



Enrolled Virginia Tech Students: Welcome to SSD! We look forward to working with you.

Steps for registering and receiving accommodations through the Services for Students with Disabilities (SSD) office:

1. Student notifies the SSD office that she or he is a student with a disability who may need accommodations and services by submitting documentation if available. If no documentation is available, a student can schedule an appointment with an SSD counselor to discuss the possibility of the presence of disability and to be referred to an evaluator.
2. Student provides documentation to the SSD office in person, by mail, or fax.
3. SSD reviews the documentation to determine if the documentation meets technical requirements, supports the presence of a disability, and demonstrates the need for accommodations.
4. SSD notifies the student whether or not documentation meets criteria. If the documentation does meet criteria, go to step #6 and skip Step #5.
5. If the documentation does not meet criteria, the student has the option to discuss this with SSD staff and/or present new documentation and returns to Step #2. In some cases, students can register with the SSD office, but will not receive classroom accommodation until appropriate documentation is provided.
6. The student makes an appointment with the SSD office to determine accommodations and services.
7. Once accommodations are determined, SSD will prepare accommodation letters for the student.
8. New SSD students MUST participate in an SSD orientation session. During that session, students will receive accommodation letters and guidance on how to use them.
9. Once the accommodations orientation and paperwork process is complete, students will be considered registered SSD students. Students with classroom accommodations will deliver accommodation letters to their professors to arrange accommodations.
10. After the first semester using accommodations, students will need to request accommodation letters using the SSD website.