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, following the instructions below.

TO ACCESS THE FORM...

STEP 1: Login to the Dickinson Gateway.

STEP 2: Click on the “CLIQ” icon. A new page will open.

STEP 3: From the menu on the left, click the drop-down for FORMS CENTER and select FORMS.

STEP 4: From the list of forms available in the Form Center, select “Disability Disclosure and Accommodation Request.”

STEP 5: After reading the introductory note, click “Start the Form.”

TO COMPLETE THE FORM...

Complete all relevant sections of the form. Required fields are indicated by an asterisk (*).

Once you have finished, click “Submit Form.”

If any required questions were unanswered, you will see a list of items to complete. Click each item to go directly to that question on the form. After completing all questions, click “Submit Form” again.

When your form is submitted successfully, the form will close.

Look for an auto-generated email from ADS with next steps about submitting documentation. Be sure to provide your documentation to ADS as promptly as possible.

Questions? Call ADS at (717) 245-1734 or email access@dickinson.edu. We’re here for you!