

Guidelines

1. Label each set of notes with the **Prof Name, course Name, lecture date.**
2. Make the notes easier to read and more effective as a study aid by:
 - a. Using one side of the paper only
 - b. Writing legibly with black or dark blue ink.
 - c. Leaving blanks when unsure (get clarification from the instructor after class)
 - d. Using correct spelling (if unsure of a word, write “sp?” above it and correct it later)
 - e. Using white space effectively (separate main ideas/topics with a line or two)
 - f. Marking points of emphasis (change the print, circle, underline or use stars)
 - g. Underlining definitions, and including them accurately
 - h. Using abbreviations carefully (make a list at the beginning or the end of the notes as to any unusual abbreviations used and what they represent)
3. Write as many meaningful facts and details as possible:
 - a. Write down everything the instructor writes on the board; he/she must think it's important.
 - b. Record all technical facts, names, dates, equations, diagrams and examples.
 - c. Note clues the instructor gives indicating that something is important, such as: the repetition of a definition or point of information, change of voice, body language, verbal cues, etc.
4. Circle or star (*) assignments and announcements, such as test dates.
5. Reading the text and reviewing your notes before class will improve your understanding of the lecture.
- 6 Listen intently from the beginning of the lecture; the instructor may outline the lecture in the first few minutes and often will make sure that important details that have not been explained are covered in the last 5-10 minutes.
- 7 **Scan and Send NOTES DAILY asap.** You can scan to yourself on the copy machines located around campus then send them off to Academic Support Services (acadsupport@snc.edu) to have them made available to the student in need **OR IF YOU TAKE NOTES ON YOUR LAPTOP**, just send them to us as an email attachment to acadsupport@snc.edu or if a Google Doc-hit the “sharable link” button to acad support.

Do not underestimate the importance of your contribution to the success of this student with a disability.