

# Notes Request - Student Contract

Disability Support Services  
Diablo Valley College & San Ramon Campus  
DVC (925) 969-2178 / SRC (925) 866-6215  
Email: DVC notetakingervices@dvc.edu / SRC auawithya@dvc.edu

Semester:  FA  SP  SU      DVC ID #: \_\_\_\_\_      Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

INSITE Email: \_\_\_\_\_@insite.4cd.edu      Phone #: \_\_\_\_\_

Course Name & Number Example: ENGL 118	Section Number Example: 0024	Instructor Example: Martin, L

- 1) At the start of class I must present the instructor with an announcement slip so the instructor can assist in finding a note taker.
- 2) I must abide by all DSS and DVC policies and procedures, including the DVC student code of conduct.
- 3) I will not receive notes for online classes unless discussed with DSS staff and confirmed that notes are needed for specific times.
- 4) I understand all notes are delivered to my insite e-mail address, unless I complete an "Allowance for NCR Paper Contract."
- 5) I can receive notes for classes I am currently enrolled in. If I am wait listed or trying to get into another class I will notify the DSS note taking coordinator(via e-mail or verbally) to arrange notes for that particular class.
- 6) I give DSS staff permission to release my contact information to note takers.
- 7) I must attend class to receive notes, if not I may not receive notes. I will borrow notes from a classmate for days I am absent.
- 8). I will inform DSS if my instructor provides notes that are sufficient to accommodate my note taking needs.
- 9) I understand I am responsible for knowing all class assignments, test dates, and due dates.
- 10) I understand contracts for notes must be renewed each term.
- 11) I understand it is my responsibility to notify DSS staff if notes are not delivered in a timely manner or are not reasonably sufficient and helpful.
- 12) I understand I must go through the San Ramon office to receive note taking accommodations for San Ramon classes.
- 13) I will notify DSS staff if I add or drop any classes within 48 business hours of doing so.

**I understand all parts of this contract and agree to the conditions and terms as written.**

print this form, Sign it and bring it in to the DSS office

\_\_\_\_\_  
DSS Student Signature

This form is available in alternate formats upon request

\_\_\_\_\_  
DSS Staff Signature

ASL interpreters available upon request