Receiving Notetaking Services from the Disability Resource Center
Notetaking services provides students with disabilities access to class lectures.

Notetaking services facilitates the pairing of registered DRC students to qualified notetakers.
Steps to Request and Locate a Notetaker

• To request notetakers for your classes each semester, **you will need to complete the on-line accommodation request form in RAP.**

• Your **request for a notetaker, along with the other accommodations you request, will be identified on a Faculty Notification Letter (FNL)** that your disability specialist (DS) will create for each class that you requested.

• The DRC notetaking team will locate a peer notetaker. **If you wish to locate your own notetaker** you will need to indicate that in your request. If you do locate your own notetaker, they will need to apply through RAP using the [Notetaker Application](#).
Using Notetaker Services – Student Responsibilities

I must complete the Notetaker Services Agreement e-form each semester to qualify for receiving notes.

If I am not informed of a notetaker being assigned to my class within two weeks of the FNL being e-mailed to my professor, I will contact the DRC notetaking team by filling out a Notes Update Form.

As a final step, I will confirm my need for a notetaker in RAP. If I do not confirm after receiving three reminders from the DRC, these accommodation requests will be cancelled. Students who do not confirm their request in RAP will be assumed to no longer need a notetaker.

I am responsible for notifying the DRC if I no longer need a notetaker (dropped classes, instructor provides notes online, or notes are not necessary, etc.) I can do this by logging into RAP and updating my accommodation requests, filling out a Notes Update Form, calling 702-895-0166 or 702-895-0147, or by sending an email to notetaking@unlv.edu.

I am responsible for informing the DRC when my notes are not satisfactory by filling out a Notes Update Form.
Using Notetaking Services, cont.

Notes will be available to download by logging into RAP portal. Downloading Notes Tutorial

If I have problems accessing my notes I will notify the DRC immediately using the Notes Update Form.

If notes are not downloaded at least weekly, notetaking services may be suspended and I must meet with my DS to reinstate services.

I understand that peer notetakers have 24 hours after class session ends to submit notes to the DRC.

I understand that having a notetaker is meant to supplement my access to information and not to take the place of going to class. Notes are not meant to be provided for classes that I do not attend.
Use the online *Notes Update Form* when:

- Notes are not legible
- Notes are not complete
- You are not receiving notes on time
- You haven’t received any notes
- You wish to cancel services because:
  - Dropped class
  - No longer need a notetaker
  - Notes are provided online and are sufficient

Use this link to access the [Notes Update Form](#). (You will need to login using your MyUNLV credentials)
Using Your Notes – the 4Rs

- **Revise** – to call out important facts and ideas. Put the notes into your own words and reduce important facts and ideas into key words or phrases. The words and phrases should act as memory cues to help with review. You should also formulate questions based on the facts and ideas to help clarify meaning.

- **Recite** – Recite out loud and in your own words, the facts and ideas you are trying to learn. Hearing your thoughts helps you sharpen your thinking process, and stating ideas and facts in your own words challenges you to think about the meaning of the information.

- **Reflect** – Reflection is pondering or thinking about the information you have learned. It reinforces deeper learning by relating of facts and ideas to other learning and knowledge. Ask yourself questions such as, “How do these facts and ideas fit into what I already know?” “How can I apply them?” “How is knowing them important?”

- **Review** – Review frequently. Regular review sessions throughout the semester will allow for more complete comprehension and retention of information than will cramming before a test.
Additional tips:

◦ Rewrite the notes in your own works
◦ Make flash cards to help recall important information
◦ Test yourself
◦ Notes are important for many reasons:
  ◦ We tend to forget over half of what we hear within one day
  ◦ Good notes provide a written record of what was covered during a lecture
  ◦ Begin using the 4Rs promptly. It will help maximize the effectiveness of your notes
Confirm Your Need for Notetaking

From the DRC webpage (www.unlv.edu/drc), Click on the Rebel Access Portal tile
Click the “Log Into Rebel Access Portal” button
• Type your ACE username

• Type your ACE Password

• Click “Log In”
Click on the “Notetaking Services” tab on the left side of the Dashboard.
To confirm notetaking services for a course, click the “Confirm Now” link at the top of the Notetaking Services page.
Congratulations! You have successfully confirmed your request.

You will be notified via email when notes are ready to be downloaded.

You should view the tutorial on how to download class notes.

Notes will appear below the course number and description on the Notetaking Services page of your RAP account.

**Important Notice:** We recommend that you use Antivirus to scan your document after downloading file from our application. If you find file that is infected with virus, please contact us as soon as possible.
If at anytime you have problems with the system, please contact DRC notetaking services at 702-895-0166, 702-895-0147, or email notetaking@unlv.edu.