How can a student request Class Notes?

Tell Me

Students who are registered with the Office of Disability Services (DS) and have been approved for the Class Notes accommodation should follow the below steps to indicate the need for a Note Taker for a specific course:

1. Go to DS Portal website.
2. Click on DS Student Portal icon.
3. Click on Course Notes icon.
4. Click on the Courses/notes tab in the main menu.
5. Log in using your NinerNET username and password.

Make sure you have selected Class Notes Accommodation during the process when you requested your Letter of Accommodations. Visit the Online Request Accommodation Letters for more information.

This is the same information you use to sign in to “My UNC Charlotte” Portal. <EDIT - I think this note is probably not needed.>
If you see the note "Notetaking accommodations not approved for this course. If you require a notetaker please contact your disability advisor" this means that you are not approved for the Class Note Accommodation. If you think this is an error, contact the DS office at (704) 687-0040.

If you see this note, you should contact your counselor.

You must indicate that you need a Note Taker for each course where you would like to receive class notes.

6. **Select** the correct semester
7. **Click** on **change this** besides the course for which you need a note taker - the field will change to Yes

To indicate your need for a note taker for a course, click on **change this** to change the field to a Yes.

8. The DS Note Taker Administrator will email your class about the need for a Note Taker. After a Note Taker is assigned and begins submitting notes, you will be notified via email.

9. For questions, email notetaker@uncc.edu, or call (704) 687-0040

**Related FAQs**

- How can a student schedule a final exam using the DS Student Portal?
- How can a student schedule a test using the DS Student Portal?
- How can a student view and download Class Notes?
- How can a student request Class Notes?
- How can a student request Accommodation Letters using the DS Student Portal?