



SAN DIEGO STATE
UNIVERSITY

Student Ability Success Center
Division of Student Affairs

Initial Information for Volunteer Notetakers

Thank you for participating in the Volunteer Notetaker Program. By being part of this program, you enhance everyone's learning experience! Now that you have been selected to take notes for a student in class, this handout gives you important information on next steps.

How to Sign-up as a Volunteer Notetaker

1. Register as a volunteer notetaker through [SASC Connect](#).
2. Review the Notetaker Responsibilities below and the [How to be an Effective Notetaker](#) handout. These will both help you perform your role.
3. Upload course notes to SASC Connect after each class session.
4. Actively monitor your email account throughout the semester for important information.

Notetaker Volunteer/Community Service Hours

At the end of a semester that you registered with SASC as a Volunteer Notetaker and successfully completed the notetaker assignment, you will email SASC to let us know that the job has been completed. You will then receive an official letter from SASC verifying ~15 hrs. of volunteer service for each unit of class (~45 hrs. for a 3 unit class, depending on when notetaking begins).

Notetaker Responsibilities

- Review the [How to be an Effective Notetaker](#) Handout.
- Attend each class session as required by the instructor and take notes on class content.
- Upload digital notes to SASC Connect within 24 hours of the end of class.
- Contact SASC with any problems associated with notetaking responsibilities.
- Contact SASC ASAP if you are unable to attend class, so other arrangements can be made.

Student Ability Success Center

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