**SUNY Old Westbury**

**Office of Services for Students with Disabilities**

**Class Notes Request Guidelines**

If ‘Note taker’ is one of your approved accommodations, please follow this procedure for making a note taker request each semester:

* Before requesting a note taker, please attend all of your classes at least once first and/or contact your professor first to see if the professor’s written notes will be available via Blackboard, PowerPoint or some other format.
* If you have classes for which professor’s written notes are not available, please contact OSSD Accommodations Coordinator Natalie Caesar at [caesarn@oldwestbury.edu](mailto:caesarn@oldwestbury.edu) with the following information:
  + Course Title and Section
  + Course Request Number (CRN)
  + Name of Professor
  + Time and Location of class
* We will verify with your professor that class notes are not being provided by them in any format.
* The Accommodations Coordinator will then reach out to the professor to seek an adequate peer note taker to provide notes for the class.
* Class notes will be scanned and emailed to you once a week by Friday of each week by the Accommodations Coordinator.
* You can expect to start receiving class notes within 6-10 days of your request.
* The OSSD will only be responsible for providing notes from the date the request is received.
* If at any time you deem your class notes to be of poor quality, please bring it to the attention of the Accommodations Coordinator immediately so she can address it with the note taker or seek a new note taker.
* If you do not receive your class notes, please contact the Accommodations Coordinator.
* If you add or drop a class after you make your class notes request, please notify the Accommodations Coordinator immediately.
* Please note that class notes are available only for classes which you attend; they are not made available for absences.