



- \* **15 Minute Waiting Period:** There will be a 15-minute time frame in which the computer-assisted notetaker will wait for a student who is tardy (late). Unless prior arrangements have been made, the notetaker **will leave** if the student is more than 15 minutes late to the class or meeting. Subsequently, the student will **not receive notes** for that day.
- \* Students who receive computer-assisted notetaking services should notify **ODS of any changes in their class schedules immediately**, for example adding or dropping a course. Failure to do so may result in an interruption of services.
- \* If the student is unhappy with the computer assisted notetaking services, please call ODS. ODS will provide an evaluation form to be completed by the student as well as the notetaker at the end of each semester.

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I acknowledge receipt of a copy of this document "Agreement for Computer Assisted Notetaking Services," and I understand and agree to the responsibilities and consequences as outlined above.

\_\_\_\_\_ SEMESTER \_\_\_\_\_  
(Fall, Spring, Summer) (Year)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date