**Assistance Finding a Note-taker**

**Accommodation Process**

1. Complete the Note-Taker Request Form. Please include only the classes where you will need a note-taker.
2. Provide professors with Note-Taker Request Announcement Memo and make sure that it is announced in class (up to 2 times if needed).
3. While a note-taker is being found, the student should use a Recorder/SmartPen to secure the notes that are currently being missed.
4. If your professor has announced the note-taker request twice and no note-taker is found, inform the Student Disability Resource Center and we will make a class announcement within five business days.
5. You must attend classes to receive note-taking assistance.
6. If you are unable to attend classes for disability-related reasons, you should inform the Student Disability Resource Center.
7. If note-taking assistance accommodations are abused, they can be withheld at the discretion of the Director.

**Accessing Your Notes**

1. Receiving your notes directly from your note-taker is the fastest transmission of notes and a great way to meet new people.
	1. Please discuss with your professor how you’d like to be identified by any volunteers after making the announcement in class.
2. You may also use GeorgiaView to access your notes in a course called DS notes (and current semester).

**Accessing your Note-taking Accommodation on GeorgiaView**

Your notes will not be posted and you will not be granted access to GeorgiaView Notes unless you have completed a Note-Taker Request Form with our office as well as provided and made sure that your professor/s have read the Note-Taker Request Announcement Memo.

* 1. Go to **unify.gcsu.edu**
	2. Click on GeorgiaView.
	3. Click on Select a Course at the top of the page.
	4. You should be enrolled in the course **DS Notes** with the current term and year. **Ex: DS Notes Summer 2016**. Click on the link.
	5. Click on **Content** from the top link choices.
	6. You will then see a bulleted list of resources and your course notes.
	7. Click on the course you wish to access and you should see your notes posted as we receive them.

**For any problems/questions relating to your note-taking accommodations, IMMEDIATELY contact our office at 478-445-5931.**

**Assistance Finding a Note-Taker Accommodation**

The Student Disability Resource Center is looking for a volunteer note-taker for a student who is registered with our office. Please assist us by identifying one or two candidates in the class who may be willing to help a fellow student. The note-taker may have attended and excelled in your previous classes.

We are looking for a note-taker who is

* attentive
* attends class regularly
* takes good, legible notes
* willing to arrange for a substitute, if needed

All notes taken during class are for academic use only. Both the note-taker and the student registered with Disability Services are required to attend class regularly. Should the students miss class frequently, please notify our office.

If you have a student interested in being a note-taker, please talk with them and refer them to the Student Disability Resource Center for more information. We have provided a short script below if you’d like to use it as an announcement to your class to solicit help.

Thank you for taking the time to assist your student.

Sincerely,

David Anderson

Director of the Office of Disability Services

**Please read the following announcement to your class.**

**Please do not identify the student who is using the note-taker accommodation.**

“The Student Disability Resource Center is looking for a volunteer note-taker. Please consider helping your fellow students by volunteering for this program. Five minutes after each class can earn you 30-45 service hours per class in one semester. This is a great addition to your resume and makes you a good candidate when applying for scholarships or grants without spending any extra time away from your normal obligations. If you are interested in being a note-taker, please go to the Student Disability Resource Center, Library 109, for more information.”

**Assistance Finding a Note-taker:**

**Class Request Form**

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_ GCID\_\_\_\_\_\_\_\_\_\_

***Note: Labs and Languages are not generally note–taker applicable courses due to the course structure. However, if you feel that you do need notes we’ll be happy to assist upon request.***

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| **CRN** | **Course Prefix** | **Course Title** | **Professor** |
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* I have read and understand the Note-Taker Assistance Process and Procedure.