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: ** **UWID (A#): **

**Request for: Year  (i.e. 2020 or 2021)**

**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)

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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: **