Student Responsibilities Regarding Notetaking Accommodation

You have been approved for the accommodation of peer notetaking as an accommodation. Please review the following information as it relates to this accommodation:

Always contact a CDS/SNAP Administrator to discuss any questions or concerns you have about this accommodation.

At the beginning of each semester, consider if peer notetaking is needed before requesting it. Below are some reasons notetaking might not be necessary.

- Professor uploads his/her notes on OAKS for all students to access
- You are utilizing notetaking technology (i.e. digital recorder; Sonocent Audio Notetaker) as a substitute for peer notes
- Format of the class does not require note-taking

If you determine that peer notetaking is needed:

Make an appointment with each professor and provide them with your Professor Notification Letter (PNL), as well as the Professor’s Notetaker Letter document. If you require this document, please email SNAP and we will send to you via email.

Your professor is expected to make an announcement in the class or via email regarding a need for a student volunteer notetaker for your class (without identifying you). However, if YOU know someone in class who will share the notes with you, please let CDS/SNAP and your professor know the name of your peer who will serve as your notetaker.

Once we have identified a notetaker for your class, you will be notified of your notetaker’s name. We will not reveal your name unless you provide us with permission to do so.

Notetakers are instructed to upload their notes to OAKS within 24 hours after each class period. You are expected to access uploaded notes via OAKS on a regular basis.

Keep in mind that notes you will receive are not verbatim. Every person has a unique notetaking style. However, CDS/SNAP provides our volunteer notetakers with strategies for good notetaking.

Contact CDS/SNAP at (843) 953-1431 or snap@cofc.edu as soon as possible if you:

- Make changes to your class schedule and no longer require assistance for previously requested classes;
- Have concerns regarding the quality or timeliness of your notes if receiving peer notes;
- Require additional understanding of your responsibilities as a student receiving peer notes, would like information on ways to improve your notetaking skills, or would like information about notetaking technology.