1. Eligibility for Notetaking services is determined by the Accessible Education Center’s (AEC) Director or Counselors and is determined on a case-by-case basis.

2. Students requesting Notetaking services must be registered with the Accessible Education Center and present documentation of disability impairment(s) which prevent the student from taking notes during course lecture.

3. Notetaking services are provided for San José State University curriculum support only and must be requested each semester the service is needed; they are not provided for personal need.

4. Students are required to present the AEC with a copy of the course syllabus for each course they are requesting Notetaking services.

5. The student is responsible for notifying the professors regarding the need for a notetaker using one of the following method:
   a. Talking with the professor during office hours and
   b. Present the AEC Confidential Memorandum to the professor asking that an announcement be made in class regarding the need for a notetaker.

6. When the notetaker is obtained, a Notetaker Orientation Packet must be completed by the notetaker and the student. Notetaker and student must complete the goldenrod form, AEC Verification of Notetaking Services Rendered, and returned it by the stated deadline. The Notetaker Orientation Packet can be obtained by the student registered with AEC.

7. If a notetaker is not acquired after two attempts by the professor, it is the student's responsibility to inform the Accommodations Coordinator to request assistance in using other means to obtain a notetaker.

8. Students and Notetaker should exchange phone numbers / e-mail addresses for purposes of communication. All communication (unless otherwise agreed upon by both parties) should be directly related to the coursework or specific job.

9. Should the student experience a problem with their notetaker they may speak directly with him/her. The student may also meet with the Accommodations Coordinator to work towards a solution.
10. NCR paper is provided to students by the AEC. Students requiring copies of the notes will work with AEC to discuss options.

11. It is mandatory that students using notetakers attend all class sessions. Notetakers are not to be considered as substituting for the student’s attendance.

12. A student who is unable to attend a class because of a disability related illness or emergency, or for an extended time, must notify the notetaker. If the notetaker is not notified of the absence, the notetaker is not required to take notes.

13. All notetakers receive priority registration as compensation for notetaking services. Should another means of compensation be necessary, the decision is made on a case-by-case basis by the AEC Director or a Counselor. Notetakers must be matriculated students.

14. The AEC reserves the right to discontinue notetaker services if any of the above policies or any combination of the above policies is violated or abused.