



Banacos Academic Center Disability Services
ds@westfield.ma.edu
Learning Disabilities Program
ldp@westfield.ma.edu
Banacos Advisor: _____

Note Taking Services Request and Policy

Name (print)

UWID#

Request for Year: _____ **Semester:** _____ (i.e. fall, spring, etc.)

I am requesting note takers for the following courses:

** You don't need to list all of your courses unless you want note takers for all of your courses. **
(Please list course and section numbers, i.e., MATH 0108-001)

_____-__-_____-__-_____-__-_____-__-_____-__-
_____-__-_____-__-_____-__-_____-__-_____-__-
_____-__-_____-__-_____-__-_____-__-_____-__-

All students requesting note takers should review the below policy with their Banacos advisor. Please contact your advisor or Office Assistant, Lindsay Towle, office 163, ltowle@westfield.ma.edu or 413-572-5676 with questions.

- I must request note takers through my Banacos advisor each semester I require them and make specific requests for each course.
- I must make my request in a timely manner, preferably, after confirming my courses for the next semester. It may take several weeks to identify and hire a note taker.
- I must tell my Banacos advisor when I no longer need a note taker (i.e., I drop a class).
- If a note taker has not yet been found, I will discuss options with my Banacos advisor.
- Note takers are only responsible for providing notes on content presented for class. Students should not request additional services of a note taker, such as typing papers, or notes from readings. Such requests must be made through Banacos advisors.
- I am responsible for accessing notes through PLATO. Notes are available within 12 hours of each class session. If notes are not available, not complete, or there are any issues with them, I will inform the Office Assistant, Lindsay Towle, office 163, as soon as possible.
- I am responsible for accessing my notes at least once per week and if I do not access notes within two weeks of being posted, then I will be contacted to reevaluate my need for the service.
- Notes do not substitute for missed class. I am not entitled to notes on days I did not attend class.

Signature

Date