

ACADEMIC ASSISTANTS: NOTETAKERS, READERS, LAB AND LIBRARY AIDES

An academic assistant can function as a notetaker, reader, library or lab assistant for a student with a disability who has been determined eligible for this auxiliary aid. At the start of each semester, the DRC compiles a list of students interested in being hired to work as academic assistants. Students requesting this assistance can also recruit their own assistants with guidance from DRC staff.

To qualify for funding for academic assistants through the DRC, students must:

- Meet with a DRC Specialist at the beginning of each semester to verify documented need.
- Students approved for this service sign a contract to establish the number of hours of assistance authorized and the method of payment to be used.
- Academic assistants must also meet with DRC staff to complete necessary forms prior to starting their assignments.
- Students who receive funding for academic assistants through the Bureau of Rehabilitation Services, the Board of Education and Services for the Blind or the Veteran's Administration should inform the person that they have hired the source of their funding and the method of payment.

Notetaker Assistance —Volunteers/Stipend

The DRC assists eligible students approved for notetakers by notifying their instructors of this need through the *Course Accommodation Form* and the *Sample Classroom Notetaker Request*.

- This information directs the professor to ask if someone in the class would be willing to either volunteer to take notes for a student with a disability or perform this service and receive a small stipend at the end of the semester.
- As a backup, DRC students are encouraged to identify a second classmate for notetaking purposes in the event that the designated notetaker is absent.
- The student requesting the notetaker is responsible for ensuring that notetakers register at the DRC and complete necessary forms prior to starting their assignment.
- If a volunteer requests a stipend, he or she must keep a detailed log of approved classes. To receive a stipend, the student notetaker can not be employed elsewhere on campus.

- Please be aware that students who are receiving a classmate's notes are not entitled to these notes when absent from class unless authorized by a DRC staff member.

Notetaker Assistance—Paid Hourly

A paid notetaker is secured for students who are deaf or hearing impaired and others who qualify for this service as determined by the DRC. Paid notetakers must keep a record of the hours they work and have the hours verified by the student who employs them and by the DRC. Paid notetakers cannot work elsewhere on campus.

Access to DRC Copier

Permission to use the DRC copier is reserved for students who have been given the accommodation of a notetaker. It is to be used **for class notes only**; it cannot be used to duplicate textbook material or class handouts.

Please Note: The student with a disability is responsible for obtaining notes or other material covered in class whether using taped lectures, notes of a classmate or a paid notetaker.