NOTETAKING

Applying to be a Notetaker with the DRC
From the DRC webpage (www.unlv.edu/drc), scroll down and click “Notetaker Sign-up!”
• Type your ACE username

• Type your ACE Password

• Click “Log In”
Application

- Enter your NSHE ID

- Enter your UNLV email address (.unlv.Nevada.edu)

- Click “Continue to Step 2”
Add Personal Information

- Type your first name
- Type your last name
- Select gender

Note: Only click “Modify Your Initial Entry” if the username listed is Incorrect.
- Enter your phone number
- Enter your address with City
- Select State
- Enter Zip Code
- Click “Register as a Notetaker”
• Select enrollment Term

• Enter correct CRN (Course Registration Number) in a separate box. Be sure to add all courses in which you are enrolled

• Click “Continue to Verify Your Classes”

Note: Requesting does not guarantee a notating assignment
1) You must be a UNLV student, registered and attending the class you are taking notes in.
2) You must have a 2.75 GPA or higher.
3) You cannot be a student registered and receiving accommodations through the DRC. For exceptions to this policy, please contact the Notetaking Coordinator at 702-895-0147

- Review Notetaker Agreement
  Note: You will need to read the entire agreement (not pictured here)

- E-Sign the form
  Note: Please type your name, in the space provided, exactly as it appears below the box. This is considered your signature.

- Click Submit