



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

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

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

Step 1

Complete the Requestor Details Section of the form

Step 2

When asked “Which of the following statement best describes you?”
Select I am a student who requires pre-allocation into my classes

* Which of the following statements best describes you?	
I am a student who requires pre-allocation into my classe	▼

Step 3

When asked “Reason for Request”

Select Academic Reasonable Adjustment Plan (ARAP) with Timetable Requirements


*Reason for Request

Academic Reasonable Adjustment Plan (ARAP) with Timetable Requirements

Step 4

When asked Add Attachments

Add attachments

 Upload


Attach your ARAP from the previous session as your supporting documentation.

For example, when applying for Tutorial Pre-Allocation for Autumn 2025 attach your ARAP from Spring 2024 as your supporting documentation for your application. However, an ARAP from Autumn 2024 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 5

Select submit

 Add to Wish List

Submit

Step 6

After your submission is complete, please monitor your email for updates.