

Appendix H: Westminster College Request for Note Taker

(To be filled out by the student requesting this accommodation)

Name _____ (please print)

Course Name, No., Section _____ Professor's Name _____

Course Name, No., Section _____ Professor's Name _____

Course Name, No., Section _____ Professor's Name _____

Course Name, No., Section _____ Professor's Name _____

Course Name, No., Section _____ Professor's Name _____

Suggestions for Note Takers in these classes (please designate which class):

Special Requests:

Documentation for Note Taking Accommodations provided to LOC Yes__ No __ Date _____

Approved by: _____ (LOC Faculty/Staff Member)

Student Advisory and Agreement: It may take up to two weeks to find note takers for some of your particular courses. Notes will be available weekly by a certain time and day each week in the LOC, according to the note taker's schedule for each individual class. This information will be made available to you as soon as a note taker is hired for a class and you will be responsible for picking up your copy of the class notes from the LOC each week. If you have any concerns about your note taker and/or notes, you must inform Mrs. Rikka Brown, LOC Administrative Assistant, as soon as possible.

YOU MUST ATTEND CLASSES TO RECEIVE AND/OR CONTINUE TO RECEIVE NOTES!

Excused absences include a legitimate health reason and/or College Duty. Over-sleeping and skipping class are not.

If you drop or withdraw from a course, please immediately contact Mrs. Rikka Brown, Administrative Assistant to the Director of the LOC, with this information.

"I, _____, have read the above information and agree to abide by the rules involved with Note Taker Accommodations."

Signed _____ Date _____