

## Student Note-Taking Assistance Agreement

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

### Requesting a Note-Taker

1. You must provide the Note-Taking Coordinator with a copy of your class schedule and indicate which classes require note-taking assistance as soon as possible each semester.
2. ARC will notify your professor(s) that you require access to notes for each specified class. Notes may be provided in one of two ways:
  - a. Each professor provides access to PowerPoints and/or overheads prior to class or through UNM Learn. You will then augment the professor's notes during class.
  - b. Use of a peer volunteer in class. The volunteer is secured by asking each professor to make an announcement in class or via e-mail to students, asking interested students to apply in person at the ARC. If no announcement is made, it is your responsibility to inform the ARC.

### Once a Peer Volunteer is Secured

1. ARC will secure a peer in each specified class to take and submit lecture notes for your use. The peer volunteer agrees to arrive to class on time, remain alert, and supply neat, accurate notes to the ARC. The peer volunteer will provide the notes directly to ARC. It is not necessary for you and peer volunteer to interact, but you may choose to obtain the notes directly from your peer if desired.
2. It is your responsibility to contact the Note-Taking Coordinator if he or she feels there is a problem with note quality, legibility, or timeliness.
3. The peer volunteer will submit lecture notes to the ARC within 24 hours of the class period. The notes will be typed or legibly written and, once received, emailed to you using your UNM email address.
4. ARC will retain files of notes for the current semester and will resend when requested.

I have read and understand the student note-taking assistance agreement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ARC Staff  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_