Disability Resources Registration Information

To start the registration process, please choose **only one** of the following methods to complete:

Method 1: Register through the ClockWork Portal:

Please go to our database, ClockWork, to use the Online Intake feature. There you will be prompted to complete our online Student Request Form and submit any medical documentation that you may have that can attest to your request.

Method 2: Complete the attached Student Request for Accommodations Form (SRF):

Please be sure to attach any medical documentation that you may have that can attest to your request. Documents can be sent to Disability Resources in one of the following ways:

- Scan/email: disability@drexel.edu
- Fax: 215.895.1402

Please be sure to rename the Student Request Form in the following format: *"*your initials* Student Request Form"*

(e.g., JD Student Request Form)

Medical Documentation

If you are unsure of what medical documentation is needed to support your request, please select here our Documentation Guidelines.

What is next?

Upon receipt of both your request form and documentation, you will receive a confirmation email notifying you that the review process has begun. Once the review process is completed, you will receive an email from an Accommodations Coordinator stating the next steps. **Please be sure to check your Drexel email because that is how our office communicates with students (i.e., appointments, need additional documentation, etc.) Please note that Disability Resources' appointments can be by phone or Zoom, whichever you prefer.**

Additional Help?

If you have any questions about the registration process, please email disability@drexel.edu . This email account is closely monitored Monday through Friday from 8am-5pm.