Winter Session 2018 Accommodation Process for SSD-registered Students

1. Requesting your Accommodation Letter:
   a. Go to the SSD website at www.ssd.vt.edu to request your accommodation letters as usual. Be sure to select the “Winter” semester.
   b. SSD will email you an electronic copy of your Winter Session accommodation letter. You do not need to pick up an accommodations packet at SSD. You should email your accommodation letter to your professor to request accommodations for your Winter Session course before the end of the Fall 2017 semester. Below is a sample email you can personalize, copy and paste, and send to your professor with your accommodation letter as an attachment.

   Dear Professor ____________,

   I am enrolled in your ____________ Winter Session course. I am an SSD-registered student who needs accommodations in your course as verified by my attached SSD accommodation letter. I will need the following accommodations: [list your approved accommodations you plan to use]. I would like to discuss my accommodations with you in more detail either through email, phone, or during your office hours. What works best for you?

   Sincerely,

   ____________

2. Important Deadlines!
   a. Alternate Text Requests deadline is Sunday, December 3, 2017. If you need assistance completing the online alternate text request form, email ssdalternatetext@vt.edu.
   b. Note Taking Requests deadline for in class sessions is Sunday, December 10, 2017 and needs to be negotiated by you in advance with your professor. If you need assistance completing the online note taking request form, email ssdnotetaking@vt.edu.
   c. Winter Session Accommodation Letter Requests deadline for all other accommodations can be made as late as Sunday, December 17, 2017.

3. Questions during the Winter Break closure?
   a. The University, including SSD, is closed from Friday, December 22, 2017 at Noon and will remained closed through Tuesday, January 2, 2018.
   b. If you have a question about your Winter Session accommodations during the closure, email your question to ssd@vt.edu with “Winter Session” in the subject line of your message. An on-call SSD Coordinator will respond to your message.