To: Faculty Teaching in Fall 2019  
From: Deb Bolen, Assistant Provost  
Date: February 21, 2019  
Subject: Fall 2019 Schedule Preview – *Now in CLIQ!*

The Registrar’s staff has entered the course offerings for Fall 2019 using the information submitted from each department. We now invite you to review this information before it is published for the campus and community. To access the Fall 2019 preview using the new CLIQ preview function:

1. Log onto the [Dickinson Gateway](#).
2. Click on the CLIQ icon. If you are not yet using the new version of CLIQ, you’ll need to access it by clicking the “Launch the New CLIQ” button (under the slide show):

   ![Launch the New CLIQ](#)

3. On the new version of CLIQ, from the menu on the left click on Academic and choose “Student Listings (NEW)”:  

   ![Academic](#)

4. At the top of the screen click on the word Classes and choose Fall 2019 from the dropdown:

   ![Classes](#)

   ADCs should click on Fall 2019 Review in the header: ![SLEEP 2019](#)

5. From the list of classes that appears, the “Review” column on the left will have exclamation point icons: ![Review](#) Click on the icon to review all of that section’s info on a single screen.

6. If all of the details for that section are correct, check the box and click Submit:

   ![Submit](#)

   If you have any changes to make, use the following to submit those changes:

   ![Submit](#)

   *Please review your sections no later than Monday, February 25.*

   The information will be posted for the campus and community on February 27.

**Be extra diligent in reviewing** the details of your course offerings including:

- **Prerequisites and/or Restrictions** – check both/all portions of cross-listings
- **Priorities** – check both/all portions of cross-listings
- **Notes/Descriptions**
If you have any questions/concerns, please feel free to contact me.

Library and Information Services asks that you **double-check your room assignment** to verify that all the technology and software needed for your course(s) is available in the designated classroom(s). Please direct any questions or requests, with at least 48-hours’ notice to assure sufficient time to fulfill the request, to the LIS Helpdesk by emailing helpdesk@dickinson.edu or calling x1000.