



## **Note Taking Express FAQ**

### **What is Note Taking Express?**

Note Taking Express (NTE) provides qualified students with disabilities the opportunity to tape-record their classes and receive a detailed written summary of their class notes with 24 hours.

### **Why are we providing NTE?**

The university is required by the Americans with Disabilities Act (ADA) to provide reasonable and effective accommodations. Tape-recording class lectures is a legally-recognized and sanctioned accommodation.

NTE provides students with high quality notes. It guarantees that 100% of student requests are fulfilled with a guaranteed turnaround time of 24 hours. This immediate access to class notes aids the student's learning process and supports their success.

### **How many students will potentially use NTE?**

Usually, we have between 100-150 students who use note-taking accommodations each semester. The DRC has about 700 active students. Southern has close to 10,000 students. Students utilizing this service represent a small percentage of the total students we serve and students at Southern.

### **Who will use NTE?**

Students with disabilities who have been approved by the DRC. These students qualify for this service based on how their diagnosis affects their ability to effectively take notes and participate in the in-class learning process.

### **What benefit does it provide the student?**

NTE provides each student equal access to the classroom and learning process. It allows students to fully participate in the classroom experience and be on the same level playing field as their classmates. It does not provide any undue advantages.

### **How does NTE work?**

The DRC establishes an account for the student

Using a smartphone, tablet, or computer the student tape records their classes

The student uploads the recording into their NTE account

NTE staff listen and provide detailed summary of the notes within 24 hours

The student has access to the recording and notes throughout the semester

### **What eventually happens to the recordings?**

The recordings are deleted from the student's account after the semester has concluded.

NTE has no propriety or intellectual property interest in the notes; all they do is listen and provide detailed summary notes. They appropriately dispose of all recordings at the end of each semester.

### **Which universities and colleges also use NTE?**

CCSU, UCONN, Harvard, Rutgers, UC Davis, San Juan College, Humber College Toronto, Tarant County College, Ft. Worth use NTE

### **Concerned about student use of class recordings?**

Students approved for this accommodation will be required, by the DRC, to sign an audio-recording agreement, which ensures the recordings are used for academic purposes, not shared with anyone else, and disposed of appropriately.