

# COLLEGE of CHARLESTON

## CENTER FOR DISABILITY SERVICES

Dear Professor,

This student registered with CDS/SNAP is requesting a notetaker for your class. To comply with the Americans with Disabilities Act of 1990, and its 2008 Amendments, we require your assistance.

At the beginning of each semester or when a student is accepted into the CDS/SNAP program:

- The student will provide you a Professor Notification Letter, which will list the accommodations the student will receive.
- If “notetaker” or “copy of peer notes” is listed as an accommodation, please announce in class, or send out an email to everyone in that class, a request for a notetaker. If no one volunteers, we ask you to identify a student in your class whom you feel would be appropriate as a notetaker.

*While I do understand that you don't really know the students, you do have the capacity through class observation to gauge who is most likely to take good notes based on their own class engagement. Once you've discerned who, ask the student if you could see their notes. If they adequately cover what you've covered in class, perhaps if asked, the student would not mind sharing his/her notes with a student registered with CDS/SNAP. The fact that you asked them specifically can also be a confidence booster to a good student who would not otherwise volunteer.*

- It is essential that you maintain the confidentiality of the student registered with CDS/SNAP by not revealing his/her name.
- Once you have identified a student who indicates an interest in being a notetaker, please email us at [snap@cofc.edu](mailto:snap@cofc.edu) with the following information: course number/section (e.g. PSYC 103-02); the notetaker's name and CWID #; the name/CWID # of the student registered with CDS/SNAP.
- The student receiving the notetaking accommodation is responsible for regularly attending class. Students know that notetakers are not a substitute for class attendance. Notetakers are informed that regular attendance is an important factor in providing quality notes and continuity.
- We offer the notetaker priority registration for the next major semester (Seniors and Juniors will not benefit from this as it is a given for them) and the option to claim 60 community service hours in a recommendation letter that can be added to their portfolio and/or submitted with their graduate school application.
- If a notetaker is not found, please call CDS/SNAP at 843.953.1431 or email [snap@cofc.edu](mailto:snap@cofc.edu) immediately.
- Please let us know if notes are available online or made available to the entire class.

If you have any further questions or concerns, please feel free to contact our office. We sincerely appreciate everything you do to accommodate our students.

With kind regards,

CDS/SNAP Team  
[snap@cofc.edu](mailto:snap@cofc.edu)  
843.953.1431