

# Application to Share Notes

Note-sharer Applicant's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

CSUMB Email: \_\_\_\_\_

Name of SDAC student requesting notes (if known): \_\_\_\_\_

Dept. / Class # / Section #: \_\_\_\_\_

Semester: \_\_\_\_\_

Voluntary Note-sharer Applicants: To apply to be a note-sharer for a course, please complete the following:

- Application to Share Notes (this form)
- SDAC Confidentiality Agreement - signed
- Copy of last semester grades (printed from your CSUMB OASIS, Self Service, Student Center, Academics Center, Unofficial Transcript)
- Recommended – Note-taker Training Certificate via the following link:  
<https://learn.nationaldeafcenter.org/courses/note-taker-training>
- Recommended - Read CSUMB Note-sharer Handbook (8 pages)

\*Additional information can be found at [csumb.edu/sdr/notetaking](http://csumb.edu/sdr/notetaking)

If approved to be a voluntary note-sharer, I agree to the following:

- I agree to attend class and to take notes to the best of my abilities. I will summarize and capture key points of the class session. When possible, I will include pictures or diagrams within my notes.
- I agree to provide a copy of my notes to the student within 24 hours, and understand that it is best to provide notes within 2 hours of each class.
- If I miss a class, I will inform the student I'm sharing notes with that I will not be there and I may provide a suggestion for a replacement in my absence.
- I understand any student authorized for note-taking services may be late to class and/ or absent due to disability- related reasons. In these situations, I will continue to take notes until otherwise told to do so by SDAC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For any questions, please contact SDAC's Note-taking Coordinator at: (831) 582-3672.