

## Fast Facts for Faculty

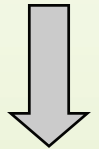
### Note Taker Program

September 2009

Some students with disabilities qualify to receive a note taker accommodation in classes and labs. The names of the students receiving notes are not disclosed to the volunteer or to other students. The note taker accommodation is usually a supplement to the notes that the student with a disability takes in class. Faculty are not required to provide their own notes to a student. Disability Services recruits note takers for eligible students via email. The accommodation of a note taker is noted on the letter of accommodation provided to faculty.

#### Note Taker Program Procedure:

- The DS office emails entire class requesting a volunteer note taker.
- One note taker is selected per class. Copies of the notes are provided to eligible students in that class electronically.
- The note taker uploads notes to a centralized website and the notes are automatically forwarded to the eligible student(s).
- If a note taker cannot be secured after multiple email attempts, DS will contact the instructor for assistance.
- Effective Fall 2009, the note taker program is completely paperless.



#### Student Responsibilities:

- Complete check-in early for semester accommodations.
- Provide Letter of Accommodation to the instructor.
- Attend all classes unless there is a medical/emergency excuse.
- Take notes in class.
- Check email daily for notes.
- Do not share notes with other students.
- Notify DS office if notes are not received regularly after check-in.
- Notify DS office if withdrawing from the class or if accommodation is not needed.



FOR ADDITIONAL INFORMATION, PLEASE REFER TO OUR WEBSITE:

<http://www.ds.uncc.edu/FacultyStaff/ReferenceGuide.htm>

Questions or comments? E-mail us at [dissrvcs@uncc.edu](mailto:dissrvcs@uncc.edu) or call 704-687-4355.