

Winter Session 2022 Accommodations for Students with Disabilities

1. **Important: SSD closure – Please Read!**

SSD will be closed from December 23 - January 2 for the winter break. Please request your Winter Session letters now! SSD will not be able to assist you when the office is closed!

2. Accommodations

- Go to the SSD website at www.ssd.vt.edu to request your accommodation letters as usual. Be sure to select the Winter semester.
- SSD will email you an electronic copy of your Winter Session accommodation letter. You should email your accommodation letter to your professor to request accommodations for your Winter Session course before the end of the Fall 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 [insert professor's name],

I am enrolled in your [insert class name] Winter Session course. I am a student with a disability who has accommodations for your course as verified by my attached SSD accommodation letter. I will use the following accommodations in your class: [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,
[insert your name]

3. Alternate Text and Note Taking Reminders

- Please submit Alternate Text requests as soon as possible using this link: https://www.ssd.vt.edu/accommodations/alt_text_accommodations.html. If you need assistance completing the online alternate text request form or have questions, email ssdalternatetext@vt.edu or call 540-231-1380.
- Please submit Note Taking requests as soon as possible by using this link: https://www.ssd.vt.edu/accommodations/note-taking_accommodations.html. If you need assistance completing the online note taking request form or have questions, email ssdnotetaking@vt.edu or call 540-231-1380.

4. Questions? Please contact SSD@vt.edu