

Student Guidelines for Notetaking Services

The purpose of notetaking is to succinctly record the main points of what is stated, highlighting important key topics or themes that are emphasized by the instructor, defining new vocabulary, and organizing the material to best present the class information. Notes are not a word-for-word record of what happens in class. Notetaking services are not a substitute for attending classes.

Student Responsibilities

The following steps are designed to assist DSP in accommodating you with timely and effective notetaking services through cooperation, good communication, and advance notice. Failure to follow these steps may result in a delay in receiving notetaking services.

Steps to Expedite Getting Notetaking Services

STEP 1 – Utilize priority enrollment to sign up for classes

As a DSP student, you receive priority enrollment so that you are able to predict your class schedule in advance and in turn you are able to provide DSP with advance notification of your need for notetaking services

STEP 2 – Contact the course instructor/department in advance

Contact the course instructor/department as soon as you are enrolled in the course to find out whether course notes are available (e.g. bSpace, instructor notes, course reader, PowerPoint, or other). If course notes are made available to the class from non-DSP sources, promptly notify your Disability Specialist, who will determine whether these course notes from non-DSP sources meet your need for classnotes as a disability-related accommodation.

Essential Steps to Obtain Notetaking Services

STEP 3 – Submit your request for Notetaking Services

Properly submit your request for notetaking services as soon as you enroll in a course during your TeleBears I and TeleBears II enrollment period. Because DSP students are given priority registration for courses, it is expected that they will notify their Disability Specialist as soon as possible, and in any event no later than the end of Phase II of Telebears, as to which courses in the upcoming semester they have enrolled in and for which they are requesting notetakers. Failure to immediately notify DSP of your request for a notetaker as soon as you enroll in a course may mean that DSP is unable to provide you with classnotes at the time the course begins.

STEP 4 – Schedule an appointment with your Disability Specialist

When requested, promptly schedule an appointment with your Disability Specialist following course enrollment to review and discuss your request for notetaking services. Failure to promptly schedule a requested appointment with your Disability Specialist may

mean that DSP is unable to provide you with classnotes at the time the course begins. Additional meetings with your DSP specialist may be needed if you later change your classes.

Communication & Coordination

STEP 5 – Keep your contact information up-to-date

All UC Berkeley students are required to establish a *berkeley.edu* email address. Students are responsible for keeping the address current and for regularly monitoring their email for official communications from DSP (and the University). Be sure to keep your contact information up-to-date in Bear Facts.

STEP 6 – Timely communication with your Disability Specialist

Communicate with your Disability Specialist as requested, in a timely manner. This includes being available to meet in-person with your Disability Specialist as needed.

STEP 7 – Notification of Changes

Whenever notetaking services have been requested and/or authorized, **immediately** notify your Disability Specialist of any **changes** in your need for notetaking services or course enrollment status (such as dropping the class).

STEP 8 – Notification of Problems

Promptly inform your Disability Specialist if you experience any **problems** with the notetaking services that are provided to you. You are asked to provide specific examples and information about any reported problem. DSP will investigate the reported problem and take appropriate steps if necessary.

STEP 9 – Provide confirmation of services

Each semester you will be asked to verify that you have received notetaking services. Your verification is needed to initiate payment to the notetaker.