



# Northland Pioneer College

DISABILITY RESOURCE & ACCESS

## **Notetaking Procedures 0010**

**Purpose:** Note taking services for classroom related activities are provided without cost by the DRC to students. Note takers are paid or student peers hired by the DRA.

**Procedure:** Notetaking Services are provided for classroom instruction, labs and instructor required after-class activities. Students must request assistance through the DRA. Individual note takers can be provided to students who have difficulty taking their own notes, where the use of tape recorders is not sufficient

The DRA uses two types of note takers: Part time staff paid by the hour and student Peers paid per class in the form of a stipend. Selection of hourly or peer note takers is at the discretion of the DRA but will take into account the difficulty of the class, the availability of note takers and the needs of the student. Supplies such as paper or other equipment needed by the note taker will be provided by the DRA.

Alternate accommodations such as written copies of existing notes and lectures or the use of stenographers and c-print technicians may be used as needed and as availability may dictate.