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 it to 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.