

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, 2023

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 GD SL

[illegible]

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