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.