



UNIVERSITY OF CENTRAL FLORIDA
STUDENT ACCESSIBILITY SERVICES

Guidelines for Students Requesting Notetakers

To obtain a notetaker, first be sure to request for the course notes accommodation in Knights Access for the current semester. This confirms for your instructor that you are registered with SAS and what accommodations you are requesting.

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. 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.

How to Request Notetaking Services

Step 1:

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.

Step 2:

If a notetaker is needed, visit the SAS website, and select the **Knights Access Portal** (Figure 1).



Figure 1: Knights Access Logo

Step 3:

Sign on to Knights Access using your NID and NID password (Figure 2).

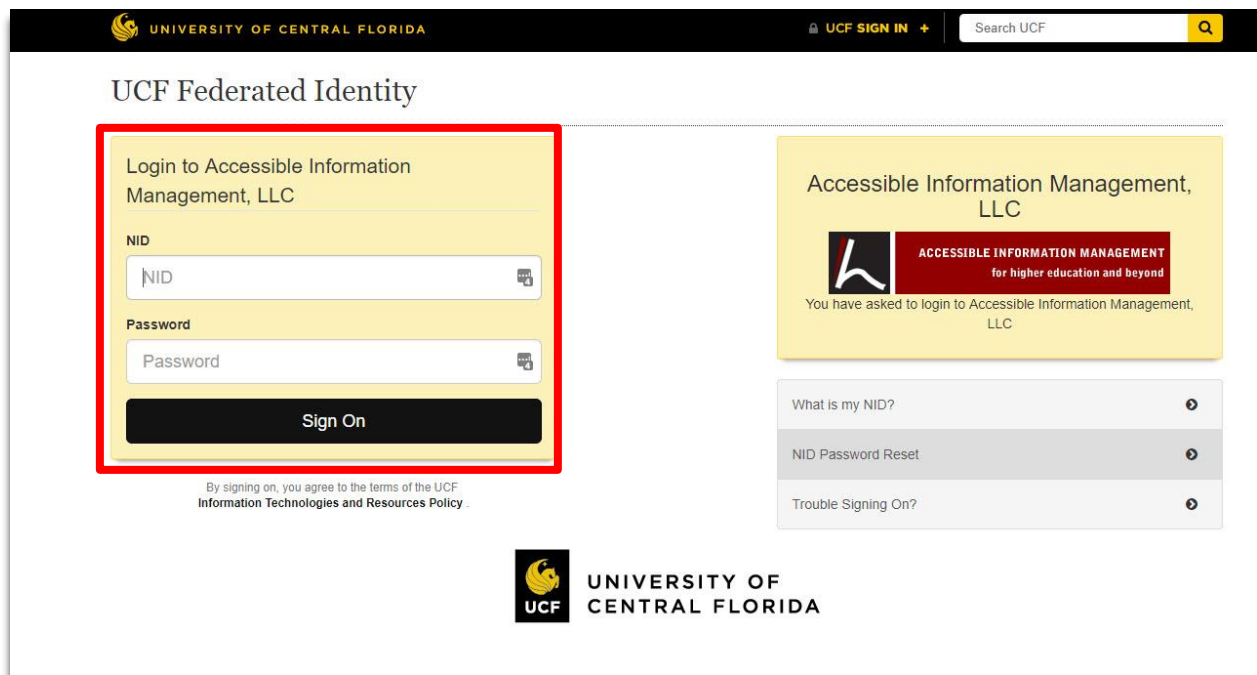


Figure 2: Knights Access Login page screenshot with red box around the NID and NID password

Step 4:

Submit your requests for the course notes accommodation for each class in which you need a notetaker. Please visit <http://sas.sdes.ucf.edu/forms> for instructions on how to request accommodations.

Step 5:

You will need to confirm that you need a notetaker for each of your courses. There will be a message on your “My Dashboard” to remind you to do this (Figure 3).

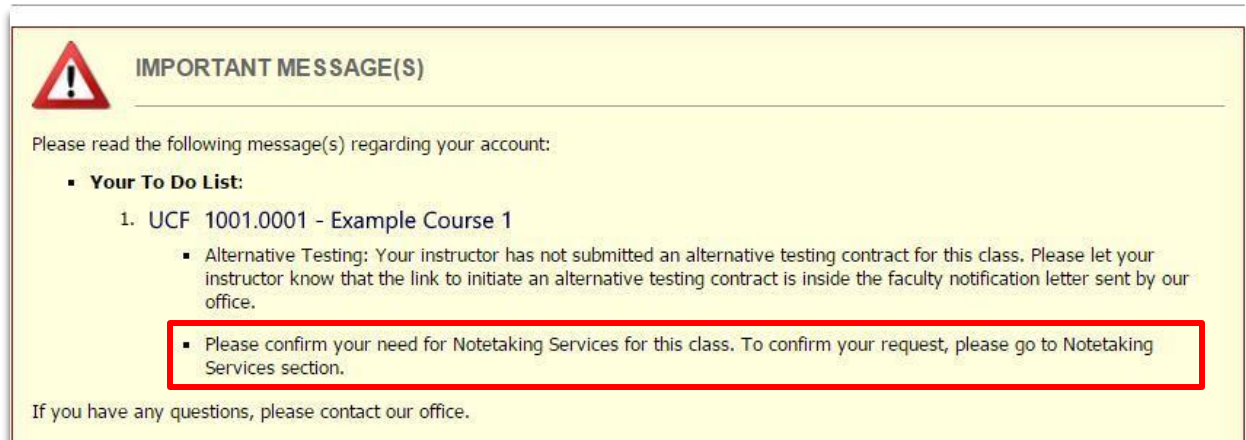


Figure 3: Important message screenshot with red box around “please confirm your need for notetaking services.”

Step 6:

To confirm that you need a notetaker, select ‘**Notetaking Services**’ from the ‘My Accommodations’ menu on the left hand side of the dashboard (Figure 4).



Figure 4: My Accommodations screenshot with red box around notetaking services link.

Step 7:

Select the blue ‘**Confirm Now**’ button for each course to confirm that you need a notetaker (Figure 5).

IMPORTANT: You **will not** be able to confirm you need a notetaker until **8:00 AM** on the first Monday of the semester. This is to ensure that students have been able to attend at least one class.

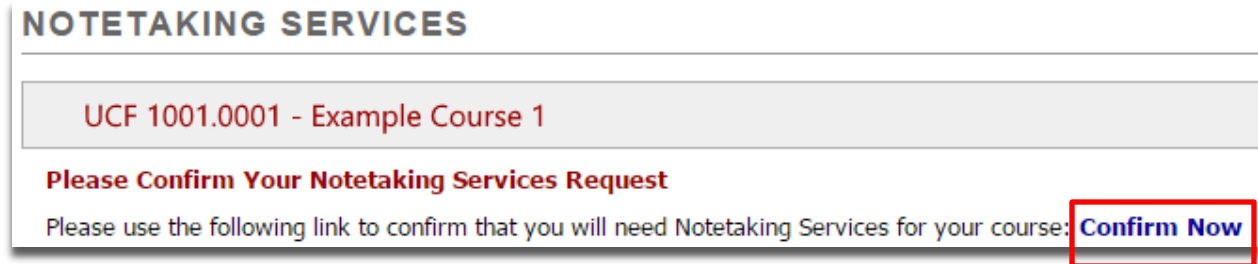


Figure 5: Notetaking Services screenshot with red box around “confirm now” button.

Step 8:

If you do not log in to confirm that you need a notetaker after a few days, SAS will email you a reminder to confirm that you need a notetaker. You may follow the instructions in this email to either confirm that you need a notetaker or let SAS know you do not need a notetaker.

If you never confirm you need a notetaker, SAS will eventually cancel your request.

Step 9:

SAS will then select a notetaker for you if anyone from your class has applied to be the notetaker. If no one has applied, SAS will email your class within 4 business days or less to attempt to recruit a notetaker.

You will receive an email when a notetaker has been assigned to your course. The notetaker should begin uploading notes soon after. You will receive an email every time the notetaker uploads new notes.

If you decide you no longer need a notetaker, please cancel your request for one. See the guide located at <http://sas.sdes.ucf.edu/forms> if you are unsure how to cancel accommodations.

***Important Note:** 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.

Questions? Contact Us!
Call: 407-823-2371
Email: SASnotes@ucf.edu