### 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 28, 2020

<table>
<thead>
<tr>
<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>3. Room Requests (Please state Room “preference” and include codes shown below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>QR  US  WID  GD  SL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NOTE: Room preferences w/o code info will receive lower priority in scheduling</td>
</tr>
</tbody>
</table>

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