Required Procedure for Note Receiver

At the beginning of the Semester:

1. You are responsible for selecting your note taker within the first two weeks of the semester or within a week after you have found a classmate willing to take notes.
2. If you cannot find a note taker, please consult with your professor for a recommendation.
3. You are responsible for giving your note taker the appropriate information sheet regarding the Required Procedure to Become a Note Taker.
4. Your note taker must come to the Office of Disability Services at 19 Deerfield Street to complete the payroll process as outlined in the information sheet.
5. You must notify the Office of Disability Services right away by email at (email address to be determined) of any changes in your note taking request, especially if you decide that you no longer need the note taker.
6. **You are responsible for notifying your NoteTaker that if he/she has not completed the required paperwork within the first two weeks of the semester or within a week after agreeing to take notes, the Disability Services Office cannot guarantee payment for the current semester.**
7. You are responsible for agreeing to all terms and signing the Note Taking Service Agreement (see next page).

End of Semester Procedure:

You and your note taker must both come to the office 2 weeks before the semester’s last day of classes to sign off on the final agreement so that your Note Taker can be paid.

Best Times to Contact the Payroll Coordinator (617-353-3658):

**Tuesdays 3:30-4:30 pm, Wednesdays, 10:00 am – 12 noon, and Fridays 3:30-4:30 pm**