

## Scheduling Appointments with Professors to Set Up Your Accommodations

### 1. USE THE “REQUEST MEETING” BUTTON IN YOUR ACCESS PLAN

After you go to CLIQ --> Academic --> Access Plan and indicate which accommodations you intend to use and click “Send to Professor”, a red button will appear that says, “Request Meeting.” Click that button and it will pull up a pre-written message that you can revise as needed. We recommend that you enter the dates and times during your professor's office hours and times that work for you as well. You can click “cancel” if you're not ready to email yet. When you send the message it will go from your Outlook email. Their response will also go to your regular Dickinson email.

### 2. WHY SHOULD I USE THE “REQUEST MEETING” BUTTON?

Doing so will generate an “Action Needed” alert on your professors CLIQ page. Additionally, students have reported a much timelier response to setting up their accommodations.

### 3. CAN'T I JUST CATCH MY PROFESSORS AFTER MY CLASSES?

Using the “Request Meeting” button to email your professors to schedule a meeting is better for you and more respectful of your professors’ time rather than trying to “catch” them before or after class, as they are often busy at those times. Some professors may suggest that you “just drop in” during office hours, but we recommend asking them to kindly set aside time just for you. Otherwise, you may not get the chance to speak privately. If other students drop in at the same time, you may not get a chance to speak at all. It’s better to have a confirmed appointment time.

### 4. WHEN SHOULD I ARRANGE TO MEET WITH MY PROFESSORS?

Don't delay! Professors’ schedules fill quickly, and the longer you wait to meet with a professor, the longer it will be before you can set up your accommodations for that class. We recommend setting up your Access Plan using the “Request Meeting” button to email each professor the week before the start of the semester (or if you are granted accommodations later than that, as soon as you get them).

### 5. WHAT IF MY PROFESSOR DOESN'T RESPOND TO MY REQUEST TO MEET?

Sometimes sending a follow-up message that says, “I’m resending this request in case you missed it.” is necessary. If you need help from ADS, let us know.

### 6. I'M NOT SURE WHAT I SHOULD SAY DURING THE MEETING.

Review the **Discussing Accommodations with Professors** document before your meeting, which will help you prepare for your meetings.

### 7. WHAT IF MY PROF DOESN'T HAVE TIME TO MEET WITH ME IN THE 1st WEEK?

If any professors are not available during the first week, and you need to have your accommodations in place right away, send them an email and copy [access@dickinson.edu](mailto:access@dickinson.edu), explaining what accommodations you will need. ADS will be happy to assist you if such situations arise.

**\* REMEMBER: YOU WILL NEED TO REPEAT THIS PROCESS EVERY SEMESTER SINCE YOU WILL HAVE NEW CLASSES. \***

