



## Office of Specialized Services & Supplemental Instruction (OSS/SI)

OSS: 201-200-2091 - SI: 201-200-2557  
Karnoutsos Hall 105

[jaitken@njcu.edu](mailto:jaitken@njcu.edu), [jzegarra@njcu.edu](mailto:jzegarra@njcu.edu), [jserafin3@njcu.edu](mailto:jserafin3@njcu.edu)  
<http://web.njcu.edu/oss>

### Request for Note Taking Assistance

**In order to receive note taking assistance for a course or courses, a student must:**

1. Officially register with the OSS/SI and have a documented disability that requires note taking assistance as a reasonable accommodation supported by documentation.
2. Have received approval from the OSS/SI Director for note taking assistance as a reasonable accommodation for the semester/classes for which notes are being requested.
3. Complete the Request Form for Note Taking Assistance (see below).
4. Follow OSS/SI policies and procedures for obtaining note taking assistance.

**Please provide the information requested below:**

Name: _____	Gothic ID: _____
Email: _____	Telephone: _____
Semester: _____	Class: _____
Class: _____	Class: _____
Class: _____	Class: _____

**Please indicate your preference:**

\_\_\_\_\_ I prefer to have my note taker provide me with a copy of the class notes at the end of each class period.

\_\_\_\_\_ I prefer to obtain my notes from OSS/SI staff. I understand that it is my responsibility to contact or visit the OSS/SI to obtain my notes in a timely fashion.

My signature indicates my understating that:

- ✓ OSS/SI staff will inform my note taker of my preference for receiving class notes.
- ✓ **Delaying notification to OSS/SI staff of any changes made to my class schedule may delay note-taking services.**
- ✓ Note taking accommodations are not a replacement for attendance. I further understand that I am expected to take my own notes to the best of my ability, to adhere to the instructor's attendance policy, and to fully participate in all class activities.

- ✓ If a note taker cannot be identified, it is my responsibility to discuss alternative accommodations for note taking assistance with OSS/SI staff (e.g., take recording of the class lecture, copy of professor's lecture notes, etc.).

### **Policy Regarding Class Absences:**

I understand that if I am absent from class, notes for the class period will be submitted to the OSS/SI. I understand that I may be required to provide the OSS/SI with appropriate documentation in order to obtain notes for all missed class sessions.

**Note taker absence** - The note taker is required to notify the OSS/SI if he or she is absent for any class session. OSS/SI staff will work with you and the faculty member to make alternative arrangements for the provision of the class notes if the note taker is absent. If you are aware that your note taker is going to be absent or if you are not receiving notes in a timely fashion, please notify an OSS/SI staff member immediately (Phone: 201-200-2091/Email: [jaitken@njcu.edu](mailto:jaitken@njcu.edu) or [jzegarra@njcu.edu](mailto:jzegarra@njcu.edu)).

I understand that it is my responsibility to notify an OSS/SI staff member immediately of any delays or concerns regarding the timely receipt of class notes or quality of the notes received.

Signature \_\_\_\_\_ Date \_\_\_\_\_

OSS/SI \_\_\_\_\_ Date \_\_\_\_\_