Disability Services (DS) is committed to a positive educational experience for all Westminster College students. These policies and procedures will define what is expected of you. Contact Disability Services at DisabilityServices@westminstercollege.edu or call 801.832.2272 with any questions. DS looks forward to working with you.

Types of Notes
*Public* – The student taking notes for you will know who you are. You will be in constant communication with them throughout the semester.

*Private* – The student taking notes for you will NOT know who you are. Notes will be delivered to the Disability Services and then email to your Westminster email account via the Disability Service email.

Category of Notes
*Paper (Handwritten)* – If you have requested “public notes” and your Note-taker likes to handwrite notes, you and your Note-taker can take the notes to the Testing Center directly after class and make copies or take pictures of the notes with your phone or other mobile device. If you have requested “private notes,” the Note-taker will bring the notes to Disability Services to make copies and give to a staff member who will scan and email them to you via DisabilityService@westminstercollege.edu.

*Typed (Computer)* – If you have requested “public notes” and your Note-taker likes to type notes, the Note-taker can email the notes to you directly after class. If you have requested “private notes,” the Note-taker will email the notes to DisabilityServices@westminstercollege.edu with the following information in the Subject line “Course Number and Professor Name.” We will forward the information to you.

We ask that notes be available within 24 (business) hours after the end of class. If you experience a delay, please contact DS immediately.

Class Punctuality & Attendance
- It is important that you are on time and ready when class begins.
- If you withdraw, please notify Disability Services immediately.
- Having note-takers is not an excuse to miss class.

Note Taking Format
- You are expected to take notes for yourself. The Note-taker’s notes are supplemental.
- The Note-taker will be given some suggestions for note taking formats such as: labeling, page numbering, etc.
- If abbreviations are used, a Note-taker is expected to explain or give a sheet explaining the abbreviations.
- The Note-taker is expected to write clearly and legibly.
Helpful Hints

• If you have requested “public” notes, exchange names, phone numbers, and email addresses with your Note-taker. If you do not contact the Note-taker within a week, they will be reaching out to you.
• Should any problems occur between you and the Note-taker that cannot be worked out, be sure to contact Disability Services for assistance.
• A Note-taker is NOT a tutor. If you have questions about assignments, talk to the professor.
• When possible, it may be beneficial to sit next to your Note-taker.

If you have questions, please contact Disability Services at DisabilityServices@westminstercollege.edu or 801.832.2272. We look forward to working with you.