

Notetaking Services

If your OSDDS Specialist has included **Notetaking Services** on your accommodation agreement, you must register for note taking services every semester. Please register as soon as you have scheduled your semester courses. You must follow this process each semester, for each class where this is needed.

- To submit request(s) electronically - Go to: www.hcc.edu
 - Courses & Programs
 - Disability & Deaf Services
 - Request Your Services
 - **Complete the form(s) and submit**
- If you would like to complete these request(s) in writing, please visit the OSDDS Main Office DON147.
- If you would like assistance with submitting these request(s), go to the OSDDS Main Office to schedule an appointment with the Assistive Technology Center (ATC).
- Notes may be provided in any of the following ways*:
 - Peer notes offered on paper or electronically
 - Course notes on Moodle
 - Notes directly from the instructor on paper or electronically
 - Assistive Technology may offer a source for capturing course notes; including personal phone recording, Smart pen recording, or a real time record to later transcription option
- When you submit your notetaking request, you will have two options:
 - (1) Find your own notetaker (some students prefer to choose their own)

OR

 - (2) Have OSDDS coordinate this by accessing one of the notetaking options readily available for this class*
- If you find your own notetaker, ask them to come to the OSDDS Main office, DON147, to pick up the paperwork they need to complete to be paid for their notes.
- If you choose to find your own, but are unable to find a notetaker within the first class session, come to OSDDS Main Office DON147 to report this.
- If you choose to have OSDDS coordinate your request(s) the following will occur:
 - Immediately after you submit your request, an email will be sent to all of your classmates and your instructor requesting a notetaker from the class and/or instructor generated class notes/powerpoint
 - The instructor will also receive an immediate inquiry asking if this class has notes built in through Moodle or another forum
 - If no one comes forward within the first class session, instructor notes are not available and class notes are not built in, OSDDS will access other notetaking options including assistive technology
 - As soon as notes are available, you will receive a confirmation notifying you of the notetaking access
 - If at any point in this process you have questions or concerns, please contact your OSDDS Specialist

- If your schedule has changed or you no longer need a notetaker, please contact Terry in the OSDDS Main Office in DON147, or by calling 413.552.2417, or emailing osd@hcc.edu **immediately** to update your request.
- Only one student may be paid as a peer notetaker in each course. If there is more than one student looking for notes, OSDDS staff will ask the peer notetaker to copy notes for both students.
- Notetakers typically use the copier in Donahue 150 (free of charge) and place the notes in a labeled folder there for you to pick up.
- Sometimes the notetaker will take notes on (their own) laptop computer and send to you electronically.
- If your notetaker misses a class, ask someone else if they can share their notes for that day or discuss alternatives with your OSDDS Specialist.
- If there are any issues with your notetaking request, contact your OSDDS Specialist as soon as possible to discuss; if your OSDDS Specialist is not available right away, go to the OSDDS Main Office, DON147, to schedule an appointment with them.
- If you or your notetaker drops or withdraws from the course, contact OSDDS **immediately** to update the status of your request.