WASHINGTON COLLEGE
EST. 1782

POLICY ON NOTETAKING SERVICES

Notetaking Services are only provided for students who have documented disabilities and are currently receiving academic accommodations. If you are a student who has a documented disability and are currently receiving academic accommodations, you may request notes for a course by submitting the online form.

- After meeting with the OAS and receiving the ADA/504 Accommodation Letters, students should request notes for a particular course as early in the semester as possible (within the first two weeks) using the online form that can be found at https://www.washcoll.edu/offices/academic-skills/notetaking-services.php .
- OAS staff will work to find an appropriate notetaker for the course and will notify the student via email as soon as notetaking services are arranged.
- Students receiving notes are required to come to the OAS at certain designated hours (see current semester pick-up times below) to pick up their notes **AT LEAST ONCE A WEEK**. Many notes are delivered on Fridays, so earlier in the week is best to receive the previous week's notes. If you have any issues with the current pick-up times, please contact the OAS at oas@washcoll.edu or 410-778-7883.
- If a student fails to pick up notes for 2 weeks in a row, one email reminder will be sent. If the notes are not picked up after this email, a loss of this accommodation may occur.
- Please contact the OAS at oas@washcoll.edu or 410-778-7883 if you have any issues with the quality or availability of the notes that you receive.

SPRING SEMESTER 2013 NOTE PICK-UP TIMES

Monday/Wednesday/Friday 1:00-4:00pm

Tuesday/Thursday 8:30-9:15am