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) 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. 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) 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 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.