



Dear professor,

Please assist our office by identifying a student in your class whom you believe to be a competent and dependable notetaker. If you do not know of such a student, or are uncomfortable approaching a student, please make the following announcement as soon as possible, making sure not to mention the name of the student with the disability. You may also e-mail or make an announcement on blackboard to the entire class this announcement, including the student requesting a notetaker.

“The Office of Disability Support Services is seeking a student to take notes in this course for the semester. Note-taking is a paid position. If you are interested and take accurate and thorough notes, please e-mail cua-notes@cua.edu for more information.”

After you make the announcement, please do one of the following:

Provide notetaker request memo (this sheet) to interested notetaker, instructing them to read the backside.

If you are unable to meet with the notetaker directly, please verbally dictate the underlined information on the backside of the memo and write cua-notes@cua.edu e-mail address on the board.

It is the student's responsibility to follow-up if they have not been paired with a note-taker; in this case, you may be asked to repeat the announcement.

Thank you for your assistance. If you have any questions or concerns, please contact DSS at (202) 319-5211 or cua-notes@cua.edu

Office of Disability Support Services

620 Michigan Ave., N.E. | Washington, DC 20064 | 202-319-5211 | 202-319-5126 (FAX) |
cua-dss@cua.edu | dss.catholic.edu |



STUDENTS

Email cua-notes@cua.edu with the classes you wish to have a notetaker! Provide the information shown in *italics* below and **include the days your classes meet!**

Notetaker Information

DSS recognizes the commitment that comes with being a notetaker. You can choose to make this a paid position or receive a Service Learning Recognition and Certification. If you chose to take this on as a paid position, you will receive \$25 per course credit hour (e.g. \$75 for a three-credit course) at the end of the semester. If you chose to fill this position for Service Learning Recognition, you will be provided a certificate of appreciation at the end of the semester and can include this as a volunteer position to strengthen your resume.

All paperwork must be completed and turned in before you start. Any delay in filling out the paperwork may result in receiving a prorated amount.

Using your CUA e-mail address. Please send an e-mail to cua-notes@cua.edu with the following information: The course name, number, section, and professors name. (Ex: MATH 101-01 with Professor Jane Doe).

After receiving your e-mail, we will contact you to arrange a time for you to complete the necessary paperwork, conduct a check of your notes, and review the note-taking handbook.

Thank you for your interest and willingness to provide this service to a fellow classmate.

Office of Disability Support Services

620 Michigan Ave., N.E. | Washington, DC 20064 | 202-319-5211 | 202-319-5126 (FAX) |
cua-dss@cua.edu | dss.catholic.edu |