

## HOW TO REQUEST DISABILITY-BASED ACCOMMODATIONS

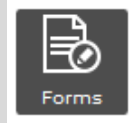
Welcome, from Access and Disability Services (ADS)! The first step in making an accommodation request, is for you, the student, to complete our online disclosure and request form. Just follow the steps below!

*(You may wish to keep these instructions nearby as you complete the form.)*

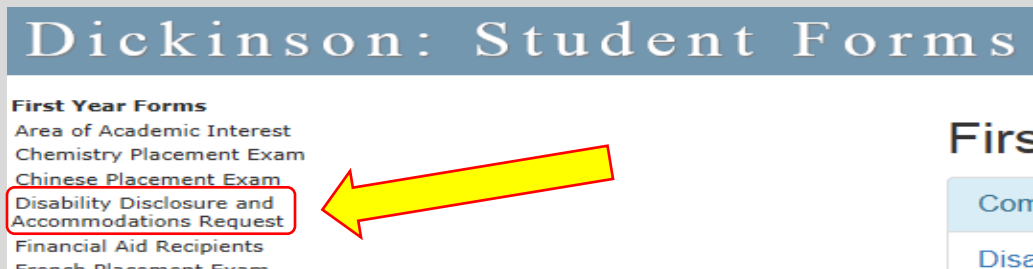
### TO ACCESS THE FORM:

1. Login to [Gateway](#).

2. Click on the “Forms” icon



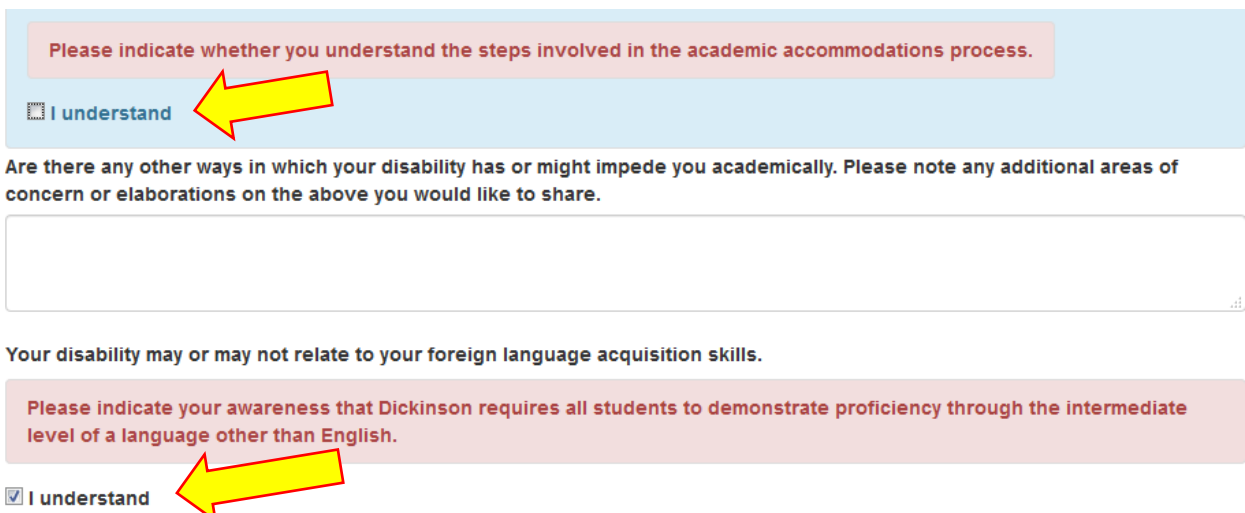
3. On the LEFT side of the page, click on the link for “Disability Disclosure and Accommodation Request”  
*(The sample view below will be slightly different for returning students)*



4. Complete the form as comprehensively as possible.

### TO BE SURE YOUR FORM IS RECEIVED...

1. Double-check that all fields were filled in. Pay particular attend to **text in red**, indicating REQUIRED fields.

A screenshot of a form with two sections. The first section has a red header: "Please indicate whether you understand the steps involved in the academic accommodations process." Below it is a checkbox labeled "I understand" with a yellow arrow pointing to it. The second section has a red header: "Please indicate your awareness that Dickinson requires all students to demonstrate proficiency through the intermediate level of a language other than English." Below it is a checked checkbox labeled "I understand" with a yellow arrow pointing to it.

2. After you complete all entries and click [Submit Form](#) one of two things will happen:

A. Just above the “Submit Form” button, you’ll see an error message like this one:

- You must indicate the status and / or type of the documentational support of your medical condition.

*This means that you didn’t complete a field that you needed to. Please go back and find what had been left blank, fill it in, and then click “Submit Form” again.*

--OR--

B. You’ll get the following message (and if you do, you’re done!)

Your Accommodation Request has been submitted. You will receive an email to your Dickinson account confirming your submission.

After your form has been successfully submitted, you’ll receive an auto-generated email from ADS with next steps about submitting documentation. Be sure to respond to that message as promptly as possible.

If you have any trouble, call ADS at (717)245-1734  
or email us at [access@dickinson.edu](mailto:access@dickinson.edu). We’re here for you!