

# CLIQ ACCESS PLAN

## How to Set Up Your Accommodations

### STEP 1: Disclose Accommodations to your Professors

- From the Dickinson Gateway, open CLIQ → Academic → Access Plan.
- Click **EDIT ACCESS PLAN** for the class in which you want to disclose your accommodations.
- For each accommodation listed, indicate whether you anticipate needing it for this class. This can be changed at any time.
- Review your plan to be sure you've made a selection for every item.
- All good? Click **DISCLOSE TO FACULTY**.

### STEP 2: Meet with your Professors

- **Request a meeting** with each of your professors using the **REQUEST MEETING** button on your Access Plan card. You must edit the message displayed to propose three suggested meeting times. Proofread the message, and click "Send."
- **Meet with each professor.** Be prepared to make changes to your plan during your meeting and re-submit (by clicking "Disclose to Faculty" again) so that your professor can see and "Acknowledge" the changes before your meeting ends.
- **Verify that your professor has "Acknowledged" the plan.** Look on your Access Plan card and verify that there is a check mark beside each of your accommodations. If not, notify your professor as soon as possible!

**Questions?** Email Susan Frommer at [proctoring@dickinson.edu](mailto:proctoring@dickinson.edu)