

The Process

In order to facilitate notetaking, students are asked to do the following:

- Once note taking is approved as an accommodation, go to one or two of each of your classes and determine if you require note taking support for that class
- Once you know the courses in which you will require the support of a note taker, email notetaker@uwindsor.ca we will send you a **Note Taking Registration Form** that must be completed
- if you will require a notetaker and are able to connect with someone on your own, or, your professor matches you with a volunteer within the class there please indicate on the form or let us know that you have found a notetaker
- It is best for volunteers register with our office by emailing notetaker@uwindsor.ca
- *At the end of the term volunteer work as a note taker can be acknowledged with a letter of thanks (upon request). Also, by registering they would be able to help another student who may need notetaking support*
- If SAS matches you with a notetaker, you will be contacted by SAS and you will then have to e-mail the notetaker and arrange a plan for exchanging notes
- Remember that note taking is not a substitute for class attendance. It is therefore important that you actively engage and take as many notes on your own as possible.
- Alternatives may include (but are not necessarily limited to):
 - Checking with your instructor to see if they have notes or powerpoints to share
 - Checking if notes are provided on Blackboard or on reserve in the library
 - Approaching a classmate for notes you can borrow/photocopy
 - Using a laptop to record the lecture and using some technology available like Microsoft word, Evernote, Onenote.