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# SPRING HILL

COLLEGE

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*Forming leaders engaged in learning, faith, justice and service for life.*

**Center for Academic Support and Advising**  
(251) 380-3470 | [casa@shc.edu](mailto:casa@shc.edu)

## **Volunteer Note Taker Services for Educational Accommodations**

*A guide to an easier semester with our Note-Taker Program.*

### **Faculty Instructions**

If a student registered with CASA provides this Note Taker form, please read the announcement below to your class. ***It is important that the student NOT be identified in front of the class for confidentiality reasons.***

After reading the announcement, please make sure you give the student who agreed to take notes the attached Volunteer Note Taker Information form.

“If anyone is interested in providing a copy of their notes from this class to a student needing educational accommodations, please pick up a note taker packet from me at the end of class for further information. Students who volunteer must be in good academic standing.”

Any faculty issues or concerns, should be forwarded to the Center for Academic Support and Advising (CASA) at [casa@shc.edu](mailto:casa@shc.edu).



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**Volunteer Note Taker Information Form**

**PLEASE SUBMIT THIS FORM TO:  
Center for Academic Support and Advising  
Lucey Administration Center – 1<sup>st</sup> Floor (behind St. Joseph’s Chapel)  
[casa@shc.edu](mailto:casa@shc.edu)**

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Phone: \_\_\_\_\_ SHC email: \_\_\_\_\_

Student notes will be provided to: \_\_\_\_\_

Class notes are taken for:

Course Name: \_\_\_\_\_ Number: \_\_\_\_\_ Section: \_\_\_\_\_

Do you know the student you are taking notes for?      Yes      No

**\*All note takers must be in good academic standing.**

**Note Taker Instructions**

1. Before agreeing to be a note taker, please review the attached Note Taker Information Sheet to better understand your responsibilities.
2. Individuals interested in volunteering should report to the Center for Academic Support and Advising office to return this form and sign-up.
3. Please contact the student via email to make arrangements for the delivery of class notes personally with the student, or you may send the notes via email.

Any note-taker issues or concerns, should be forwarded to the Center for Academic Support and Advising (CASA) at [casa@shc.edu](mailto:casa@shc.edu).



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## **NOTE TAKER INFORMATION SHEET**

### **Responsibilities of a class note taker:**

1. Note takers need to be dependable and attend class each day in a timely manner.
2. Note takers should copy all information from the board and overheads in addition to taking notes from class lectures. Notes should be arranged in an organized manner and must be written legibly.
3. Note takers should always include class announcements such as test dates, review sessions, assignments, and due dates in the notes.
4. Note takers should meet with the student to discuss the note taking format that will be used in the class (see number 3 in next section).

### **General information about note taking services:**

1. Note takers are not required to provide notes to students for days the students are absent from class.
2. If a note taker must unavoidably miss a class, it is his/her responsibility to obtain the class notes from someone else for the student.
3. Note takers may either use carbonless paper provided by the Center for Academic Support and Advising, copy, scan, or type and email notes.
4. A mutual agreement can be made between the note taker and the student concerning the manner in which the notes will be delivered (i.e., same day, next day).



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C O L L E G E

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## **NOTE TAKER SUGGESTIONS**

1. Write the class title, date, and page number in the upper right-hand corner of each page of notes to help the student keep the pages in order and know if any pages are missing.
2. If you are not sure of the correct spelling of a word, write “(sp?)” near the word so the student can check the correct spelling.
3. Make key points emphasized by using stars, asterisks, underlining and large letter.
4. If there are no notes to take (i.e., test, group work, etc.) write the date and the reason there were no notes for the student.
5. Write notes in an organized manner (i.e., outlining, indenting, etc.). Try not to crowd words together.
6. If something is unclear in the notes, ask the instructor after class for clarification.
7. Include all points from the lecture, regardless of whether or not you believe the information is common knowledge. The information may be common knowledge to you but not the other student.
8. If the textbook page numbers are referenced during class, make sure to record the page number in conjunction with the lecture topic.
9. Use either blue or black ink when taking notes. Colored ink can be distracting. Also, notes will be easier to read if you only use one side of the paper.
10. Include all meaningful facts and details (i.e., technical facts, names, dates, equations, diagrams, and examples).
11. Reading the text and reviewing your notes before class will improve your understanding of the lecture.
12. Try and minimize the use of abbreviations. When abbreviations are used, try to make a note explaining what the abbreviations represent.
13. Establish a communication system between you, the student, and the instructor.
14. If you have any concerns about note taking or the student, please contact CASA immediately.