Dear NCOD Student,

If you would like a volunteer notetaker for your class, please notify the professor of your request and that either you, or the professor, will make the announcement on the first day of class. A volunteer Notetaker is eligible for one of the following benefits:

1. **Fall/Spring Semesters**: volunteers are eligible for Priority Registration for the following semester (*priority registration appointment dates will be during the early stage of the “Registration by Appointment” registration period*).

   **Summer/Winter Sessions**: Not offer during Summer/Winter Sessions.

In order for volunteer to receive benefit, complete the following steps no later than the **deadline** noted below:

1. **NCOD Student Responsibilities**:
   a. Provide volunteer notetaker with a VNP application form, available at [http://www.csun.edu/ncod/staff/vnp.html](http://www.csun.edu/ncod/staff/vnp.html) or NCOD Front Lobby.
   b. Ask the volunteer to complete their application as instructed in their letter.
   c. It is your responsibility to pick up and provide the volunteer with NCR [non-carbon] paper at the beginning of each class session. They are available at the NCOD Front Lobby.
   d. If there is a volunteer notetaker change during the semester, please inform ncod@csun.edu immediately. We cannot provide Priority Registration to more than one volunteer in the class.
   e. Be conscious, follow directions and respond in a timely manner.

Please visit [http://www.csun.edu/ncod/staff/vnp.html](http://www.csun.edu/ncod/staff/vnp.html) for more information and resources.

*Deadlines: No later than 4th week of Fall/Spring semester*

Sincerely,

Scott P. Selna
Speech-to-Text Coordinator
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