**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**

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| Course  Number | Title  **\*100 Characters and Spaces Total** | Days/Times Preferred (Faculty Approved Time Slots found [here](https://www.dickinson.edu/download/downloads/id/279/expsched_rev_9-01-10_pdf)) | Room Requests | Professor’s  Name | **FALL ONLY**  Spaces Saved  For First Year  Students | Attributes | Special Information |
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* **Attributes**:

Appropriate for First Year FY Lab Sciences DV3 Sustainability Connections SCON

Arts DV1C Quantitative Reasoning QR Sustainability Investigations SINV

Global Diversity GD Service Learning SL US Diversity US

Humanities DVHM Social Sciences DV2 Writing in the Discipline WID

* **Special Information EXAMPLES:**

FLIC: German

Cross-listed with RELG 250-01

Part of a Mosaic

* **Room Request EXAMPLES:**

Seminar room SEM White Board WHBR TV

Lecture room LECT PC computers PC DVD

Lab LAB Mac computers MAC VCR

Smart classroom SMCL