

Welcome to The Center for Accommodations and Support Services
(CASS)

Note-Taker Orientation



Imagine you cannot hear or see...

How would you know what the professor or other students are saying in class?

How would you know what information is going to be on the test if you didn't hear or see it?

Information from lectures is very important to your success as a student.

The service you are providing as a NOTE-TAKER will assist a student with a disability to access information from the classroom lecture and participate in class.



WHY DO WE PROVIDE NOTE-TAKING SERVICES?

It's the law (Section 504 of the Rehabilitation Act 1973 and The Americans with Disabilities Act 1990).

It's the right thing to do (EVERYONE DESERVES AN EQUAL OPPORTUNITY TO GET AN EDUCATION).

You are providing a very important service to students with disabilities who are unable to:

- Use their hands to write class notes
- Make sense of information they hear
- Take notes and listen at the same time
- Hear information given orally in class lectures
- Use their visual acuity to access written/printed information



Taking Good Notes

- Take clear and thorough notes
- Don't copy every word down
- Be motivated to learn
- Listen actively
- Write legibly
- Concentrate
- Look for visual clues: handouts, diagrams, colored chalk, underlining
- Look for pauses, repetition, changes in pitch
- Use shorthand i.e. (gov.) for government (info.) for information
- Underline or highlight main ideas
- Asks questions to your professor for clarification purposes



Students needing this service **MUST** **ATTEND CLASS REGULARLY** **YOU TOO!**

- Arrange for a substitute note taker **AHEAD OF TIME** in case you are absent.
- Report concerns or questions to **CASS**



Semester Length

- **Different types of semesters**
 - **15 Weeks FALL/SPRING**
 - **8 Weeks SUMMER**
 - **4 Weeks SUMMER I & SUMMER II**
 - **2 Weeks Wintermester/Maymester**



PAYMENT

You are compensated \$100.00 per course per semester

International students will get a reduction of about 30% on their check

Your amount gets pro-rated according to the number of weeks class was held for that semester.

If a student drops the course, you drop the course, or the student requests a change of note-taker, your services will be terminated and you will get compensated for the weeks you have uploaded to UTEP AIM.

Payment will be received in an estimated time of 3 weeks after the end of the semester (payment time may be subject to change).



REGISTER AS A NOTE TAKER ON UTEP-AIM

Go to

<http://cassportal.utep.edu>

and sign up as a note taker



Submitting Notes on AIM

Sign into UTEP-AIM at

<http://cassportal.utep.edu>

and upload your notes after each class



THANK YOU

**FOR YOUR SERVICE TO
STUDENTS WITH
DISABILITIES**

HAVE A GREAT SEMESTER!



Important Message

CASS is NOT affiliated with any external note taking companies (e.g., Study Soup). These external note-taking companies solicit students to sell their class notes. We do not encourage CASS note-takers to work for external note taking company as their note-taker and we do not employ note-takers who are affiliated with these companies.

CASS is sensitive to faculty concerns regarding the possible unauthorized sharing of class lecture materials or when seeking copyright for academic material. **Both students and note-takers are prohibited from sharing course material in any form outside the accommodation.**

