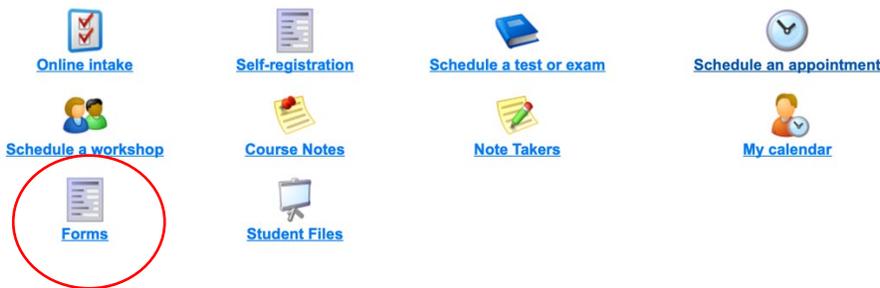


Submitting an Accommodation Verification Renewal through ClockWork

AVL Renewal Requests can now be submitted through the ClockWork Portal. To submit a request, please follow the steps outlined below:

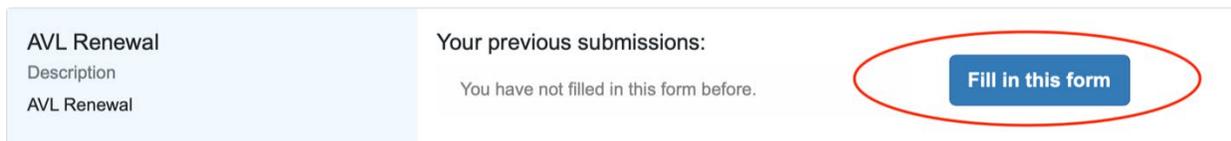
Step One: Select [here](#) to be directed to the Office of Disability Resources' webpage.

Step Two: Select *Forms*



Step Three: You will be prompted to verify your Drexel University credentials. **Please log-in.**

Step Four: In the section *AVL Renewal*, please select “*Fill in this Form*”



Step Five: Please fill-in all of the required sections.

- If you would like for your AVL to be sent to all of your course, please type “*All courses*”

Step Six: Once the required sections have been completed, please select ***Submit***.

Important Note:

- Please allow our office **approximately 3-5 business days** to process an AVL Renewal Request. We process all requests in the order in which they were received.
- If you add another course, please complete a new AVL Renewal Form and indicate the newly added course.

New Feature: Check AVL Renewal Request Status

To check the status of your AVL Renewal Request, please complete the following steps:

- Log onto ClockWork
- Select *Online Form*

You will see one of the following statuses:

1. **Submitted:** Your request has been received, but not yet processed.

AVL Renewal	Your previous submissions:	Fill in this form
Description	 Submitted Tuesday, July 6th 2021	
AVL Renewal		

2. **Completed (Completed):** AVL Renewal Request was successfully processed and sent to the requested destination.

AVL Renewal	Your previous submissions:	Fill in this form
Description	 Closed (completed) Tuesday, July 6th 2021	
AVL Renewal		

3. **Hold:** AVL Renewal Request needs to be reviewed by an Accommodation Coordinator. This status will typically appear for the following types of students:
 - o *Law Students*
 - o *DUCOM Students*
 - o *Students who receive temporary accommodations*

AVL Renewal	Your previous submissions:	Fill in this form
Description	 Hold Tuesday, July 6th 2021	
AVL Renewal		

4. **Closed (In-complete):** AVL Renewal Request could not be processed. If this occurs, a staff member will reach out to you via Drexel email to provide clarity about why the AVL Renewal Request could not be processed.

AVL Renewal	Your previous submissions:	Fill in this form
Description	 Closed (in-complete) Tuesday, July 6th 2021	
AVL Renewal		