



## ***Note-taker: Important Details Video Transcript***

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### ***Video description:***

Important details and student responsibilities related to notetaking services..

### ***Transcript:***

This video will discuss important details and student responsibilities related to the Notetaking Services accommodation.

Notetaking services are an accommodation for a specific student. The notes are for personal study purposes only. You must not sell, redistribute, copy, or divulge class notes to others.

You are required to attend class to receive notes. Class notes do not replace actual class attendance and are supplemental in nature.

If you miss three or more classes without having made arrangements with the notetaker and/or having notified the CEA, notetaking services may be suspended until you contact a CEA staff member to discuss your situation.

You are expected to arrive at class on time. Excessive tardiness may result in suspension of notetaking services, except when advance notice has been given.

For notetaking services to work effectively, communication is necessary between the student using the service and the CEA, between the student using the service and the note-taker, and between the CEA and the note-taker.

If you have questions, or problems contact the CEA Note-taker Coordinator at [ceanotes@uark.edu](mailto:ceanotes@uark.edu), or call 479.575.3104.

[CEA website](#)

[CEA Note-taker Information](#)