

## Instructions for Sonocent

Accessibility Services, 123 Row Hall, [counseling@westga.edu](mailto:counseling@westga.edu), (678) 839-6428,  
<http://www.westga.edu/accessibility>  
Updated August, 2018

**If your Student Accommodation Report (SAR) states eligibility for Sonocent (a note taker assistance program) and you wish to use this accommodation, complete the following:**

- Within the first week of classes, email your SAR to your instructor AND discuss it with him/her.
- Sonocent is a program that allows you to record lectures and take notes during your course. If you are eligible for the accommodation of Sonocent (Note Taker Assistance), as stated on your Student Accommodations Report (SAR), you are entitled to do so in a manner that is not disruptive to the class. In addition, you must discuss this accommodation with your instructor. Your instructor may require you to sign **Recording Lecture Agreement**.

### Sonocent Instructions

1. You will receive an email with the subject line “*Your Sonocent invitation from University of West Georgia*”. It will contain information on how to download as well as your individual License Key.
2. You will need to download and install the software on your computer, cell phone, and/or tablet (you can download on two devices)
3. Once installed, open Sonocent Audio Note taker and enter your License Key.