

# LEARNING SUPPORT SERVICES

413-748-3747 413-748-3725 (FAX)

## NOTE TAKER APPLICATION FORM

Note Takers are employed to provide copies of their class notes to fellow students. They must:

- Be currently enrolled in the class
- Have excellent class attendance
- Produce notes that are dated, neat, and legible
- Demonstrate excellent note taking skills
- Provide timely copies of notes from each class
- Remain in good standing throughout the semester
- Samples of notes must be presented to the staff of Learning Support Services for approval

**Please Print Clearly.**

Your Name: \_\_\_\_\_

Extension/Cell Phone: \_\_\_\_\_ Mailbox #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Student Requesting Notes: \_\_\_\_\_

Courses Name(s): \_\_\_\_\_

Course #(s): \_\_\_\_\_

Professor(s)/Instructor(s): \_\_\_\_\_

**Please bring this completed form to The Academic Success Center, Hickory Hall 109.  
Questions and other inquiries regarding your application can be answered by calling x3747.**

*Office Use Only:*

Date: \_\_\_\_\_ Tutor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Tutor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Tutor: \_\_\_\_\_ Phone #: \_\_\_\_\_

