment.

If you are eligible for note-taking services, please complete the Note-Taking Request Form on the SAS website: http://www.dartmouth.edu/~accessibility/current/index.html.

How to Apply to be a Note-Taker
* Visit our website and complete the Note-Taker Application Form
* Blitz Notetaking@dartmouth.edu two pages of your notes (preferably from a similar class to which you are applying to be a note-taker)
* Include your résumé in the Blitz

These directions and forms can be found on the SAS website:
http://www.dartmouth.edu/~accessibility/notetaking/index.html
Note-taking services are authorized for students whose disability affects independent note-taking in the classroom. Note-taking can be provided by volunteer students in the same class or by a paid note-taker, secured through Student Accessibility Services (SAS). This service relies on the combined efforts of students, the SAS staff, and the Dartmouth faculty.

Why would a student need a note-taker?
A student may not be able to take complete or adequate notes due to a number of reasons, some of which are visible (e.g., an injured or nonfunctioning hand) and some that are not visible (e.g., having an auditory or language processing problem or a hearing or visual disability). If a student has a documented disability that interferes with the ability to take class notes, then the College will provide note-taking support.

I have permission to have a note-taker, but I don’t know how to set it up.
Contact Student Accessibility Services (SAS), and we will help you to secure note-taker services, if you qualify. Our contact information is on the front of this leaflet.

For more information about how to receive or provide note-taking services please Blitz Notetaking@dartmouth.edu

What are my obligations and responsibilities, if I have a note-taker?
• Attend all of the classes; your note-taker should not be expected to provide notes for classes you do not attend (unless special arrangements are made ahead of time with the note-taker or through SAS).
• Arrange with the note-taker or with SAS as to how you would like the class notes to be made available. SAS staff will assist with developing anonymous systems for delivering class notes when requested.
• You remain responsible for knowing the deadlines, assignments, and other course information delivered in lecture or in the syllabus, regardless of whether the information is in the notes. Your note-taker has no more obligation than would any friend sharing notes with you, in this regard. It is your responsibility to check over the notes you receive, in case you have any questions or require clarification.
• Let the SAS staff know the name of any qualified note-taker you find, so that they can be invited to a training session and be recognized for their assistance.

What should I do if I would like to be a note-taker?
Peer note-takers are students who are paid to sit in on a course for which they may or may not be registered, and to take legible, comprehensive notes. Note-takers provide the recipient with a digital copy of the class notes - no later than 24 hours after the class has occurred. If you are interested please see instructions for how to apply.

Requirements for the Position of Paid Note-Taker
• Have an overall GPA of 3.00 or higher
• Take clear, comprehensible class notes (using legible handwriting or computer keyboarding)

Obligations of the Note-Taker
• Must attend a note-taker training session provided by Student Accessibility Services, at the beginning of each term.
• Commit to the position for an entire term
• Provide a digital copy of your notes within 24 hours
• Answer all clarification questions from the student recipient of your notes
• Attend every scheduled class for which you are taking notes
• Be responsible for turning in time sheets regularly, to avoid not being paid
• As a note-taker, you are an employee of Student Accessibility Services, and you will need to complete the employment paperwork (e.g., W4, etc.)

Compensation
• You will be paid per hour for class time
• You get to assist other students by providing an important academic service
• Looks great on your résumé
• Your own note-taking skills will be reinforced (or even improved)
• You will have access to helpful note-taking resources

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