

NOTE-TAKER FAQ's

What is note taking?

Note-taking is creating a copy of class notes for a student that has the accommodation of assistance of obtaining class notes.

Who can have a note taker?

Students registered with Student Accessibility Services who qualify for this accommodation.

What benefits are for the note taker?

- Note-Takers may receive compensation as they successfully complete the note taking duties.
- Priority Registration will be given to students the following semester.

What does the note taker have to do?

A note-taker has to provide notes for Students with Disabilities. These notes must be accurate, legible and posted within 24 hours of class. Student note-takers must take responsibility for any missed classes to ensure that students registered with disabilities may obtain those notes at all times.

How do I become a note-taker?

Note-takers must complete a series of steps in order to receive their payments, priority registration and co-curricular credit.

- An email will be sent to students accounts in class or an instructor may read an announcement requesting a student note-taker.
- Students willing to take this position must submit a note-taker and confidentiality agreement on notetaker.ung.edu.
- Carefully follow all instructions provided by UNG Human Resources and Student Accessibility Services.
- Complete the note-taker training and quiz.
- Keep note taking assignments confidential.
- Follow the instructions on how to upload notes.

How do I receive compensation?

- Payments of up to \$100.00 dollars per course per semester will be paid out at the discretion of the note-taker coordinator.
- Note-takers must complete the on-line training, quiz and Human Resource on-boarding process to be eligible for payments.
- Note-takers will be paid through the Human Resources office on a bi-weekly basis.
- In order to receive the maximum amount, notes must be provided from the beginning of the semester.
- Student Accessibility Services will conduct a weekly check on all uploaded notes, and payment will be based upon services provided.

How will I be notified of priority registration?

- Note-takers that are eligible for priority registration will receive an email notifying them of the early registration dates.
- Students may register for the following semester's classes during that time through Nighthawk registration providing they have no HOLDS on their student accounts.

What if I do not want to be a note-taker any longer?

- A letter of resignation must be immediately submitted to the Student Accessibility Services office.

What do I need to do if I am absent from class?

- Arrange for a substitute note-taker for days when you will be absent.

What if the student I provide notes for is excessively absent?

- Please relay any concerns or issues you have to the Student Accessibility Services office.

What if the student drops the class that I am taking notes for?

- If a student you are providing notes for drops the class, you will be removed as a note-taker and be put on a reserve list. There may be another student that registers for that class, or you may be able to register as a note-taker for another class.
- You will receive payment only for the time you provided notes.

Can I be terminated as a note-taker?

- Yes, if you are not providing notes consistently, or there are discrepancies and complaints you may be terminated from the position.

If I take notes for more than one class, do I need to go through the process each time?

- No, once you have completed the on-line training, quiz and Human Resource on-boarding process, you will be kept in the system until you leave UNG. This will allow you eligibility to be a note-taker any semester you are registered for classes.

If you require this document in an alternative format, please contact [Student Accessibility Services](#) or call 678-717-3855.