How to Upload Your Senior Thesis to Scholarship@Claremont

1. First, consult your registrar’s webpages or http://libguides.libraries.claremont.edu/claremontthesesdissertations for your college’s policy on submission to Scholarship@Claremont (http://scholarship.claremont.edu)

2. Access Scholarship@Claremont (http://scholarship.claremont.edu) to upload your thesis. Your thesis will be visible after review.

Before you begin the upload process, review the following notes and definitions:

When you upload your thesis, you will click through an agreement form that gives the library permission to provide access to your thesis. You may choose whether to provide worldwide access to your thesis or to limit access to the Claremont Colleges IP range. Restricting access to only the Claremont Colleges IP range will prevent everyone, including you, from accessing your thesis on computers outside the Claremont Consortium. Access restrictions can be changed from IP restricted to open access, but not from open access to IP restricted. Once your thesis has been submitted, it will not be removed unless there are charges of plagiarism or copyright violation.

Sometimes it may be appropriate to delay access to your thesis by means of an embargo. Embargoes are useful for scholarly works pending publication, pending patents, or containing particularly sensitive data. If you wish to embargo your thesis, first discuss this option with your reader. Consult the Claremont Colleges Digital Initiatives Librarian if you have questions about this process. Submit the completed embargo form per your college’s policy to your Registrar’s Office or the Digital Initiatives Librarian at the time you submit your thesis.

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• If the work is a result of on-going faculty research, get the professor’s permission.
• Make sure no content should be private (e.g. interviewee’s identifying information, proprietary research).

To make the upload process quick and smooth, have the following easily at hand:
• Title
• Abstract or description (separate from the article body)
• Keywords (topic or subject terms) for your thesis
• Final version (not a draft) of your thesis. If you create your own PDF file, please embed all fonts.

3. Click on the link to “My Account.”
4. Go to “Create new account” and click on “Sign up.”

5. After you click “Sign Up”

Please fill out all the fields and use your permanent email address.

Make up a password

This page will appear directing you to check your email …
6. The email you receive should look something like this:

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Click on this link, it will take you back to Scholarship@Claremont

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7. The link in your email brings you to this screen. You are already logged in.

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Click on Theses and Dissertation

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8. This is a long page with many links... scroll down the section for your college.

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Click “UPLOAD.”

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This page has many links for forms and other information. Find the links for your college.
9. Review the terms of the Submission Agreement for *Senior Thesis* on the bottom half of the page. You are agreeing that the content is yours or that you have given attribution or permission to include content that is under someone else’s copyright. You also agree to give the digital library permission to provide access over the internet and to preserve the digital file for you. Click the check box and Continue.

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1. that I have the full power and authority to make this agreement;
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3. that the Work has not been published elsewhere with the same content or in the same format; and
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I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.

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10. Fill out the form and upload your file.

Required fields are indicated by a red flag. Remember, the more information you include, the more helpful it will be to your readers.

Just about any format is accepted, but the preferred formats are: .pdf, .mov, .tiff, or .jpg

Contact scholarship@cuc.claremont.edu for help if your thesis file is very large.

11. For any questions about the upload process, please contact Center for Digital Initiatives staff through the “Contact Us” link on the main Scholarship@Claremont site, http://scholarship.claremont.edu or email scholarship@cuc.claremont.edu.

…. And congratulations!