

## Note taking Assistance

The Student Access Office (SAO) engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. Depending on the nature and functional limitations of a student's documented disability, the student may be eligible for note-taking assistance. Note-taking assistance is an accommodation that provides access to lecture-based courses only and in the absence of faculty provided notes and/or Power Point course content slides. Seminar, interactive/group discussion, and "hands-on" courses do not require note taking assistance.

The Student Access Office meets the requirements of note taking assistance through the implementation of the following accommodation:

### Use of Assistive Technology (Sonocent Audio Note taker)

Sonocent Audio Note taker is a note taking assistance software program that allows students to take better notes. The program will record lectures with your own device and allow you to edit notes on your computer. Sonocent is the preferred method of note taking assistance. To learn more about Sonocent click on [What is Sonocent?](#)

If you are a student registered with the Student Access Office and have been approved for note taking assistance, please contact Liam Owens, Assistive Technology/Section 508 Compliance Specialist at [lowens@adelphi.edu](mailto:lowens@adelphi.edu) for training on Sonocent and installation of the program on your personal laptop or device.

More about Sonocent Audio Note taker software/app:

- Available for checkout by eligible SAO students.
- Unique audio notetaking software for Mac/Windows that automatically breaks up recorded audio into visual "chunks" (representing discreet phrases) that can be color-coded, edited, transcribed, and summarized for optimal learning and organization
- Use the C.A.R.E. process for notetaking --> Capture, Annotate, Review, Engage
- Record audio with your laptop, or use the free Sonocent Recorder app or a digital voice recorder, then import the audio into the software as needed.
- Import PowerPoint slides, PDFs, images, and/or screen captures into a "project" and integrate them with your recorded audio and typed notes accordingly.
- Advanced audio clean-up capabilities (e.g., remove hiss, clicks), ability to adjust audio playback speed, voice pitch.
- No need to buy special notebooks or deal with hardware problems that can occur with smartpens.

## **Note taking Assistance may also include, but not limited to:**

### **Use of a personal laptop**

Individuals who are eligible for use of a laptop computer for note taking assistance are responsible for bringing a laptop to each class/meeting. Students are only permitted to use appropriate note taking programs/software during class. Students found to be misusing this accommodation (i.e., using the internet when not permitted or web surfing in class) may have this accommodation revoked and an alternate provision implemented.

### **Audio record class lectures**

Students eligible to request note-taking assistance may also be eligible to record class audio. Individuals who are eligible for audio recording of lectures are responsible for bringing an audio recording device to each class/meeting. Recording the class will allow students to supplement their notes with information they may have missed during the lecture. When attempting to create notes independently, deeper understanding and retention of material is likely.

### **Use of faculty lecture notes**

In the cases where professors have made notes available to students, or when certain classes more heavily favor a discussion mode or hands-on lab, the note taking accommodation may not be necessary due to curricular support already built into those classes. Additionally, any discussion-based courses where class notes have been uploaded to Moodle by the instructor do not require students to keep extensive notes in the same way they would without access to the instructor's personal notes for the course.

Please note that the notes and lecture materials provided are not meant to be a replacement for a student's own notes (unless a student is unable, due to the effects of a disability, to take any notes at all) notes are also not a substitute for class attendance.

**Note:** Please be advised that all students are required to provide the instructor with a signed Audio Recording Agreement for all lecture based courses in which they will be using an audio recording device.