



Students agree to the following when using note-taking accommodations:

- **The deadline for students to request notes is on the last day to drop a class without a “W”.** Students request class notes by completing the Note-Taker Request Form and returning to it ODS.

Class attendance is expected and, unless physically unable to do so, students are expected to take their own class notes. Receiving a shared copy of class notes is not a substitute for attending class. Excessive absences or other abuse of the note-taker accommodation will jeopardize ODS’ ability to continue to provide this accommodation. Receiving a shared copy of class notes is a supplement to a student’s own notes. It is in the student’s best interest to take notes during class as this will help to improve retention and organization of class material.

Students may tape record class lectures to supplemental notes. Permission from your instructor must be obtained in advance. If you do not have an audio recorder, contact ODS for rental policies and acquisition.

Students are strongly encouraged to participate in a Camner Center note-taking workshop designed to improve note-taking skills specifically for the college classroom or meet with a Learning Specialist individually to discuss note-taking strategies.

It is the student’s responsibility to notify ODS immediately when notes are not received.

Please be aware that:

- Notes can be viewed on Accommodate under the ‘Note-Taker Network’ tab
- Notes are usually not available for the first two weeks of classes
- Students must notify ODS immediately when a class is added/dropped
- Students must notify ODS immediately when you do not receive notes on a weekly basis after a note-taker has been acquired or when notes are unable to be opened

Faculty are made aware of the student’s note-taker accommodation through the Professor Memo. If ODS is having difficulty locating a note-taker, the student will be informed and we will contact the instructor for help in identifying a potential note-taker.

All policies in this document are reviewed with students upon granting of note-taking accommodations. Students acknowledge they have reviewed these policies and agree to abide by these policies when submitting a Note-Taking Request Form.