Feel free to request the following information in a different format (audio recording, Braille, etc.).

Note: When you request copies of lecture notes, professors may choose to provide copies their notes through Canvas. Alternatively, the professor may expect you to obtain the notes from Ability Service. Any notes from Ability Service are usually scanned copies of a classmate’s hand-written notes. You’ll receive a link provided by Ability Services once notes have been submitted. This link will contain a folder with dated lectures. The folder will be updated regularly with new lecture notes. The classmate will be called a “Note Taker” and expected to deliver lecture notes to Ability Services. We do make a mindful effort to keep the classmate from knowing who is receiving the notes.

Directions for starting copies of lecture notes:

1. Fill out the top box of a Note Taker Request/Application.* This form is available in the Ability Services office at 123 Rodli Hall. For questions, contact Ability Services at 715-425-0740.
   * The last four digits of your student ID number is your **Folder Number**.

2. Give a copy of your Faculty Notification Letter to the course instructor. If you don’t understand this or need a copy of the letter, contact Deb Morgan.

3. Outwardly tell the professor that you want copies of notes. If the professor wants to provide copies of his or her own notes, make plans with the professor to receive those notes. If this is satisfactory, you will not need to submit a Note Taker Request/Application for this class.

4. If the professor is unable to provide you copies of lecture notes, give the Note Taker Application to the professor. Then ask the professor to recruit a classmate who agrees to the Note Taker contract.
   a.) Within a week, you should receive an email from Ability Services that provides a link to the classmate’s notes. It will explain how you can get to the notes. It is suggested you make a bookmark of this link on your desktop.
   b.) The scanned notes should automatically continue until the course ends. Notes from lectures on Monday through Thursday should be available within 24 hours. Notes from a Friday lecture should be available the following Monday. The notes should always be high quality and on time. If you are not sure the scanned notes are very good, show them to the professor and ask for an opinion.
   c.) **Please notify Ability Services if you suspect any problem with this accommodation.** If you report an issue regarding content or timely receipt, a staff will make an immediate effort to resolve it. The Ability Services staff relies on good communication through phone, in-person, or email with you to resolve concerns. **If you report a problem and it’s not corrected within 3 days, please report it again.**

5. Copies of notes are not considered a substitute for class attendance. A professor may have considerable authority to assign a lower grade if a student doesn’t attend class.

6. Notify Ability Services if you believe the above process will not work for you.

7. Any copies of notes you receive are for your use only; you should not share them with other students.