

## Providing Access To Notes

**INSTRUCTORS:** Thank you for your assistance in providing the accommodation of access to notes. Please consider using Universal Design strategies for providing this access. This could be providing your own lecture notes, outlines, slides or other format you have available. In the event that these options aren't available, proceed to the following to recruit a note-taker:

1. Announce to your class the need for a note-taker and show the video from the DRD web page (Find under tab For Faculty- Classroom Accommodations- Access to Notes)  
Sample language for recruiting a note-taker  
"A student with a disability is requesting a note-taker for this class. The notes need not be perfect; no one is going to judge them. You may email or send a photo of your notes to the student in need. Any volunteer will receive a letter of commendation to attach to your resume or college application. Volunteers can also earn a transferable unit of credit for Community Involvement. Would anyone be willing to volunteer?"
2. After a volunteer steps forward, please get their email or other method of contact and share this with the DRD student. The arrangements for the exchange of notes can then be handled by the students.
3. Please provide the volunteer with the information below.

**VOLUNTEERS:** Thank you for offering to share your notes with a DRD student. Sometimes volunteers are self-conscious, wondering if the quality of their notes will be good enough. Please know that your notes need not be perfect and your help is more than appreciated!

To receive a letter of commendation, or find out more about the 1.0 unit for Community Involvement, please provide your information below. You will be contacted by DRD with information on how to proceed.

**Please fill out your information below and return to use at either email listed:**

Santa Rosa: drd-testing-sr@santarosa.edu

Petaluma: drd-testing-pet@santarosa.edu

Date \_\_\_\_\_ Semester \_\_\_\_\_ SID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_ @ \_\_\_\_\_

Course \_\_\_\_\_ Days & Hours \_\_\_\_\_

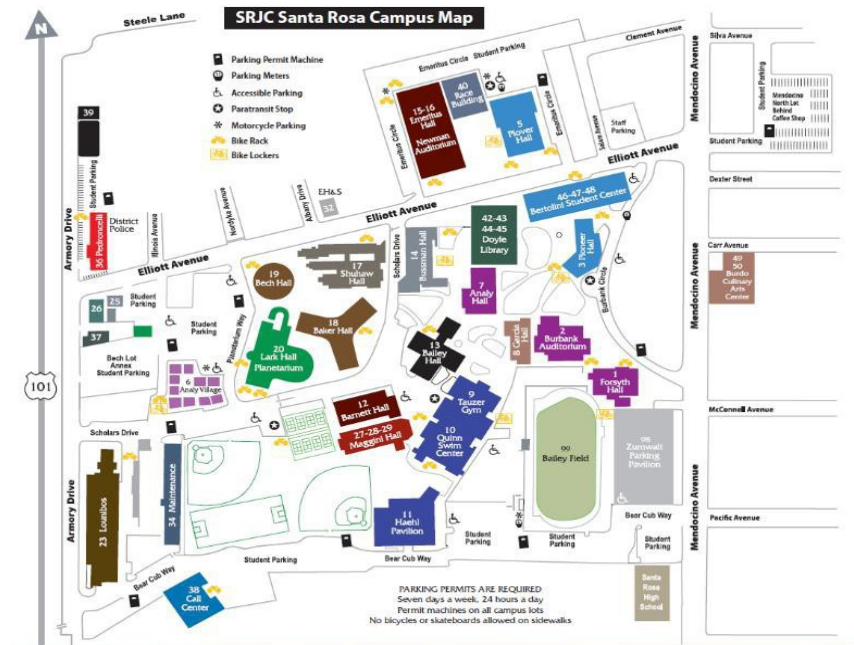
# Testing and Support Services Centers

**Santa Rosa: Plover Hall, Room 559**

Phone: 707-527-4581

Email: [drd-testing-sr@santarosa.edu](mailto:drd-testing-sr@santarosa.edu)

M-Th 8-5; F 8-12



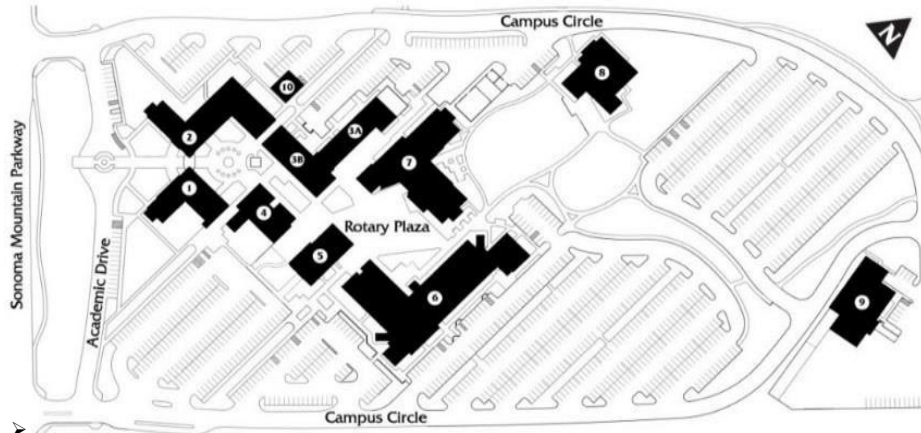
**Petaluma: Jacobs Hall, Room 101**

Phone: 707-778-4125

Email: [drd-testing-pet@santarosa.edu](mailto:drd-testing-pet@santarosa.edu)

M-Th 8-5; F 8-4

Santa Rosa Junior College, Petaluma Campus — 680 Sonoma Mountain Parkway



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|----------------------------------|--------------------------------|
| 1 100 John M. Jacobs Hall        | 6 600 Richard W. Call Building |
| 2 200 Kathleen Doyle Hall        | 7 700 Herold Mahoney Library   |
| 3A 300 E Wing (Art & Science)    | 8 800 Physical Fitness Center  |
| 3B 300 E Wing (Ellie Auditorium) | 9 900 Maintenance Compound     |