Note Taking Procedures for Faculty

The University of North Georgia’s Student Disability Services (SDS) helps qualified students with disabilities locate note takers. The notes provided are supplements to the student’s own notes, not substitutes for them. Notes provided are for a student’s personal study use only and are not to be shared with other individuals.

Confidentiality is of the utmost importance with regard to college students with disabilities. Discussions with a student about accommodations or other disability-related needs must always be held in private.

- The student requesting a note taker should still review his/her Accommodation Notifications with their professor.
- If a student requests a Note Taker in your class, the new note-taking system will send you an automated email to let you know. The system will also send an email to your class roster requesting a volunteer.
- The notes are available to the students receiving notes through a web-based program developed by the university. The note takers will be able to scan their notes into the program for the note receiver to retrieve.
- Note takers are required to complete a training. As an incentive, Note Takers who fulfill their duties receive Priority Registration and a stipend. (Yes, the stipend is back!) Note Takers must post the notes electronically within 24 hours. (We no longer allow hard copies of notes).
- Note takers who do not go through notetaker.ung.edu will NOT be compensated.
- If no note taker volunteers after the first couple of classes, Faculty may need to make a note taker announcement or help recruit a note taker. Here is a copy of the announcement: A note-taker is needed for this class. If you would be willing to volunteer to scan in a copy of your notes after class, please log onto notetaker.ung.edu to sign up. Students who take this opportunity to serve will receive a stipend of $40 at the end of the semester as well as early registration for next semester’s classes. Note takers are assigned on a first-come, first-serve basis.
- Please refer students who would like to volunteer to the Note Taking website: notetaker.ung.edu [UNG log-in required]

If you or your students have any questions or concerns regarding the note taking service, please contact:

- Cumming Campus: Kate Campbell, Kate.Campbell@ung.edu and Nina Rohrer, Nina.Rohrer@ung.edu Cumming Campus Room 237, 470-239-3137
- Dahlonega Campus: Alicia Sarvis, Alicia.Sarvis@ung.edu; Stewart Student Success Center, Room 314, 706-867-2533
- Gainesville Campus: Allison Haynes, Allison.Haynes@ung.edu; Dunlap-Mathis Building, Room 107, 678-717-3855
- Oconee Campus: Kayla Heider, Kayla.Heider@ung.edu; Administration Building, Room 112, 706-310-6204