

NOTE-SHARING ACCOMMODATION

HOW IT WORKS: Class notes can be obtained three ways:

1. Upon request, a letter will be prepared by the ASC for the student to give to the course instructor. The letter asks the instructor to make an announcement in class asking for a volunteer note-taker for a student with a disability.
2. The student may ask a fellow classmate to allow their notes to be photocopied by the ASC.
3. The course instructor may know of a student in the class who he/she is willing to ask to volunteer their notes.

This service is available on a volunteer basis. Volunteers are referred to the ASC where copies of their notes are made and held for the student.

1. Complete the Services Request Form for the Note-Sharing announcement letter, available at the ASC.
2. Letters will be ready for pick up 48 hours after the request form is submitted.
3. Meet with your Instructor at office hours or make an appointment to present the Note-Sharing announcement letter.
4. After the instructor has made the announcement in class, or posted the request on iLearn, come by the ASC to check your mailbox for notes.
5. We will copy more than one set of notes if there is more than one volunteer.
6. If a volunteer is taking notes on an electronic device we will ask them to email them to the ASC and we will forward them to you.
7. If no one has volunteered their notes, ask the instructor to read the announcement a second time.
8. If no one volunteers after the second announcement, please contact the ASC staff for additional assistance.