1. **Disclose your accommodations** to your professor through the CLIQ Access Plan following the steps below.

### How to Disclose Accommodations to your Professors Through Your ACCESS PLAN

- From the Dickinson Gateway, open CLIQ → Academic → Access Plan.
- Click **EDIT ACCESS PLAN** for each 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. The options in the drop-down list will be:
    - Will Use
    - Will not use
    - Unsure of need
- Be sure to complete all questions. If you intend to use an extended time accommodation, indicate whether you have class directly before or after this one.
- Review your plan. All good? Click **DISCLOSE TO FACULTY**.

2. **Email your professors to schedule your Access Plan meetings** with them (using [this template](#) if you like). Be sure to attach your Accommodation Letter, emailed to you from access@dickinson.edu.

3. **Meet with each professor**. (You should be have your Access Plan open during the meeting.)

4. **If any changes are necessary, edit the plan and resubmit**.

5. To **finalize** the plan, your professor will need to “Acknowledge Accommodations” in CLIQ.

6. **Confirm** on your Access Plan page that your professor has acknowledged your accommodations. Once they have, you’re all set!

**Questions? Here’s whom to email…**

<table>
<thead>
<tr>
<th>Access Plan or Test-taking?</th>
<th>Susan Frommer at <a href="mailto:proctoring@dickinson.edu">proctoring@dickinson.edu</a></th>
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<tbody>
<tr>
<td>Notes, LiveScribe, or Technology?</td>
<td>Mitch Gardner at <a href="mailto:notes@dickinson.edu">notes@dickinson.edu</a></td>
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<tr>
<td>Other inquiries about accommodations?</td>
<td>John Joyce at <a href="mailto:access@dickinson.edu">access@dickinson.edu</a></td>
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