WESTERN SYDNEY UNIVERSITY

Guide to completing the WesternNow form to request Electronic Conversion for Program Materials for students with an Academic Reasonable Adjustment Plan

Follow the steps below to complete the Electronic conversion for program materials form. This form is to be completed if your your Academic Reasonable Adjustment Plan includes Accessible Electronic Text required for all printed, online learning material and readers as a reasonable adjustment.

Please complete this form as soon as you are aware that you require program materials in an accessible format, as the expected turnaround for converting materials, can take a number of weeks.

If you are requesting alternate format of a textbook please complete the Alternate textbook format for students with an Academic Reasonable Adjustment Plan form.

Step 1

Complete the Requestor Details section of the form.

Step 2

When asked for "Program Material Details"
Select Add

Step 3

Complete as much detail as possible in the table below, this will assist the Library to locate program material. Each row with an asterix * next to it must be completed in full. Step 2 and 3 must be completed for each document you are requesting an alternate format of.
Select Add once you have completed this section.

Add Row

Subject code

Subject Name

*Program material category

-- None --

*Description of program material to be converted

*Conversion format ❓

MS Word, PDF, etc ✖

Add

Step 4

Please add copies of the program material that you need to have converted.

📎 Add attachments

Step 5

Select submit

Step 6

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.