**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.***

Please only list classes for which notes are needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **CRN** | **Course Prefix** | **Course Title** | **Professor** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* I have read and understand the Note-Taker Assistance Process and Procedure.
1. Complete the Note-Taker Request Form and return it to the Student Disability Resource Center. **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).

**Assistance Finding a Note-taker Accommodation Process**

1. Complete the Note-Taker Request Form and return it to the Student Disability Resource Center. **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 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** **Browser**.
	6. You will then see a bulleted list of 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.**