disAbility Resources may assign an Accessibility Assistant to serve the function of a reader/scribe/notetaker to assist a student with a disability in the classroom, labs, and/or during quizzes or tests, as indicated in a student’s Faculty Accommodations Form (FAF). The AA may be another student or employee, volunteer or paid. AAs are held to the same standards as all other students or PHCC employees.

Role
- Convey print information from books, handouts, the board, lecture slides, etc.
- Write/type what is dictated by the student.
- May take notes.

Responsibilities
- Arrive to every class on time.
- Introduce yourself to the professor and student.
- If it is a face-to-face class, determine the best place for you and the student to sit.
- Do not take notes or do any scribing until the student arrives.
- Remain in class as long as the student remains.
- Report your absence to the student and professor immediately.
  - Three absences will be considered cause for termination.
- Maintain confidentiality and neutrality at all times.
- Do not engage with any other students in the class.
- Do not discuss class content except to clarify notes for the student.
- Do not participate in the class discussion
- Do not ask or answer questions for the student.

Student Responsibilities
- Determine the best way to receive the notes (print/electronic format)
- Determine the appropriate timeline to receive the notes.
- You will only receive notes for the time you are present in class.
- Notify the professor and notetaker immediately if you will be absent.
- You are responsible for knowing course deadlines, assignments, and other course information provided in the syllabus.
- Do not ask the AA to ask or answer questions for you.
- Notify disAbility Resources immediately if:
  - Your AA is late or absent more than two times.
  - Notes are not clear or accurate.
- Notify your AA of the DAY, DATE, TIME and LOCATION of each quiz or test where you will need their services.

Faculty should notify disAbility Resources if there are any problems or concerns.