

WAUKESHA COUNTY TECHNICAL COLLEGE

WCTC Student Accessibility
College Center, room C-021
800 Main Street
Pewaukee, WI 53072
262.691.5318 (Phone)

Notetaker Card

Notetaker's name _____ Notetaker's ID# _____

Class title _____ CRN _____

Name of student you are taking notes for _____

Instructor (print name) _____ Date _____

Instructor signature _____

Complete and sign this card and have the designated notetaker return all cards to Advising & Student Accessibility, C-021.

See back for detailed instructions.

7158/17



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Instructor

- Assist student in locating a notetaker or provide student with copy of lecture notes.
- Identify a student that would be a good notetaker, or announce to the class the need for one. (Identity of student with approved accommodation should remain anonymous at this time).
- Review potential notetaker's notes for accuracy and clarity, then select an appropriate person. If multiple notetakers volunteer, please designate one student only.
- Have the designated student complete this card and return to Advising & Student Accessibility Office (room C-021).

Notetaker

- Notetakers will take notes during scheduled class time and develop a plan to deliver notes regularly.
- Student notetakers must be enrolled in at least 6 credits or more during the fall or spring semester **OR** be continuing students (enrolled the previous spring and enrolled in at least 6 credits in the fall). They may not work more than 20 hours per week as a notetaker/student worker. Those under 18 years of age are required by law to provide a worker's permit.
- Bring this completed card to Advising & Student Accessibility Office (room C-021), to receive an application and hiring packet. Fill out all forms in the packet and provide required documentation to room C-021. Your hire date matches the date this packet is completed and approved by WCTC Human Resources. You will not be paid for any notetaking done prior to this approval.
- Once hired, notetakers may begin entering hours in NovaTime. Hours must be submitted on the 15th and last business day of the month. Pay rate is \$7.25/hour.



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