

# **NOTE TAKING ASSISTANCE**

## **Tape recording lectures**

- **Your accommodation letter that you are to give to your professor will state this accommodation, please discuss it with your professor.**
- **Place the tape recorder or yourself at the front of the class, close to the speaker.**

## **Volunteer, In-Class Note Taker**

- **Ask another student in class if they are willing to serve as a note taker.**

## **If you are having difficulty locating a note taker:**

- **Ask your professor to assist you in locating one. He/She may ask the class if someone is willing to share their notes.**

## **Once you have a note taker, determine how you will obtain the notes. Options are:**

- **The EAS office will provide you with carbonless paper in order for someone to share their notes with you.**
- **Bring notes to the EAS office and someone will photo copy them for you.**