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Guidelines for Students Requesting Notetakers

To obtain a notetaker, first request an “Accommodation Letter” for the current semester. This letter confirms for your instructor that you are registered with SAS and what accommodations you may request.

It is important to remember to attend class first to determine if a notetaker will be needed for the particular course before requesting a notetaker. If you attempt to request a notetaker before attending the first class, we will email you asking you to attend class first and then confirm that you still need a notetaker. Also, remember that course notes are meant to be a supplement to the student’s own notes because notes from another student may not always be perfect or as easy to comprehend as one’s own notes. Finally, there are instances when SAS may not be able to find a notetaker from within the class, please contact us to explore what other options exist.

UCF Creed - INTEGRITY: I Will Practice and Defend Academic and Personal Honesty

About Class Attendance and Conduct

Students who have notetakers are still responsible for attending class. Notetakers are not a substitute for class attendance. You are responsible for maintaining the integrity and the purpose of the accommodation provided to you while attending UCF. Your responsibility is to be an active participant in your learning process. If it comes to SAS’ attention that you are no longer attending class, we reserve the right to discontinue notetaking services until you resume attending class.

Notetakers Provide Only Notes

Notetakers are only to provide class notes. Notetakers are not tutors, will not type class papers, perform library research, or any other personal tasks. Please seek other UCF resources that provide academic support to students, such as the Student Academic Resource Center and the University Writing Center.
Notetaker Request and Selection Procedures

1. Request Accommodation Letters (SAS.sdes.ucf.edu/forms).

2. Attend class and review the syllabus to determine the need for a notetaker. Some professors provide notes or powerpoints such that a notetaker is not needed.*

*Note: We will not process requests prior to the first class meeting

3. Sign on myUCF (my.ucf.edu) (Figure 1) and enter your PID and password (Figure 2).

Figure 1: myUCF “Sign On” button screenshot

Figure 2: myUCF PID and password submission boxes screenshot
4. Click **Knight Access Login** under the myUCF Menu. (Figure 3)

Figure 3: Knights Access Login link screenshot

5. Select the **Course Notes** module. (Figure 4)

Figure 4: Course Notes icon screenshot
6. Select the **Courses / Notes** option on the navigation menu. (Figure 5)

![Course/Notes link screenshot](image)

Figure 5: Course/Notes link screenshot

7. Click the **change this** link for each course that you request a notetaker. (Figure 6)

![Courses screenshot](image)

Figure 6: Screenshot of sample courses and column with “I require a notetaker”

8. Allow up to **4 business days** for SAS to send an email to the class.

9. After receiving the email notification, **monitor** your **Knights Access** account to see if sample notes are available
10. Review any available samples and **make a selection**.* (Figure 7)

![Courses](image)

*Note: If a notetaker has already been selected, there will be a star next to that notetakers ID number. Students must select this same notetaker.

11. Allow time for the notetaker to complete required paperwork before he or she begins uploading their notes.

12. If SAS is unable to recruit a volunteer after 2 attempts, you may contact us to request a 3rd email be sent out. In addition, if you would like to explore other notetaking options, please email SASNotes@ucf.edu or call 407-823-2371 to discuss what other options exist.

13. Contact SAS if there are issues with notes in a timely manner
Notetaker Cancellation Procedures

Please follow steps 1 through 6 referenced in the Notetaker Request and Selection Procedures above to change the selection type back to ‘No’. (Figure 8)

![Courses Table]

Figure 8: Screenshot highlighting “I require a notetaker” column
Frequently Asked Questions:

Q: What do I do if I receive poor quality notes, have other problems with my notes, or have a question?

A: Contact SAS by phone at 407-823-2371, by email at SASNotes@ucf.edu, or by selecting the “Submit a comment” link from the navigation menu found to the left side of the course notes page. We will reach out to the notetaker to resolve the problem. We encourage students to report problems with notes in a timely fashion.

Q: What if there is more than one set of sample notes?

A: Please review the sample notes shared by the applicants carefully. Click the selection button for the sample you wish to choose. An email notification is automatically sent to the notetaker once you confirm that your selection is correct.

Q: I have just selected a notetaker, but there are only a few sets or one set of notes? Why aren’t all of the notes here?

A: Notetakers are not required to upload all of the class notes until they are selected. Before a notetaker is selected, we only ask for a sample set of notes.

Q: What if I do not like any of the available sample notes?

A: SAS may send an additional e-mail notification to the class to see if other students are willing to apply. We may need to discuss with you why the sample notes provided are not helpful to you.

Q: What if two or more students needing notetakers are in the same section of the same course?

A: SAS will obtain notes from only one notetaker for that course section. The first registered student that selects a sample note will determine the notetaker for the course. The notes will be shared among the students using Knights Access. If you notice a gold star next to a notetaker ID, this means that another student has already selected that notetaker and you must select the same notetaker.

Q: What if Student Accessibility Services has not received any notetaker applications for my course?

A: SAS will automatically send a second notification if no one from the class responds to the initial email. A third email request can be sent upon receipt of a written or e-mailed request from the registered student. If available, an OPS Notetaker will be assigned to attend class and take notes. Please note that there are a limited number of OPS Notetakers available for assignments. There are occasions when SAS may not be able to find a notetaker for a course, but we are working towards reducing how often this occurs.

Please communicate with our office if this presents a barrier to your ability to learn so that our staff can communicate with your instructor to determine how we can assist you with obtaining the information you
need. There may be factors in the structure of the class that influence your classmate’s decision not to apply (ex. information being shared online by the instructor or other students) that our office staff is unaware of. We may need to discuss with you why the information is not helpful for you in order to assist you.

Q: What if the notetaker drops or withdraws from the class?

A: If other students are enrolled in the class and submitted samples of their notes, their sample notes will be made available for selection in Knights Access once we remove the notetaker from our system. If no other students applied, SAS may send an additional email notification to the class or assign an OPS Notetaker, if one is available. We will continue our efforts to work with you and your instructor to obtain information you need to provide equal access.