

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, SEPTEMBER 11, 2017

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	WID	CC	SL						

- 1. Special Coding:**
 GD = Fulfills Global Diversity Requirement SL = Is a Service Learning Course
 US = Fulfills US Diversity Requirement
 QR = Fulfills Quantitative Reasoning Requirement
 WID = Fulfills Writing in The Discipline Requirement
- 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