



University of California Merced Disability Services

COURSE NOTES PROVIDER INTEREST FORM

STUDENT NAME:	<input type="text"/>	SID #:	<input type="text"/>
UCM EMAIL ADDRESS:	<input type="text"/>	PHONE #:	<input type="text"/>
COURSE NAME & SEC (i.e. CSE 020-01):	<input type="text"/>	INSTRUCTOR NAME:	<input type="text"/>
Days:	<input type="text"/>	Start Time:	<input type="text"/> <input type="checkbox"/> AM <input type="checkbox"/> PM
		End Time:	<input type="text"/> <input type="checkbox"/> AM <input type="checkbox"/> PM
		Room:	<input type="text"/>
Course Notes Type :	<input type="text"/>	<input type="checkbox"/> DS Drop-off	
		<input type="checkbox"/> via Email	
		Certificate Delivery:	<input type="text"/>
<i>Course notes providers receive a Certificate of Appreciation at the end of the semester. This can either be mailed to you or can be picked up at Disability Services Office.</i>		ADDRESS:	<input type="text"/>
		CITY/ZIP:	<input type="text"/>

Note Taker Responsibilities

Regular class attendance is a necessity. If you are going to be absent, have a back-up plan in place. It is the note taker's responsibility to secure an alternative source of notes. If an alternative is not available, advise the DS student and/or Disability Services as soon as possible prior to class commencement.

It is the responsibility of the note taker to supply neat, accurate and legible notes for the assigned course. This includes materials from lectures, films, etc. Notes should focus on content of lectures, films, guest speakers, etc. and not simply a duplication of presentations or materials provided by the instructor.

The first page of notes should be clearly labeled as follows: 1) course name; 2) lecture date; 3) Assigned DS Mailbox #.

Notes are delivered via the following methods: 1) if the DS student chooses to remain anonymous, notes will be placed in assigned DS mail box; or 2) if the DS student chooses to be known, notes can be provided directly to the DS student or provided electronically via Email to either the DS student directly or DS. *Delivery method to be determined in consultation with the DS student and DS.*

Note takers can utilize the copy machine located at the DS Service Desk to make a duplicate copy of their notes for the DS student. Notes must be supplied to the DS student on a timely basis - within 24 hours after a course lecture. Note taker must maintain academic integrity and honesty at all times. Course notes can only be provided to the assigned UCM DS registered student.

Student Confidentiality Agreement and Signature

I have read and agree to the responsibilities listed above. In addition, I agree as a note taker for UC Merced Disability Services, to respect the confidentiality of the UC Merced student who is receiving a copy of my course notes. I will not, without the expressed written permission of the DS student, discuss any information regarding her/him to anyone including faculty members.

NOTE TAKER APPLICANT SIGNATURE:	<input type="text"/>	DATE:	<input type="text"/>
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