**COURSE NOTES**

**Description:** To provide equal access to the class lecture, some students with disabilities receive course notes as an accommodation. If needed, students may discuss alternative means of accessing their notes with their accessibility counselor. Receiving course notes should not take the place of course attendance.

**Students:** As with all accommodations, we encourage you to share your *Determination of Accommodations* letter with your instructors at the beginning of each semester.

 1. Submit a Semester Request for Course Notes.

 2. Wait for a welcome email from Note Taking Express.

 3. Upload audio files to Note Taking Express.

 4. Download your notes from your Note Taking Express account.

 5. Contact your accessibility counselor if you have any concerns about the notes you receive.



**1. Submit a Semester Request for Course Notes.** Log in to your Accommodate Student Portal and submit a Semester Request for each course in which you will require course notes. Please submit your Semester

Request as early as possible.

**2. Wait for a welcome email from Note Taking Express.** Upon receiving your request, Accessibility Services will send a referral to Note Taking Express (NTE) to create your account. You will receive a welcome email from NTE with an introduction on how to set up your account and use their services.

**3. Upload audio files to Note Taking Express.** After each lecture, upload the audio file to NTE.

**4. Download your notes from your Note Taking Express account.** Within 48 hours of uploading your audio file, you will receive an email stating your course notes are ready to be downloaded from your NTE account.

**5. Contact your accessibility counselor if you have any concerns about the note you receive.**

For all technical questions and concerns regarding Course Notes please contact:

**Note-taking Coordinator | LI 2400**

**notetaking@csueastbay.edu**

**510-885-3868**