

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 2, 2015

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)	3. Room Requests (Please state Room "preference" 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 WR CC SL

1. Special Coding:

- CC = Fulfills Comparative Civilizations Requirement
- US = Fulfills US Diversity Requirement
- QR = Fulfills Quantitative Reasoning Requirement
- WR = Fulfills Writing 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