Note Taker FAQ

What does the accommodation, “use of a peer note taker”, mean?
The accommodation of note taking is provided to supplement a student’s own class attendance and notes; it is not meant to be a substitute for attending class meetings. A note taker is a student enrolled in the same course who volunteers to submit their in-class notes to the DSC throughout the semester.

How long does it usually take the DSC to find a note taker?
It varies greatly. It can take as little as one day or as long as one month depending on class size, course level and subject area. Traditionally, we secure note takers more quickly in larger introductory courses while small upper-level courses can take longer.

How does the DSC recruit note takers?
When we get your request, we first check to see if we already have a note taker for the course. If we don’t, we e-mail the class roster and professor asking for a volunteer to take notes. Usually, it’s that simple. If a volunteer does not come forward, we work with the professor, department chair and/or college dean to help secure a note taker. Students are always welcome to find their own note taker. If you do this, please remember to submit the name and e-mail address of the note taker to dscnotes-usm@maine.edu.

What if the DSC can’t find a note taker?
DSC has a 90% success rate in filling note taker requests. When we are unable to find a note taker there are several options to explore. Some of these might include using a smart pen or recording the lecture, using the faculty notes, getting access to PowerPoint slides in advance of class or using academic department student staff to take notes. What is most important to know is that the DSC will keep you informed on the status of your request and work to ensure your needs are addressed.

My notes are illegible, insufficient, unclear, missing, etc. What should I do?
The DSC strives to provide our students with high-quality notes. However, it is not possible for us to know if there is something wrong with the notes you are receiving. DSC is not in your class; we do not hear or see the lectures. If there is a problem, you are responsible to notify the DSC, dscnotes-usm@maine.edu. We cannot resolve problems with the notes if you don’t report them. We want the notes to be helpful to you!

My class met yesterday and I don’t see those class notes posted in Blackboard yet. Where are they?
DSC note takers have 48 hours to submit notes to the DSC. We make every effort to post them the day that we receive them. If you have any concerns regarding receipt of your notes, please let us know dscnotes-usm@maine.edu.