

INTERNAL DEPARTMENT WORKSHEET

NOTE: This worksheet is provided for use within your department.

**All courses must be submitted to the Registrar’s Office using the Course Submission link on
CLIQ NO LATER THAN NOON, MONDAY, February 5, 2024.**

1. Special Coding (See explanation below)	Course Numbers In Numeric Order	Course Title *30 Characters and Spaces Total	Course Time <u>Preferred</u>	Professor’s Name	2. Special Information (See explanation below)	Spaces Saved For First Year Students	3. Room Requests (Please state Room <u>“preference”</u> and include codes shown below) <u>NOTE: Room preferences w/o code info will receive lower priority in scheduling</u>
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QR	US	WID	CC	SL									

1. Special Coding:

CC = Fulfills Comparative Civilizations Requirement

US = Fulfills US Diversity Requirement

QR = Fulfills Quantitative Reasoning Requirement

WID = Fulfills Writing in The Discipline Requirement

SL = Is a Service Learning Course
2. Special Information EXAMPLES:

FLIC: German

Cross-listed with RELGN 250-01
3. Room Request EXAMPLES:

SEM = Seminar room

LECT = Lecture room

LAB = Lab

SMCL = Smart classroom

PC = PC computers

MAC = Mac computers

WHBR = White Board

TV

DVD

VCR