

## Student Responsibilities Regarding Notetaking Accommodation

Please review the following information as it relates to this accommodation:

You are responsible for regularly attending class. Receiving the accommodation of peer notetaking is not a substitute for class attendance.

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/their notes on OAKS for all students to access;
- You are utilizing notetaking technology (i.e. Livescribe Smartpen; Glean);
- 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 CDS/SNAP and we will send to you via email.

**You** should inform CDS/SNAP by email ([snap@cofc.edu](mailto:snap@cofc.edu)) of your need for a notetaker and what class(es) you need this accommodation. **Your email should contain the following: Professor's Name; Name of Class (PSYC 101-03).**

**Once a notetaker has been assigned we will inform the notetaker that we need the notes starting on the date you requested peer notes for that semester by emailing us at [snap@cofc.edu](mailto:snap@cofc.edu).** Accommodations are not **retroactive** and will not be provided prior to the date you request this accommodation.

**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 your professor(s)** identify a notetaker to serve in the class, they email CDS/SNAP ([snap@cofc.edu](mailto:snap@cofc.edu)) with specific information per the **Professor's Notetaker Letter**.

**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 a previously requested class(es);
- 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.