

DISABILITY RESOURCES & SERVICES

NOTE TAKING SERVICES AGREEMENT

The Disability Resources & Services (DRS) office at South Mountain Community College (SMCC) works to ensure that appropriate accommodations are provided for eligible students. The following checklist guides students who are requesting a note taker:

- I have the note taker accommodation, or similar accommodation. I am currently requesting, or may request note taking services for a SMCC course.
- I understand I must only select note taking services in classes where notes will be needed. I understand that if I select note taking services for an online class or for a class in which all material is made available (via Canvas, email, or other) I may be asked to deselect the note taking services accommodation due to all course material being provided online / in written format.
- I understand my professor may make an announcement asking for a volunteer note taker. I understand that this does not guarantee a volunteer. In the event that a volunteer is not found, I understand that it is my responsibility to ask my professor, or a DRS team member, for assistance.
- I agree not to copy, reproduce, print, or plagiarize any information received via note taking services.
- I understand that if I am assigned a note taker, they must come to the DRS office during regular business hours to complete the note taker registration process in order to be offered compensation.
- I understand it is my responsibility to inform my professor and DRS of any changes, or if my note taker has not provided notes throughout the semester.

Student Signature: _____

DRS Date & Signature: _____



Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college. The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 Concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit the following weblink: <https://distict.maricopa.edu/consumer-information/non-discrimination-statements>.