Student Tutorial

Notetaking Services

Step One: Request Accommodations through AIM System

To request notetaking services as an accommodation, students must make that request, through their secure, online AIM profile.

*(Video of a student on AIM, requesting their accommodations)*

Once you have submitted the notetaking services request, the Letter of Accommodation will be sent via email to the instructor of record for the class for which you are requesting that accommodation.

Step Two: Request a Meeting with Your Instructor(s)

*(Video of student typing on computer*)

For any accommodation to be effective, you, the student, must schedule to meet with your instructor after you have sent the letter of accommodation.

*(Image of a blank email draft. Student is typing, “Meeting to Discuss Letters of Accommodation” in subject line of email)*

Step Three: Meet with Your Instructor(s)

*(Video of student knocking on instructor’s door)*

If you have requested notetaking services as an accommodation, you will need to discuss that particular accommodation with the instructor.

*(Video of instructor opening the door, smiling, then shaking the student’s hand. Then, the student enters his office.)*

There are many choices for notetaking services and the instructor has the right to choose how they would like to administer that accommodation.

*(Video of student and instructor sitting down at instructor’s desk. They begin talking.)*

Some examples of notes include PowerPoint slides, fill in the blank notes, an outline of notes, or a copy of notes from a volunteer notetaker.

*(Video of student handing their instructor a notebook that is sometimes used for taking supplementary notes. The instructor takes the notebook and they discuss it.)*

Students must discuss these options with the instructor, in order to determine how the notes will be administered. Discussing these details with the instructor will allow the instructor and student to both understand how, where, and when notes will be administered.

Ways Notes could be distributed: instructor’s office, emailed to student, posted online.

*(Video of student taking notes from an instructor’s mailbox)*

Students do not have the right to copies of notes from a class if they miss over half the class due to tardiness or if they are absent from the class.

*(Video of a student writing notes with a pen on a notepad in class)*

Please remember these are supplemental notes, and you are required to take your own notes.

Should you have any questions about notetaking services, please contact your SDS counselor.