

How To Register with the Office of Disability Resources

The mission of the Disability Resources team is to provide equal opportunity and equal access to education, employment, programs, and activities for individuals at Drexel University.

Qualifying Conditions

Students do not always realize that they may have a qualifying condition to register with ODR.

Students may be eligible to receive accommodations for:

- Learning disabilities
- ADD or ADHD
- Chronic health and physical conditions
- Psychological impairments and Autism Spectrum Disorders
- Sensory impairments (vision and hearing)
- *Temporary adjustments*

Types of Accommodations

As appropriate, students may be eligible to receive accommodations to support with:

- Academics
- Co-Op and employment
- Housing
- Dining
- *Temporary adjustments*

Step #1: Gather medical documentation.

- To register with ODR, a student must provide medical documentation of their disability that meets the following criteria:
 - **Statement of Diagnosis** – Students must obtain a memo, with official letterhead, from their doctor, psychiatrist, or other appropriate medical provider stating the diagnosis.
 - **The Impact on Your Studies** - Within the letter, your doctor should state how your diagnosis impacts you as a college student.
 - **Suggested: Recommended Accommodations** - *The final part of the letter should list recommended accommodations that would support you in managing the challenges of your disability in a college setting.*
- NOTE: If a student had an IEP or 504 Plan in high school, they may attach these reports as *supplemental* documentation. These reports alone do NOT meet ODR's criteria.



Step #2: Submit the Student Request Form to ODR.

- Students who are seeking accommodations or temporary adjustments must complete the ODR registration process. The registration process can be completed in one of the two following ways:
 - Use the Online Intake feature on [ClockWork](#).
 - Complete the [Student Request Form](#) and email to disability@drexel.edu.
- Students must attach their medical documentation for the application to be considered complete.



Step #3: The Interactive Process.

- Once a student has submitted their Student Request Form for accommodations and supporting medical documentation, an Accommodations Coordinator will offer them an appointment via Drexel email.
- During the appointment, their request will be discussed in detail, and the student will work with the Accommodations Coordinator to identify available accommodations and additional resources that are available.

How to Use Your Accommodations

email: disability@drexel.edu

□ Submit the Accommodations Verification Letter (AVL).

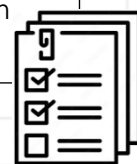
- The AVL outlines all your approved accommodations for the upcoming term.
- Students who wish to utilize their accommodations must submit an Accommodation Verification Letter (AVL) Renewal Form at the beginning of every quarter/semester.
- **AVLs can only be submitted via the Clockwork Portal. Go to Clockwork → Forms.**
- Submitting the AVL via Clockwork generates an email, which includes the letter, to each of the professors that you listed on the form. **You can only utilize your accommodations once this has been sent out!** Accommodations cannot be applied retroactively.



email: notetaking@drexel.edu

□ Submit any accommodation-specific forms.

- Once your AVL has been submitted via Clockwork, make sure to file any additional forms to utilize specific accommodations.
 - **Note:** You must already be approved for these accommodations and have them listed on your AVL. For example:



Note-Taking
Request

Audio Recording
Agreement

ASL and CART
Request

Alternative
Format Request

□ Schedule testing accommodations in Clockwork.

- Students must submit requests at least 5 business days in advance of the test or quiz.
- The Testing Center is open Monday – Friday from 8am – 5pm.
- At times, there may be conflicts when extended-time exams run into other class periods or run past 5pm.
 - In these instances, students may re-schedule their exams for an alternate time.
 - Students may re-schedule within 1 day before or after the original time/when the class takes it.



email: testproctoring@drexel.edu

□ Communicate with your professors early and often.

- It is recommended that you reach out to your professors early in the term to:
 - Introduce yourself.
 - Confirm that they received your AVL.
 - Discuss how you can utilize your accommodations in each class.

