Golden West College
Disabled Students Programs & Services (DSPS)
Request for Note Taking Services

Please fill out the following information (Please Print):

Student Name: ___________________________ Student ID#: _________________________

Phone (____)____________________ GWC Student Email: ___________________________@student.cccd.edu

Additional Email: ___________________________ Please provide an email address that you access regularly

For this class I am requesting: Note Taker □ Digital Recorder □

CRN # (Ex: 55243): ___________________________ Subject (Ex: Eng 100): ___________________________

Day(s): ___________ Time: ___________ Instructor: ___________________________

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CRN # (Ex: 55243): ___________________________ Subject (Ex: Eng 100): ___________________________

Day(s): ___________ Time: ___________ Instructor: ___________________________

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CRN # (Ex: 55243): ___________________________ Subject (Ex: Eng 100): ___________________________

Day(s): ___________ Time: ___________ Instructor: ___________________________

Please see the Student Responsibilities on the Reverse Side
DSPS Office 714-895-8721 – dsps@gwc.cccd.edu
Due to the limitation(s) caused by your disability, you have been approved for note taking accommodations for the current semester through Disabled Students Programs & Services (DSPS). DSPS will work diligently with you and your instructor(s) to coordinate your note taking services. **You will need to take an active role in this process.**

Please take a moment to initial each item indicating that you have read and understand the student responsibilities listed:

**Student Responsibilities:**

1. **On the first day that I attend class,** I will give the “Yellow Memo” to my instructor asking them to make an announcement that a note taker is needed. I will contact DSPS if an announcement is not made;

2. If I have a friend or know someone in class who attends regularly, I will ask them if they would be interested in becoming the note taker for the class and if interested I will direct them to the DSPS office right away;

3. I will do my best to take notes during the first week of class while a note taker is being sought;

4. **If no note taker has volunteered by the end of the first week that I attend class,** DSPS will contact my instructor to explore other in-class options that may be available, such as additional notes on Blackboard;

5. In the event that no one volunteers as a note taker for the class, **additional options will be available to me to assist with note taking** such as a digital recorder or SmartPen which can be loaned to me for the semester;

6. I have provided DSPS with a working e-mail address that I check often;

7. **I will read and reply to all emails or phone calls** received from the DSPS office in a timely manner;

8. I will notify DSPS immediately if I drop the class;

9. If after attending class I **decide that I no longer need a note taker,** I will notify DSPS so that my request can be cancelled;

10. I am aware that note takers will not be provided for online courses and most lab classes;

11. I will contact DSPS immediately if notes have not been submitted or if they are illegible or incomplete;

12. **I understand that it is my responsibility to request/pick up notes at least once a week.**

Notes are available for pick up as soon as the note taker submits them. **It is your responsibility to request notes in a timely manner.** Copies of notes may not be requested for more than two weeks at a time. **Notes are not a substitute for attendance.** If you do not attend class you are not entitled to receive the notes for that class meeting.

There are several options for receiving notes: Come into the DSPS office at least once a week to pick up notes; send an email to dsps@gwc.cccd.edu to request the notes. Email subject line should include: class name, CRN#, and the instructor’s name. A separate email must be sent for each set of notes you request. DSPS is not able to automatically send the notes through email; receive them directly from the Note Taker. **If the notes are unsatisfactory, unclear, or incomplete, please let DSPS know as soon as possible.**

If you have any questions concerning the above, please call the DSPS office at (714) 895-8721 (voice) or email dsps@gwc.cccd.edu.

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Print Name

Student Signature

Date

Staff Initials: ____________________

Received Date: ________________

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For Office Use Only:

- Scan to file
- POC
- Spreadsheet
- Other – Emails

Rev: October 25, 2016