

STUDENT NOTE TAKING RESPONSIBILITIES

One of the note taking services that Student Disability Resources is able to provide for students is having an in-class note taker or the use of Nittany Notes. The following describes the process students should follow when requesting this service:

1. Students must meet with their Disability Specialist each semester when services are requested.
2. Students determine courses where note taking services are needed.
3. Students must check with instructors (this can be done when students provide their Academic Adjustment Letter to instructors) to determine:
 - Does this class require in-class note taking? (most times, English, PSU, and Spanish do not)
 - If yes, will complete notes be available through CANVAS or other source?
 - If complete notes are not available, would the instructor be willing to share his/her notes with you? Or is there a Teaching Assistant (TA) in the class who could share notes?
 - **IMPORTANT NOTE: INSTRUCTORS ARE NOT REQUIRED TO SHARE NOTES WITH A STUDENT.**
4. If detailed and complete notes are not available from instructor or other source, students will submit the Note Taking Request form through the SDR website:
 - Go to: www.equity.psu.edu/sdr.
 - Click on "Accommodations" on the left hand side of the screen.
 - Scroll down to "Note Taking Assistance" and click on this link.
 - Scroll down this screen until you see Note Taking Request Form (in blue). Click on this link and it will take you to the form.
 - ***On this form, please only list courses for which you are requesting note taking services. ODS does not provide note taking services for web courses.***
5. Please complete this form in detail:
 - Your name, your ID#, your email, etc.
 - Especially important, you must have a date that you met or that you will meet with your Disability Specialist on the form.
 - You must have an instructor name and email address for each course you are requesting. If there is no instructor information listed, your form comes through to our office blank and the form must be returned to you to complete again. This delays your note taking request.
6. ***Please list only those classes for which you are requesting note taking services.***
7. When you have the form completed, scroll to the bottom of the page and click "Submit". This form will come into our office and your request will be processed.

SDR will:

1. Check with instructors to verify: 1) a student has spoken to him/her about note taking and 2) no other notes are available.
2. Check Nittany Notes – if Nittany Notes are available, the student will receive an email stating which courses are available through Nittany Notes. **YOU MUST CONTACT NITTANY NOTES (www.nittanynotes.com) BY THE NOTIFICATION DATE IN THIS EMAIL OR NOTE TAKING REQUEST MAY BE CANCELLED.**
3. If Nittany Notes are not available for the course requested, SDR will register the student with NoteTaking Express. Student will receive a welcome email from Note Taking Express with a link to a free app. Student will use their personal recording device (phone, iPad, computer) to record the lecture through this free app. Student will email recording to Note Taking Express and will receive a set of typed notes within 48 hours.
4. Sonnocent is another note taking option when taking notes with your laptop.

Additional Information:

Any change in your course schedule that will affect your note taking request, please inform SDR immediately.

When speaking with your instructors, please make certain he/she understands SDR is NOT requesting that the instructor provide notes to the student. **IT IS NOT A REQUIREMENT THAT THE INSTRUCTOR PROVIDE NOTES, OR FIND A NOTE TAKER FOR THE CLASS.**

Here is a suggested discussion you may have with instructors:

I am working with Student Disability Resources and am eligible for note taking services. Will this class require in-class note taking, or will notes be provided to students? If the notes are provided, are these detailed notes, or will there be additional notes to be added? If notes are NOT provided, would you be willing to share your class notes with me, or is there a Teaching Assistant in class who may share notes with me? This is not a requirement, but it is SDR policy that I must check to see if notes are available through other means. Thank you.

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SDR STUDENT ACKNOWLEDGEMENT NOTE TAKING SERVICES

I acknowledge that I have been advised of the Student Disability Resources (SDR) policy on note taking services and have been given an opportunity to review and ask questions concerning this policy.

By signing this acknowledgement, I agree to follow the SDR Note taking policy. I understand:

- I must attend class in order to receive note taking services from SDR. ()
- If my instructor notifies SDR that I have not regularly attended a course for which I am receiving note taking services, my note taking services may be suspended. ()
- I must meet with my Disability Specialist to discuss any breach of the note taking policies. ()
- The notes received from SDR, through Nittany Notes, instructor notes, or Note Taking Express, are for my sole use and not to be shared with others. ()
- I agree to contact Nittany Notes by the deadline stated in the notification email received from SDR or my request(s) will be cancelled and may not be reinstated. ()

Student Name: _____ PSU ID #: _____

Student Signature: _____ Date: _____

Witness Signature: _____ Date: _____