



Incoming Students: Welcome to Virginia Tech! 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 they are 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 available documentation to the SSD office in person, by mail, or fax.
- 3. SSD reviews the documentation to determine if the documentation meets 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 (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 without receiving classroom accommodations.
- 6. The student makes an appointment with the SSD office to determine accommodations and services. We recommend students (and parents if applicable) attend the general interest session for SSD and/or meet individually with an SSD staff person during Virginia Tech's New Freshman Orientation or Transfer Orientation. Other arrangements can be made as needed.
- 7. Once accommodations are determined, SSD will prepare accommodation letters for the student.
- 8. New SSD students **MUST** participate in an SSD orientation session. The SSD will invite new freshmen to a special SSD orientation on Saturday before Fall semester classes start. During this session, students will receive accommodation letters and guidance on how to use them. (In the case of legitimate scheduling conflicts, other arrangements can be made for individual accommodation orientation sessions.)
- 9. Once the accommodations orientation and paperwork process is complete, students are registered with SSD. 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.