

IF USING SOCRATES COMPLETE THIS FORM

****If using PLATO please complete the ONLINE REQUEST FORM as usual****

Fill this form in completely and email to Lisa Clark

****Please allow two weeks for processing****

Instructor Name: _____

Semester or Term: _____ Date Requested: _____

Please provide the correct course number, section & term to be sure that the course created, and the content copied into Socrates is accurate.

Socrates Course Requested Ex: ENGL0101003 or SANDBOX 1	Course Content to be copied in from previous course in Plato or Socrates. Ex: ENGL0101003_2012SPRING - PLATO

Notes/Special Instructions to CIT:

Assigned Staff: _____ DATE: _____