# CLASS NOTES REQUEST FORM

After you have attended all classes, please return completed form to a staff member in the office. Course notes are not provided when PowerPoint slides are available (either a hard copy or online) prior to class meeting times. Please type and deliver the completed form to the office.

Have you attended all of your classes?  □ Yes  □ No

<table>
<thead>
<tr>
<th>CLASS NAME</th>
<th>CLASS SECTION</th>
<th>CLASS DATE</th>
<th>CLASS TIME</th>
<th>INSTRUCTOR’S NAME</th>
<th>INSTRUCTOR’S E-MAIL ADDRESS</th>
<th>POWERPOINT AVAILABLE FOR CLASS?</th>
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<tbody>
<tr>
<td>i.e. ENGL 101</td>
<td>i.e. 001</td>
<td>i.e. MTWTHF</td>
<td>12:00p - 12:00p</td>
<td>FIRST NAME, LAST NAME</td>
<td><a href="mailto:NAME@DOMAIN.COM">NAME@DOMAIN.COM</a></td>
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Please check one of the following:

□ 1. I would like a license for the Sonocent Notetaking Software.
□ 2. I would like the SSD office to recruit notetakers for my class(es).
□ 3. I would like to receive PowerPoints before class.
   (Notetakers will be recruited when PowerPoints are not available.)

If you checked #2, please read each statement below carefully and initialize.

   If I am not receiving notes on a weekly basis, I understand that it is my responsibility to inform the SSD office by completing the Notetaker Feedback Form (located on the SSD website).

   If I am dissatisfied with the quality of my notes, I will notify the SSD office and request a new notetaker by completing the Notetaker Feedback Form.

   I will notify the SSD office if I drop or withdraw from any of the classes listed above.

Signature: __________________________________________

Today’s Date: ______________________________________
   Month   Day   Year

Student Name: _____________________________________
   First   Last

Student ID Number: __________________________________

Telephone Number: __________________________________

E-mail Address: _____________________________________

For Office Use Only: Staff Initials ___________________