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, 2018

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