WESTERN SYDNEY UNIVERSITY

Guide to completing the WesternNow form to request an Alternate textbook format for students with an Academic Reasonable Adjustment Plan

Follow the steps below to complete the Alternate textbook format for students with an Academic Reasonable Adjustment Plan form. This form is to be completed if your Academic Reasonable Adjustment Plan includes Accessible Electronic Text required for text books as a reasonable adjustment.

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 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?
>
> No ▾

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

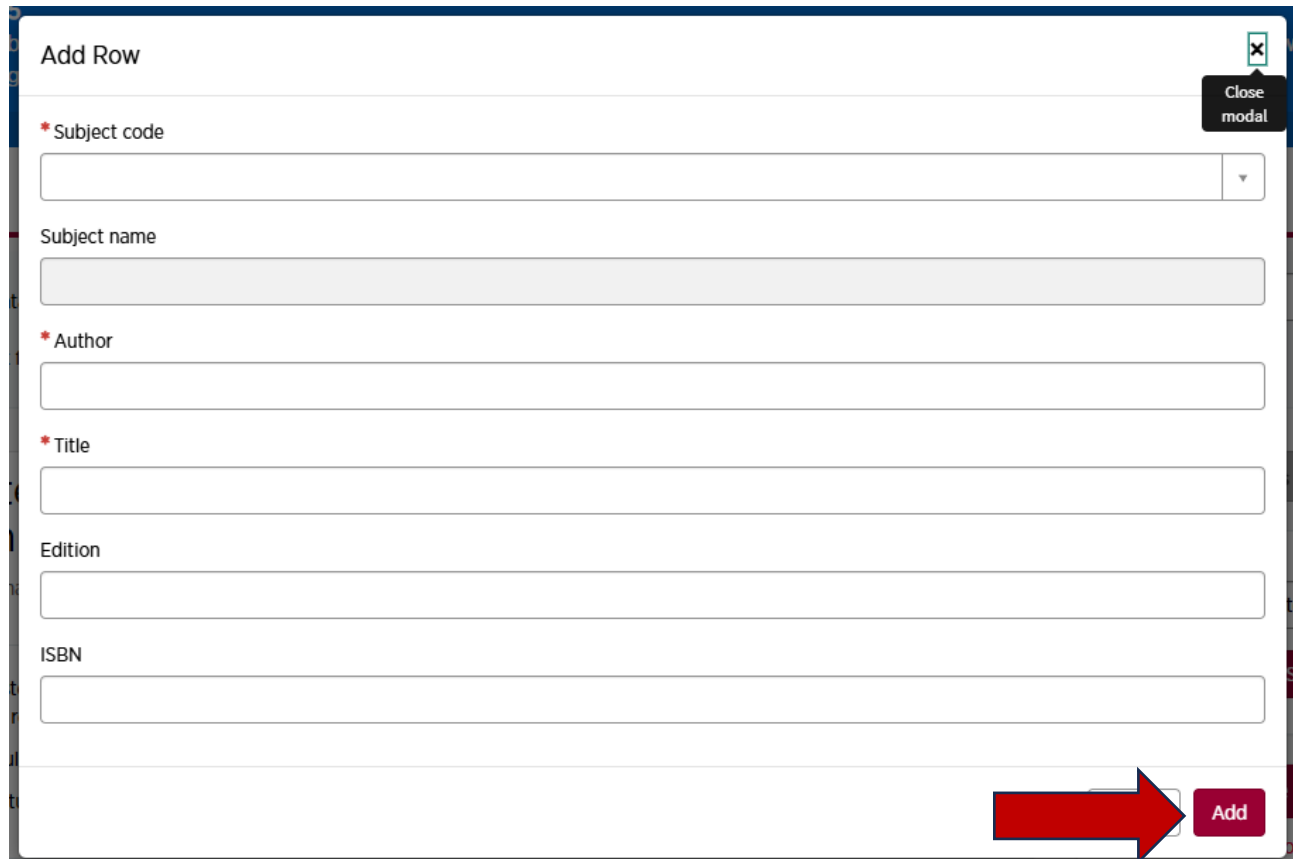* List the textbooks required in an electronic textbook format

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 asterix * 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.
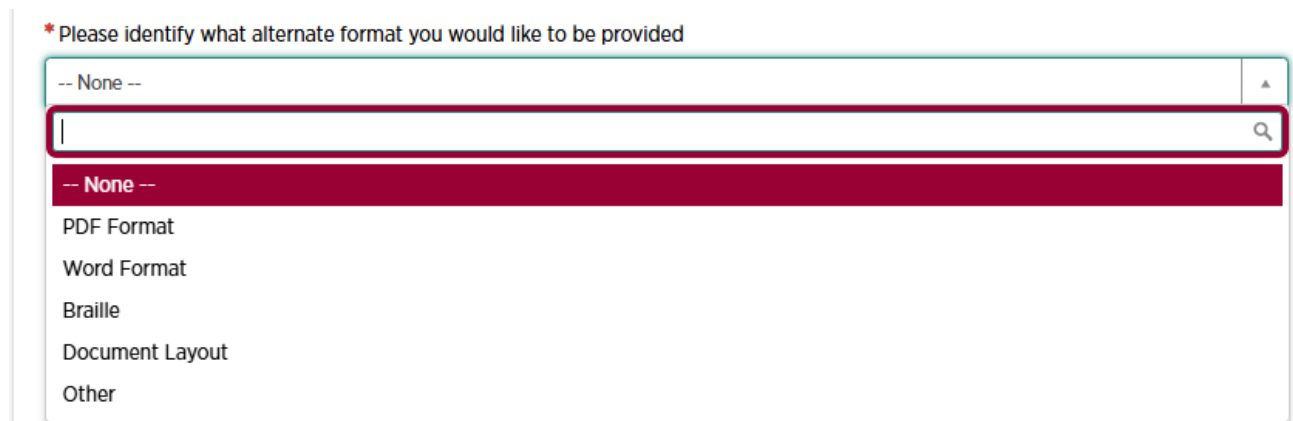

Step 5

When asked to "identify what alternate format you would like to be provided", select the alternate format that meets your requirements from the drop-down list below:

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)?

-- None --	▲
	🔍

-- None --

Yes

No

* Do you require image descriptions?

-- None --	▲
	🔍

-- None --

Yes

No

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 unit outline or learning guide (note: unit outline or learning guide must show the prescribed textbook)

Attachments

Step 9

Select 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.