

### **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](mailto: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.