



**University of Baltimore
Center for Educational Access
Agreement for Notetaking Services**

Student Responsibilities

1. At the start of every semester, I will meet with the Center for Educational Access (CEA) staff to submit a request for a notetaker, complete the Accommodations Agreement form and bring my current class syllabi.
2. I will present the Accommodation Agreement form to my instructor as soon as possible.
3. I will attempt to take my own notes and will use the notetaker’s notes as a supplement.
4. If I must miss class, I will inform my notetaker at least 24 hours in advance when absences are predictable. If I am unable to reach my notetaker or if my absence is disability related, I will notify the CEA at disabilitynotes@ubalt.edu.
5. I understand that having a notetaker is **not a substitute for class attendance**. I am still required to attend class and understand that excessive absence not disability related could jeopardize the receipt of notes.
6. If I drop a class or change my schedule, I will inform my notetaker and the CEA immediately.
7. If I have problems with the notetaking process and/or I do not receive notes within 48 hours, I will notify the CEA immediately. I bear responsibility for letting the CEA know if I am not receiving notes.
8. I understand that the notes provided to me are for my study purposes only, and not for distribution to other students.
9. I will notify the CEA immediately, if my notetaker fails to provide notes or if the notes are incomplete and/or unreadable.
10. I will contact my notetaker to discuss how I will be receiving notes for the semester.
11. I understand that my name and contact information will be provided to the notetaker. The CEA does not share information related to students’ disabilities.

I have read the Agreement for Notetaking Services and understand my responsibilities.

Student Signature

Date

CEA Staff

Date

**Center for Educational Access
1420 North Charles Street, AC 139
Baltimore, MD 21201
410-837-4775
Email: disabilitynotes@ubalt.edu**