# 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 3, 2020.

<table>
<thead>
<tr>
<th>1. Special Coding</th>
<th>Course Numbers In Numeric Order</th>
<th>Course Title *30 Characters and Spaces Total</th>
<th>Course Time Preferred</th>
<th>Professor’s Name</th>
<th>2. Special Information (See explanation below)</th>
<th>Spaces Saved For First Year Students</th>
<th>3. Room Requests (Please state Room &quot;preference&quot; and include codes shown below)</th>
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</thead>
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<table>
<thead>
<tr>
<th>QR</th>
<th>US</th>
<th>WID</th>
<th>CC</th>
<th>SL</th>
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</thead>
</table>

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

NOTE: Room preferences w/o code info will receive lower priority in scheduling.