



SUBMITTING A VARIABLE TITLE REQUEST

Courses approved for Variable Titles (aka course topics) may have a topic added at the Course Catalog level, which allows the campus Registrar to add the topic to classes at the Schedule level. Only courses that are 'Approved' in the Catalog for Variable Titles may have topics added to the Catalog. (Approval for Variable Title is given via the CARMIn course approval process.)

To request a Variable Title, complete the **Variable Title Request**: <https://usss.iu.edu/apps/mqs/system/variable-title-request/>. A link to this request form is also available on the VPSS Student Records > Services > Course Catalog website (<https://usss.iu.edu/student-records/services/index.html>).

When completing the Variable Title Request, please provide a Long Variable Title (limited to 50 characters; displays in iGPS) and a Short Variable Title (limited to 30 characters; prints on student transcript). If the Long Variable Title is 30 characters or less, then the Short and Long Variable Titles should match. Please do not include any special characters or accents, as SIS does not always process those as desired. The main course title does not need to be included on the request form.

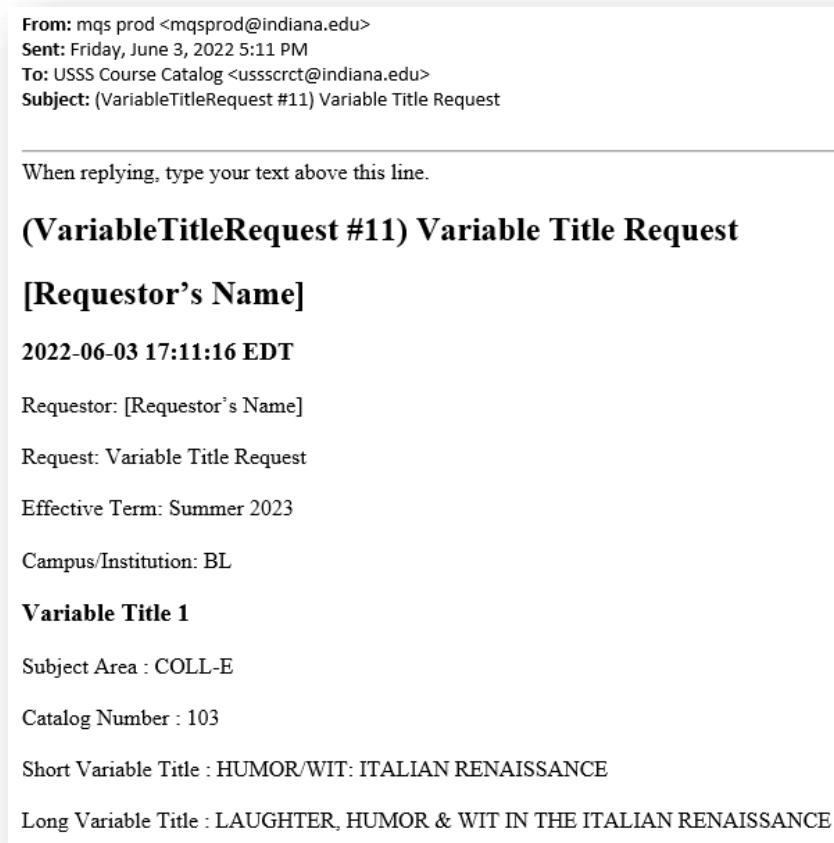
PROCEDURE

1. Navigate to the **Variable Title Request** (<https://usss.iu.edu/apps/mqs/system/variable-title-request/>) and log in with your IU username and passphrase.
2. Select the appropriate **Effective Term** from the drop-down menu.
3. Select the appropriate course **Campus** from the drop-down menu.
4. Enter the **Subject Area** (ex: COLL-E)
5. Enter the **Catalog Number** (ex: 103)
6. Enter the **Short Variable Title**.
 - a. Remember, this is limited to 30 characters and will print on the student transcript.
 - b. The Short Variable Title should simply be an abbreviated version of the Long Variable Title if the Long Variable Title is longer than 30 characters.
7. Enter the **Long Variable Title**.
 - a. Remember, this is limited to 50 characters and will display in iGPS.
8. To request more than one Variable Title for the same course and same Effective Term, you may click  , which will add additional fields for Variable Title 2, and so on.
 - a. Repeat steps 6 - 8 for each additional Variable Title needed, up to 5 titles for the same course. If you require more than 5 titles, please submit a separate Variable Title Request form.
9. The optional **Comments** field may be completed if there is additional information you wish to provide to aid in processing your request.
10. Click  when you are finished completing the request form. You should see a '**Request Successfully Submitted**' message at the top of the Variable Title Request form.

Variable Title Request

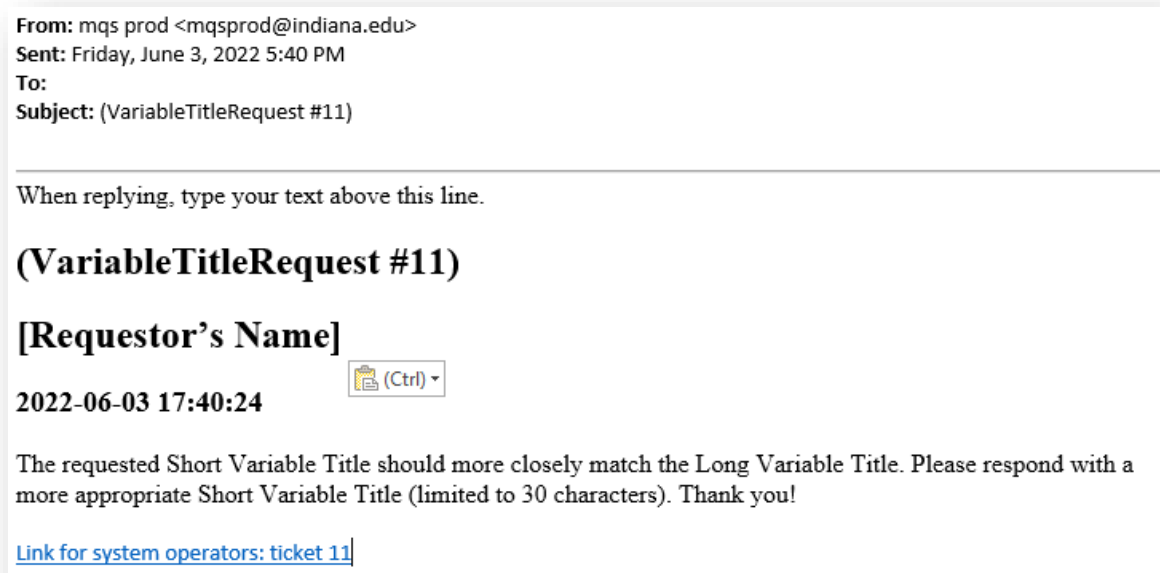
Request Successfully Submitted

11. An automated confirmation email will be sent to your IU email (see example below).



12. Once VPSS has reviewed your Variable Title Request, you will receive additional email(s) when:

- a. A **message** has been added to the request by VPSS asking for clarifying information (see example below). You may click the link in the email or reply to the email to provide the requested information.



- b. The request is **'closed'**, meaning that it has been processed and the update has been made in the SIS Course Catalog. VPSS will provide additional information regarding the Topic ID #(s) in the 'Reason for status change' (see example below).

From: mqs prod <mqsprod@indiana.edu>
Sent: Friday, June 3, 2022 5:44 PM
To:
Subject: (VariableTitleRequest #11)

When replying, type your text above this line.

(VariableTitleRequest #11)

[Requestor's Name]

2022-06-03 17:44:16

Changed status to: closed
Reason for status change: This request has been processed. The Topic ID # is 123.

[Link for system operators: ticket 11](#)

- c. The request is **'cancelled'**, meaning that it has not been processed. VPSS will provide additional information regarding the reason for cancellation. A possible reason for cancellation is that the indicated course is not approved for Variable Titles in the Catalog.

From: mqs prod <mqsprod@indiana.edu>
Sent: Monday, June 6, 2022 8:47 AM
To:
Subject: (VariableTitleRequest #15)

When replying, type your text above this line.

(VariableTitleRequest #15)

[Requestor's Name]

2022-06-06 08:47:07

Changed status to: cancelled
Reason for status change: This course is not approved for Variable Titles. Please submit a CARMin Course Change request. Once the CARMin request has been fully approved (in approx. 2 - 6 months) and the SIS Course Catalog has been updated to 'Approved' for Variable Titles, you may submit a new Variable Title Request for this course. Thanks!

[Link for system operators: ticket 15](#)

If you have questions regarding the Variable Title Request, please contact VPSS Course Catalog (catalog@iu.edu).