



Guide to completing the WesternNow form to request conversion of course material and textbooks to accessible format for students with an ARAP

Follow the steps below to complete the [Convert course material and textbooks to accessible format for students with an ARAP](#) form. This form is to be completed if your Academic Reasonable Adjustment Plan includes Accessible Electronic Text required for textbooks as a reasonable adjustment or Accessible Electronic Text required for all printed online learning material and readers

Please complete this form as soon as you receive the reading list for your subject as the expected turnaround for converting textbooks can be up to 4-8 weeks.

Step 1

When asked “Are you raising a ticket on behalf of a student?”

Select No

* Are you raising a ticket on behalf of a student?

Step 2

Complete the Requestor Details section of the form.

Step 3

When asked to “List the textbooks required in an electronic textbook format”

Select Add

Request Details

* List the textbooks required in an electronic textbook format



Actions	Subject code	Subject name	Author	Title	Edition	ISBN
No data to display						

Step 4

Complete as much detail as possible in the table below, this will assist the Library to locate the book. Each row with an asterisk * next to it must be completed in full. Step 3 and 4 must be completed for each book you are requesting an alternate format of. **Select Add** once you have completed this section, including Step 5 below.

Add Row ×

* Subject code

Subject name

* Program material category

Author

* Title

Edition/Publication

ISBN



Step 5

When asked to “Program material category”, select the option that meets your requirements from the drop-down list below:

* Program material category

- None --
- Textbook
- Library material
- Journal Article
- Tutorial/lecture hand-out
- Other

If you choose Other, please provide as much information as possible regarding your requirements.

Step 6

If you choose PDF format, Word format or document layout you will be asked if you require pagination (page numbers) and image descriptions, please choose yes or no.

* Do you require pagination (page numbers)?

* Do you require image descriptions?

Step 7

Indicate the date you would like the book by.

Please indicate date you would like this by 

Please note that depending on the number, size, and availability of the textbooks, sourcing and converting a textbook may take a period of 2-8 weeks. Therefore, early notice is required. 

DD-MM-YYYY



Step 8

Attach the subject outline to the request and tick the box to indicate the attachment.

Include the title, author and year of publication of the book.

I have attached the subject outline

Attachments



Drop files here
or

[Add attachments](#)

Step 9

Select submit

 Add to Wish List

Submit

Step 10

After your submission is complete, please monitor your email for updates. If you have not had any updates after 3 weeks, please contact your Disability Advisor disability@westernsydney.edu.au.