

Procedures for Getting Note takers

You have note takers as an accommodation and here are the procedures for getting them:

At the first of the semester or when accepted into the SNAP program:

- Make an appointment with each professor for the classes that you will need a note-taker for. You will give the professor your Professor Notification Letter (PNL) and the Professor Note-taker letter, and discuss your needs for a note taker.
- Email the SNAP office a list of those classes for which you have requested a note taker, including the subject, section number (HIST-101-01) and name of the professor. The SNAP office will keep track of the professor, classes and the note taker but not delivery of notes, though notes will be delivered to the SNAP office.
- The professor will ask the class directly or via email, if anyone is interested in being a note taker for that class. If you know someone in class who will share their notes with you, you can make arrangements yourself to get those notes and then give the SNAP office the contact information.
- The professor or the note taker will contact this office identifying him/herself.
- You will be notified of the note taker's name and contact information, but we will not reveal your name unless you give us permission.
- Note takers will be instructed to turn in their notes at least twice a week. Note takers can email class notes to SNAP@cofc.edu to be forwarded to you or class notes will be emailed directly to you or the note takers can use carbonless paper.
- We offer note takers priority registration for the next major semester.
- **You must notify the SNAP office immediately if notes are not received in a timely fashion or if the notes are not satisfactory.** If another note taker is needed, you need to talk with your professor.

If you have any questions about this process, please contact this office immediately.

Best regards,