Note Taking Accommodation Procedures

Once your note takers have been identified, it will be important to:

Tell us the names of your note takers!

We need to give your note takers information about note taking guidelines, and we also want to offer them a token of appreciation at the end of the semester. So we need you to let us know who they are!

Let us know by using the attached form or by e-mailing the information to us at mudcnotes@missouri.edu. We will then e-mail them with information.

1. **One option** for securing a note taker is to ask a friend in the class or a fellow classmate to volunteer their notes. This may allow you to establish a good working relationship with your note taker.

2. **Meet with your professors** and ask them to assist with finding a note taker. Schedule an appointment and meet with professors as soon as possible in the semester (before the semester starts or during the first week of classes). More information for professors can be found at this location: [http://disabilitycenter.missouri.edu/accommodations-services-policies/academic-and-classroom/Note-Taking-Guide.pdf](http://disabilitycenter.missouri.edu/accommodations-services-policies/academic-and-classroom/Note-Taking-Guide.pdf)
   - When meeting with your professors to discuss accommodations, you need to specifically ask them to help you identify a note taker.
   - Professors can either choose a note taker or make an announcement regarding the note taking position.
   - The professor will then provide you with the volunteer’s name and contact information.
   - If you prefer to remain anonymous, be sure to inform your professors of your preference.

3. **Contact your note takers** to arrange a system for sharing notes. Here are options you can discuss with your note takers:
   - If a note taker takes notes using a laptop or tablet, it may work to have the notes sent to you via e-mail. Be sure to exchange e-mail addresses.
   - Your note taker can login to sign-up as a note taker by going to the Disability Center’s website and clicking on the “Note-Taker Sign In” button. There they can upload any notes they have for the class.
   - The note taker can stop by the Disability Center and scan their notes using our KIC Scanner and/or copy machine.

4. **Attend class** - It is always important to attend class because you are responsible for your own academic success. Having a note taker is a reasonable accommodation and is NOT a substitute for attending class.
Frequently Asked Questions

Q: What if I don’t need note taking accommodations for all classes?
A: As you get a feel for your classes and the material, you may find that you don’t need note takers for some or all of your classes. If you do not need a note taker, you do not need to ask a classmate or your professor to make an announcement.

Q: What if I ask the professor and the second week of class goes by and I don’t have a note taker. What do I do?
A: Approach your professor again to see if he or she has the name of a note taker. If not, ask that a second announcement be made to request a volunteer. Be sure to inform the professor that this is an accommodation you need. Discuss other options with your professor.

Q: The third week of class goes by and I don’t have a note taker. What do I do?
A: Contact your Access Advisor or Coordinator in the Disability Center to discuss ideas and other possible options for note taking assistance.