



## Division of Student Affairs

DSA Area Name: Retention, Outreach and  
Inclusive Student Services

Effective Date:  
Procedure Number:

01/01/2022  
ROI-p.006.02

Student Affairs Working Procedure on Note -Taking Services
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**Intent:** To provide services to students whose documented disability makes notetaking in class difficult or impossible.

**Background:** CSU Coded Memorandum A201408, CSU Executive Order No. 1111, The Americans with Disabilities Act of 1990, as amended 2008 (ADAAA); Sections 504 and 508 of the Federal Rehabilitation Act of 1973, as amended; and applicable state laws including but not limited to the Donahoe Higher Education Act, Education Code sections 67302, 67310, and sections 11135 and 12926 of the Government Code.

**Accountability:** Vice President for Student Affairs, Associate Vice President for Student Affairs– Retention, Outreach and Inclusive Student Services, the Director of DASS and all DASS professional staff and the ADA Coordinator for Students

**Applicability:** Students enrolled full or part time at California State University Channel Islands (CSUCI) or programs administered through CSUCI Extended Education.

**Definition:**

**Note -taker:** Person who takes classroom notes for someone else.

**Business Day:** A business day is defined as Monday-Friday dates, weekend and holiday dates are not included.

**Procedure:**

1. Once a student has established eligibility for note taking services, they must request the service each semester and for each class in which note taking services are needed.
2. With the exception of Math & Science courses, all note taking requests are provided via a contracted vendor service, Note Taking Express (NTE).



## Note-Takers

1. All DASS Note Takers must be in good academic standing, complete DASS note taker training, and produce readable notes.
2. The note taker is responsible for uploading the notes to their DASS online profile. The notes must be scanned and uploaded within 24 hours from when the class met. As noted above, the 24-