



Guide to completing the WesternNow form when submitting a request for Class Registration Pre-Allocation using your Academic Reasonable Adjustment Plan (ARAP)

If you have “Eligible for Class Registration Pre-Allocation” as an adjustment on your Academic Reasonable Adjustment Plan, please follow the steps below to submit your request for Class Registration Pre-Allocation.

Please submit your request 48 hours prior to the closure of preference selection in Allocate+ to ensure you are allocated to the classes you prefer. If your request is received after this, there is no guarantee that your request can be accommodated. Please refer to the [Class Registration Important Dates](#) webpage for further information.

Please use the [Timetable Allocation or Amendment form](#) to submit your requests for Class Allocation.

Follow the Steps below to complete the form if your Academic Reasonable Adjustment Plan includes “Class Registration Pre-Allocation” as a reasonable adjustment.

Step 1

Complete the Requestor Details Section of the form

Step 2

When asked “Reason for request?” under Request details
Select ARAP holder with Timetable Requirements

* Reason for request

ARAP holder with Timetable Requirements



Step 3

When asked for Supporting Documentation

Attach your ARAP from the previous session as your supporting documentation

* Supporting Documentation

 Upload

Attach a copy of your most recent Academic Reasonable Adjustment Plan (ARAP) document issued by the Disability Service.

For example, when applying for Class Pre-Allocation for Autumn 2026, attach your ARAP from Spring 2025 as your supporting documentation for your application. However, an ARAP from Autumn 2025 will not be accepted as appropriate supporting documentation.

If you do not have an ARAP from the previous session, (for example, if you are a newly registered student, or have taken a leave absence) your Disability Advisor can provide you with a support letter to use as your supporting documentation.

Step 4

When asked for your Timetable Allocation Details

Please add all classes/activities for each subject

* Timetable Allocation Details

Actions	Teaching Session	Subject code	Subject Name	Activity Type	Current Class Time/activity number	Campus

Step 5

Select submit

Please monitor your University emails for updates to the ticket.