

What is note taking?

Note taking is the process of documenting important information from a course lecture to reference at a later time. Note taking is a partnership between a student who is active in a course and the Note Taker who supplies notes as a reinforcement of the information that was shared. Disability Resources approves note taking as an accommodation for student with a documented disability that supports this need.

How do I request a Note Taker?

Students approved for the accommodation of note taking who wish to request a Note Taker should do the following:

- Fill out the Note Taker Request Form. Be sure to fill out the form in it's entirely, including the section number for the course. For example, PSY 101-001.
- Completed request forms should be submitted to DR in the following ways:
 1. In person or by mail to DR at 3225 Arch Street, Philadelphia, PA 19104, Suite 011
 2. Scanned or emailed to notetaking@drexel.edu
 3. Faxed to 215-895-1402

How long will it take me to receive a Note Taker for my course?

Upon receipt of a Note Taker Request Form, DR begins the process of identifying a volunteer Note Taker who is currently enrolled in the student's course. The following steps are taken after a note taking request is received.

1. The student will be offered the option of Note Taking Express (NTE) while DR staff searches for a live volunteer Note Taker.

NTE is a company that receives recorded lectures from students through their online platform and provides notes to students via email within 24-72 hours of the upload.

If a student is offered, and decides to use NTE, the student must provide the professor with an Audio Recording Form notifying the professor that the lecture will be recorded.

Students should then record the class and upload the recording to the NTE platform.

Within 24-72 hours, students will be able to access notes via NTE's online platform.



Within 48 hours of NTE being offered, A DR Staff member sends an email to the students currently enrolled in the course for which note taking is requested, providing the students an opportunity to serve as a Note Taker. No identifying information is provided to the student who are being given the opportunity to be volunteer Note Takers.

If a Note Taker comes forward, the student who made the request will be notified via email. The DR staff member will send instructions to the student and the volunteer Note Taker.

If a Note Taker does not come forward after the first email is sent, a follow up email will be sent to the class with the professor copied.

If a Note Taker has not been identified after a second email is sent to the class, the student requesting note taking assistance will have the option of continuing to use NTE in the course for the remainder of the term.

How will I receive notes?

Students who wish to receive notes can receive them in one of the following ways:

Peer notes will be delivered directly to the student making the request via email from notetaking@drexel.edu

Students using NTE will have access to their notes via NTE's online platform.

What if I cannot attend class?

It is the student's responsibility to attend class. Note Takers are not to share note for absences not directly related to accommodations. If a student misses class, he or she should reach out to the professor for guidance on how to obtain notes from the missed class.

What if I have a concern about the quality or timeliness of the notes?

Student with concerns about the accuracy or timelines of the notes being provided should contact DR A DR staff member will work with the student to ensure that quality note are provided.

What if I no longer wish to receive notes?

Notify DR if you no longer wish to receive notes and a DR Staff member will notify the volunteer Note Taker or cancel NTE services.





I, _____ understand that I must comply with the following requirements in order to receive note-taking as an accommodation at Drexel University. Prior to completing this form, I must be eligible to use a note-taker, as listed in my Accommodation Verification Letter (AVL).

1. I have read and understand the note-taking policy and procedures available at www.drexel.edu/ODR.
2. It is my responsibility to request a note-taker after attending at least two (2) class meetings.
3. I will attend classes, as scheduled. If I miss class, it is my responsibility to obtain notes for the class I missed. Note-takers are not to share their notes for absences not directly related to accommodations I am eligible for, as indicated in my AVL.
4. I understand all note-takers must complete the Note-Taker training and submit the Note-Taker Agreement Form at the beginning of the accommodation period.
5. I will be contacted by ODR as soon as a note-taker has been found. I will also be contacted by ODR in a timely manner if a note-taker cannot be found, and at that point informed of my other accommodation options.
6. I understand that it is my responsibility to communicate to ODR if the notes I receive are unclear, not received within twenty-four (24) hours of the course/program, not appropriate for my needs based on my disability, or if I no longer require the service.
7. If a note-taker is found, a copy of their notes will be emailed to me from notetaking@drexel.edu.
8. I understand that if I do not follow any of these agreements, ODR may suspend these services until a resolution can be reached.

By signing, I acknowledge that I have read and understand the above requirements.

Student Signature: _____

Printed Name: _____

Email: _____

Student ID #: _____

Current Term & Year: _____

Date: _____

Note-Taker Requests

Class 1		Class 2	
Class & Section (Example: PSY 101-001)		Class & Section (Example: PSY 101-001)	
Professor's Name		Professor's Name	
Professor's Email		Professor's Email	
Class Day & Time		Class Day & Time	
Class 3		Class 4	
Class & Section (Example: PSY 101-001)		Class & Section (Example: PSY 101-001)	
Professor's Name		Professor's Name	
Professor's Email		Professor's Email	
Class Day & Time		Class Day & Time	
Class 5		Class 6	
Class & Section (Example: PSY 101-001)		Class & Section (Example: PSY 101-001)	
Professor's Name		Professor's Name	
Professor's Email		Professor's Email	
Class Day & Time		Class Day & Time	