

# Receiving Notetaking Services from the Disability Resource Center

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UNIV

# DRC Notetaking

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Notetaking services provides students with disabilities access to class lectures.

Notetaking services facilitates the pairing of registered DRC students to qualified notetakers.

## Steps to Request and Locate a Notetaker

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- To request notetakers for your classes each semester, **you will need to complete the on-line accommodation request form in [RAP](#).**
- Your **request for a notetaker, along with the other accommodations you request, will be identified on a Faculty Notification Letter (FNL)** that your disability specialist (DS) will create for each class that you requested.
- The DRC notetaking team will locate a peer notetaker. **If you wish to locate your own notetaker** you will need to indicate that in your request. If you do locate your own notetaker, they will need to apply through RAP using the [Notetaker Application](#).

## Using Notetaker Services – Student Responsibilities

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I must complete the Notetaker Services Agreement e-form each semester to qualify for receiving notes.

**If I am not informed of a notetaker being assigned to my class within two weeks of the FNL being e-mailed to my professor, I will contact the DRC notetaking team by filling out a [Notes Update Form](#).**

As a final step, I will confirm my need for a notetaker in RAP. If I do not confirm after receiving three reminders from the DRC, these accommodation requests will be cancelled. **Students who do not confirm their request in RAP will be assumed to no longer need a notetaker.**

I am responsible for **notifying the DRC if I no longer need a notetaker** (dropped classes, instructor provides notes online, or notes are not necessary, etc.) I can do this by logging into RAP and updating my accommodation requests, filling out a [Notes Update Form](#), calling 702-895-0166 or 702-895-0147, or by sending an email to notetaking@unlv.edu.

I am responsible for informing the DRC when my notes are not satisfactory by filling out a [Notes Update Form](#).

## Using Notetaking Services, cont.

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Notes will be available to download by logging into RAP portal. [Downloading Notes Tutorial](#)

If I have problems accessing my notes I will notify the DRC immediately using the [Notes Update Form](#).

If notes are not downloaded at least weekly, notetaking services may be suspended and I must meet with my DS to reinstate services.

I understand that peer notetakers have 24 hours after class session ends to submit notes to the DRC.

I understand that having a notetaker is meant to supplement my access to information and not to take the place of going to class. **Notes are not meant to be provided for classes that I do not attend.**

# Use the online *Notes Update Form* when:

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- Notes are not legible
- Notes are not complete
- You are not receiving notes on time
- You haven't received any notes
- You wish to cancel services because:
  - Dropped class
  - No longer need a notetaker
- Notes are provided online and are sufficient

Use this link to access the [Notes Update Form](#).  
(You will need to login using your MyUNLV credentials)

# Using Your Notes – the 4Rs

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- **Revise** – to call out important facts and ideas. Put the notes into your own words and reduce important facts and ideas into key words or phrases. The words and phrases should act as memory cues to help with review. You should also formulate questions based on the facts and ideas to help clarify meaning.
- **Recite** – Recite out loud and in your own words, the facts and ideas you are trying to learn. Hearing your thoughts helps you sharpen your thinking process, and stating ideas and facts in your own words challenges you to think about the meaning of the information.
- **Reflect** – Reflection is pondering or thinking about the information you have learned. It reinforces deeper learning by relating facts and ideas to other learning and knowledge. Ask yourself questions such as, “How do these facts and ideas fit into what I already know?” “How can I apply them?” “How is knowing them important?”
- **Review** – Review frequently. Regular review sessions throughout the semester will allow for more complete comprehension and retention of information than will cramming before a test.

# Additional tips:

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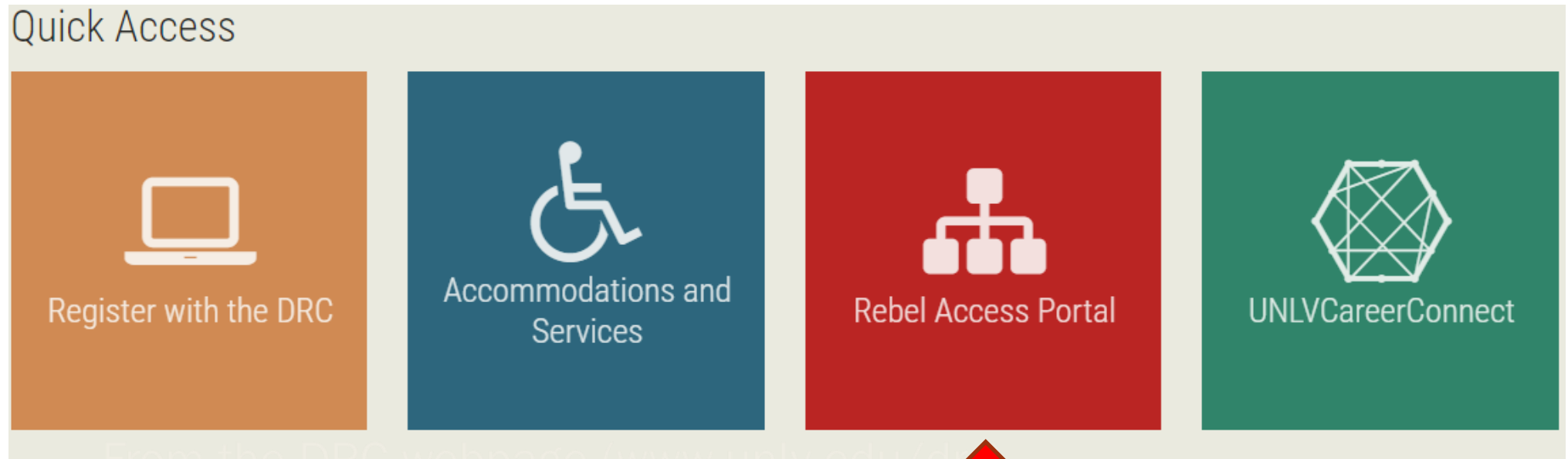
- Rewrite the notes in your own words
- Make flash cards to help recall important information
- Test yourself
- Notes are important for many reasons:
  - We tend to forget over half of what we hear within one day
  - Good notes provide a written record of what was covered during a lecture
  - Begin using the 4Rs promptly. It will help maximize the effectiveness of your notes



# Confirm Your Need for Notetaking

From the DRC webpage ([www.unlv.edu/drc](http://www.unlv.edu/drc)), Click on the Rebel Access Portal tile

Quick Access



The image shows a 'Quick Access' section with four colored tiles. From left to right: an orange tile with a laptop icon labeled 'Register with the DRC'; a blue tile with a wheelchair icon labeled 'Accommodations and Services'; a red tile with a tree icon labeled 'Rebel Access Portal'; and a green tile with a network icon labeled 'UNLV CareerConnect'. A red arrow points to the 'Rebel Access Portal' tile.

From the DRC webpage ([www.unlv.edu/drc](http://www.unlv.edu/drc)),



# Rebel Access Portal

The Disability Resource Center is pleased to introduce Rebel Access Portal (R.A.P.).

Click the “Log Into Rebel Access Portal” button

RAP is a convenient way to access and request the following DRC services:

- Academic accommodation requests and letters
- Alternative Media requests
- Testing accommodations and exam requests
- And more services to come in the months ahead

Click the “Continue to RAP” button to log in with your ACE username and password.

[Log into Rebel Access Portal](#)

[Tutorials for Rebel Access Portal](#)



## Log in to your ACE account

- Type your ACE username
- Type your ACE Password
- Click “Log In”

Username

Password

[Forgot Your Password?](#)

### Need Help?

Contact the [IT Help Desk](#) for help with your ACE account:

- Online: [Help request form](#)
- Phone: [702-895-0777](#)
- Email: [ithelp@unlv.edu](mailto:ithelp@unlv.edu)
- Visit: [SU 231](#) or [CBC B113](#)

### What is the ACE account?

The [UNLV ACE account](#) gives you one username and one password to access various UNLV applications, including Munis, Archibus (Web Central), i-Leave, and VPN software. Many departments also use their ACE accounts as their workstation login.

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## ☰ My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Notetaking Services
- > My E-Form Agreements

Click on the “Notetaking Services” tab on the left side of the Dashboard.

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## NOTETAKING SERVICES

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**NIN 000.000 - Super Awesome Ninja Fighting Skills**

**Please Confirm Your Notetaking Services Request**

Please use the following link to confirm that you will need Notetaking Services for your course: [Confirm Now](#)



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To confirm notetaking services for a course, **click the “Confirm Now” link** at the top of the Notetaking Services page.



## SYSTEM UPDATE IS SUCCESSFUL

System has successfully processed your request.



## REMEMBER TO SCAN FILE WITH ANTIVIRUS AFTER DOWNLOADING

**Important Notice:** We recommend that you use AntiVirus to scan your document after downloading file from our application. If you find file that is infected with virus, please contact us as soon as possible.

### NIN 000.000 - Super Awesome Ninja Fighting Skills

List of Notetaker(s):

- Name: **Confidential - Contact Office If You Have Any Questions or Concerns (Notetaker Cancelled).**

Available Note(s) for Download (Click to Expand)



- Name: **Confidential - Contact Office If You Have Any Questions or Concerns.**

### Questions? Contact Us!

Please contact our office if you have any questions regarding notetaker assignment in your class.

If you have questions please contact the notetaking desk at 702-895-0166 or email [notetaking@unlv.edu](mailto:notetaking@unlv.edu)

Congratulations! You have successfully confirmed your request.

You will be notified via email when notes are ready to be downloaded.

You should view the [tutorial](#) on how to download class notes.

Notes will appear below the course number and description on the Notetaking Services page of your RAP account.

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**If at anytime you have problems with the system, please contact DRC notetaking services at 702-895-0166, 702-895-0147, or email [notetaking@unlv.edu](mailto:notetaking@unlv.edu).**