DISABILITY SERVICES OFFICE (DSO) NOTETAKER PROCEDURE

The Disability Service Office uses fellow classmates or peers to serve as notetakers for students. Peer notetakers can earn 15 hours of community service credit for serving as a notetaker for one course. Once a peer notetaker is located, they will submit the notes directly to our DSO e-mail and forwarded to your UC e-mail, given directly to you using our carbon notetaking paper or e-mailed directly to you from the peer notetaker.

In order to receive a notetaker in your class, you will need to follow this procedure.

1) First, attend class and determine which courses you will require a notetaker.

2) Return to DSO and complete a Notetaker Request Form (half-sheet) for each class which you will need a notetaker. This form will serve as your official request for a notetaker in a course. Fill out the Request Form completely.

3) Next, you will complete a Volunteer Notetaker Acceptance Form (Full-sheet) with similar information that is listed on the Notetaker Request Form, such as Course ID and Section Number, Class Name, Professor, Day/Time Class Meets and Semester and Year should be written in the appropriate spaces on the Form.

4) IMPORTANT: After all information is properly filled out on both Forms, leave the Notetaker Request Form (half-sheet) in the Disability Service Office and take the Volunteer Notetaker Acceptance Form to your professor. The professor will read the prepared statement on the Form inviting a fellow classmate to serve as a notetaker. Your name WILL NOT be called out by the professor.

5) Once a student comes forward, the professor will provide the Volunteer Notetaker Acceptance Form to the new peer notetaker and they will be instructed to report to Disability Service Office to officially sign up as a notetaker and complete the remaining information on the Form such as name, UCID, e-mail and phone number.

6) DSO will combine the Notetaker Request Form (half-sheet) and the Volunteer Notetaker Acceptance Form. This will allow our offices to determine who has requested a notetaker (DSO student) and who will serve as a notetaker in a course.

7) NOTE: If you have a friend in your class that would like to serve as notetaker, fill out the Volunteer Notetaker Acceptance Form and ask them to report to DSO. If you follow this procedure and a notetaker does not become available, options for notes can include obtaining notes from the instructor, getting notes from a GA/TA or using Blackboard PowerPoint's slides, etc.

Please inform Disability Services Office if you have any problems: dso@uc.edu or 513-556-6823