



SANTA BARBARA CITY COLLEGE
Disability Services & Programs for Students

Notetaking Support Services

DSPS offers a variety of accommodations and supports for students with disability-related limitations in the area of notetaking. All accommodations must be approved by a DSPS Specialist based on the interactive process. Notetaking supports are not a substitute for class attendance. DSPS students are encouraged to take their own class notes, to the extent possible.

Audio Recorded Lecture:

Students approved for this accommodation may use a recording device to capture the lecture portion of their classes. Information contained in the recording is the intellectual property of the instructor and may not be copied or shared without the instructor's written consent. The instructor may ask the DSPS student to pause recording during portions of the class that involve personal discussion or self-disclosure. The student may also be asked to sign this [agreement form](#).

Students who do not have access to a recording device and cannot afford to purchase one, may complete a scholarship request form to obtain a free device from our office. The request is made by appointment with a DSPS Specialist. If approved, the student will receive a call or email from the DSPS office when the device is ready for pickup.

Peer Notes/NCR Paper:

Peer notes are copies of a classmate's notes. The DSPS student may choose a preferred classmate for this task, or ask their instructor to assist them in finding a volunteer. Any announcements made seeking a volunteer should be confidential and not include the name of the DSPS student. DSPS students may pick up a stack of free NCR paper from the DSPS office for the peer notetaker's use. This paper creates an instant duplicate copy that is given to the DSPS student. For assistance finding a peer notetaker, see Maggie Little in the DSPS office (SS-160) or contact her via email: melittle@pipeline.sbcc.edu.

Copy of Class Presentation Materials:

Instructors are asked to share a copy of materials presented to the class with the DSPS student, to reduce the amount of information that needs to be hand copied. This accommodation does not require the instructor to share their own personal notes or outlines they use for lecturing. Only written materials

presented to the entire class are shared with the DSPS student. We encourage DSPS students to discuss this accommodation with their instructors for specific arrangements. Any materials shared with students are the intellectual property of the instructor and may only be used for learning course content. In cases where copyright law prevents the distribution of presentation materials, students should meet with their instructor and/or a DSPS Specialist to discuss alternative means of accessing these materials.

Use of Assistive Technology for Note Taking:

Some students with disabilities require special devices to assist them with notetaking in the classroom. These may include a laptop, tablet or smartpen. DSPS Specialists approve the use of these devices in the classroom, on a case-by-case basis. DSPS does not purchase these devices for students, but may recommend resources for assistance.

Notetaker/Auxiliary Aide:

DSPS students with sensory and mobility impairments (e.g., low vision, hearing loss, muscular weakness) who are unable to take their own notes, may be eligible for a paid notetaker. The notetaker hired by DSPS is often referred to as an “auxiliary aide.” Students approved for this service must request a notetaker each semester or summer session. DSPS will contact the student once an auxiliary aide has been hired for the position. It is the student’s responsibility to notify DSPS of any anticipated absences so that the notetaker can be contacted.

For additional notetaking supports or solutions that we have not mentioned, please see a DSPS Specialist for consideration.