**IF USING PLATO COMPLETE THIS FORM**

Fill this form in completely and email to Joe Axenroth at [jaxenroth@westfield.ma.edu](mailto:jaxenroth@westfield.ma.edu).

\*\*Please allow 10 to 15 business days for processing\*\*

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester or Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Please provide accurate course & section #’s to ensure students are loaded properly.**

**2. Provide section numbers and terms of content you wish to be copied in.**

**3. Please note if courses should be cross listed. Be aware that Day & DGCE courses CANNOT be cross listed.**

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| **Request courses below:**  **Example: ENGL0101003** | **Request previous content to be copied in.**  **Ex: ENGL0101003\_2012SPRING** |
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**Notes/Special Instructions to CIT:**