**Note-taker: Class Request Form**

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

***Note: Online classes, Labs and Languages are not generally note–taker applicable courses due to the course structure.*** Please only list classes for which notes are needed.

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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.

1. Provide professors with accommodation letter and Note-Taker Request Announcement Memo and make sure that the Note-Taker Request Announcement is made in class (up to two times if needed).
2. Complete the Note-Taker Request Form and return it to the Student Disability Resource Center.
3. If you have given professors your accommodation letter and the Note-Taker Request Announcement and an announcement has been made and you are still not receiving notes after the first week of classes, please contact us immediately.

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

1. Provide professors with your accommodation letter and Note-Taker Request Announcement and make sure that the Note-Taker Request Announcement is made in class (up to two times if needed).
2. 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.**
3. If you have given professors your accommodation letter and the Note-Taker Request Announcement and an announcement has been made and you are still not receiving notes after the first week of classes, please contact us immediately.
4. You must attend classes to receive note-taking assistance.
5. If you are unable to attend classes for disability-related reasons, you should inform the Student Disability Resource Center.
6. 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.**

*Updated 2/16/18*