

Instructions for Note Taker Assistance

Accessibility Services, 123 Row Hall, counseling@westga.edu, (678) 839-6428,
<http://www.westga.edu/accessibility>

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If your Student Accommodation Report (SAR) states eligibility for note taker assistance and you wish to use this accommodation, complete the following:

- Within the first week of classes, email your SAR to your instructor AND discuss it with him/her. Request that he/she find a note taker for the semester.
- If you would like your identity to remain confidential, notify your instructor at this point.
- The note taker can be paid a stipend of \$100 and receive early registration for the following semester. In order to be paid and receive early registration the note taker must complete the instructions provided to him/her by Christie Williams, Assistant Director of Accessibility Services. Your note taker may contact her at (678) 839-6428 or christie@westga.edu.
- Once a note taker is found, determine whether notes will be handwritten or typed.
 - Handwritten: The note taker will take his/her notes to the departmental assistant and request copies. Notes should be given to you within 24 hours of class. If you have chosen to remain anonymous, the note taker will make copies and deliver to the instructor, who will then have them ready for you to pick up at a designated location.
 - Typed: The note taker will email the notes to you as an attachment within 24 hours of class. If you have chosen to remain anonymous, the note taker will email the notes to your instructor, who will then forward the notes to your email.

If a Science Lab Assistant is needed:

- Before the semester begins, discuss your needs with the instructor, and find the best way to identify a student to assist you. (Science Lab Assistants can be paid and receive early registration the same as a note taker.)

PLEASE NOTE:

- If you are not receiving satisfactory notes or lab assistance, notify Christie Williams IMMEDIATELY.
- At the end of term, you MUST complete an online form that will be emailed to you. If you do not respond, your note taker will not get paid.
- If you do not follow these instructions, the note taking accommodation may be removed from your SAR.