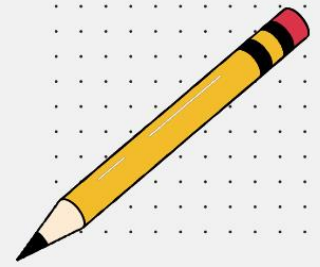


Disability Accommodation and Support Services

Peer Note-Taking Next Steps



Each semester it is your responsibility to request and follow the steps listed below for your approved note-taking accommodation.

What's Next:	What You Need to Do:
1). You have been approved by your DASS counselor for Peer Note-Taking accommodations.	<ul style="list-style-type: none"> <input type="checkbox"/> Contact DASS with the DASS Note-Taking Assistant for your Peer Note-Taking request(s) to be processed.
2). Virtually meet to review your Peer Note-Taking accommodations for each class you are taking. Sign any documents sent to you via email by the DASS Note-Taking Assistant.	<ul style="list-style-type: none"> <input type="checkbox"/> Request Peer Note-Taking accommodations through the DASS Online Portal for each class Peer-Note Taking is needed.
3). DASS staff will try to secure a Peer Note-Taker who may or may not be enrolled in your course(s).	<ul style="list-style-type: none"> <input type="checkbox"/> You can directly ask a student enrolled in your course if they would be interested in becoming a DASS Peer Note-Taker. Notify that you have referred a student by emailing: notetaking@csuci.edu Peer Note-Takers are paid \$16 an hour.
4). If an in-class Peer Note-Taker cannot be secured, DASS will contact faculty to request their help to secure a Peer Note-Taker.	<ul style="list-style-type: none"> <input type="checkbox"/> Check email for notification that a Peer Note-Taker has been assigned to your course.
5). Peer Note-Takers will upload notes to the DASS Online System within 24 hours after each class session.	<ul style="list-style-type: none"> <input type="checkbox"/> Download and utilize notes uploaded to your DASS online account.
6). To ensure timely resolutions, you are responsible for notifying DASS of any issues about your note-taking accommodations.	<ul style="list-style-type: none"> <input type="checkbox"/> Contact DASS of any difficulties or issues with your note-taking accommodations.

