

## Upload Instructions for Senior Thesis to Scholarship@Claremont for Scripps Students

The following is required for senior thesis submission and collection:

Non-Science Majors:

1. **Upload** your thesis to [Scholarship @ Claremont](#) by the published thesis deadline.
2. **Print** the upload confirmation emailed to you after you've uploaded your thesis.
3. **Submit** the following to the Registrar's Office by the thesis deadline:
  - o two bound copies (three, if you have three readers) of your senior thesis; you will then deliver copies to your non-Scripps reader (if applicable);
  - o upload confirmation notification; and
  - o copy of your thesis title page (for commencement program) .

Science Majors:

1. **Deliver** your bound thesis copies to W.M. Keck Science Department by the published thesis deadline.
2. **Email** a digital copy of your thesis (in PDF format) to [registrar@scrippscollege.edu](mailto:registrar@scrippscollege.edu) to be retained in secure storage on the Scripps network. Please email by the submission deadline.
3. **Submit** in person or by email to [registrar@scrippscollege.edu](mailto:registrar@scrippscollege.edu) by the thesis deadline a copy of your thesis title page for inclusion in the commencement program.

Note to Science Majors: Due to ongoing faculty research of scholarly works, faculty readers of the Keck Science department may request an exception of the upload on your behalf (exemption or embargo). If an exemption is requested, DO NOT UPLOAD YOUR THESIS to the Scholarship @ Claremont site. If an embargo is requested, a student must upload to the site. In some instances, and as agreed among readers and the student, there may be no restriction. In this case, the student must upload to Scholarship @ Claremont. The Keck Science department will collect exception requests from the thesis readers and will submit them to the Registrar's Office.

Non-science students seeking an exemption of the upload or to delay the upload will complete and submit to the Registrar's Office a [Thesis Upload Exception Request for Non-Science Majors](#) along with an electronic copy (pdf format) of their thesis. 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 ongoing faculty research. If you wish to embargo your thesis, first discuss this option with your reader.

Once your thesis is uploaded (or Upload Exception Request filed), your thesis may be graded by your readers.

***Before you begin to upload your thesis to Scholarship@Claremont, review the following important information:***

When you upload your thesis, you will click through an agreement form that gives the library permission to provide [access](#) to your thesis. This agreement form also confirms the work is your own or that you've obtained permission of the copyright holder or that you've done a fair use analysis. You may choose the default access to your thesis which is restricted 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.* Please note that you may change the level of access from restricted to open, but you may not change from open to restricted or removed. To make the upload process quick and smooth, here are important upload tips:

- **Use your personal email address, not your Scripps email address.** Your Scripps email account will be made inactive after commencement in May. Therefore, use your personal email address in the "author field". This is important for two reasons: 1) So you receive download count statistics; and 2) So we can contact you should a reader want to email you for copyright permission or job offers.
- **Include an abstract** – a brief summary of your completed research. An abstract is very important since this helps for discovery and understanding your work.
- **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.**

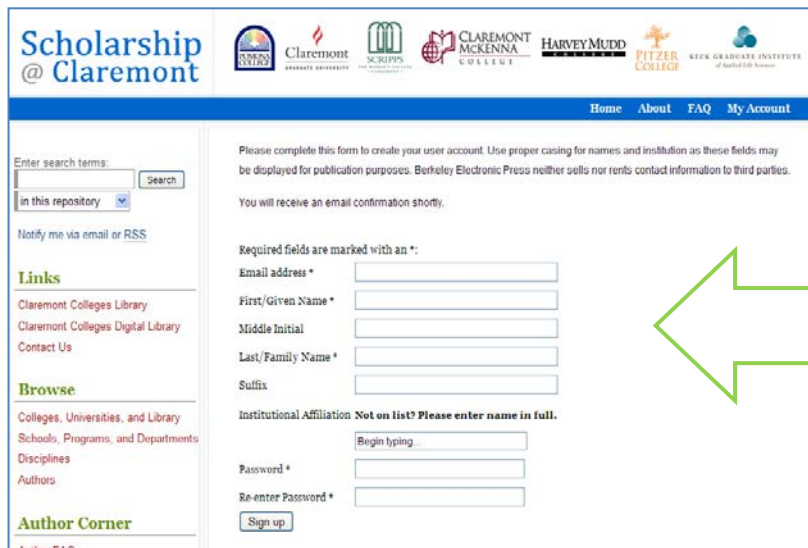
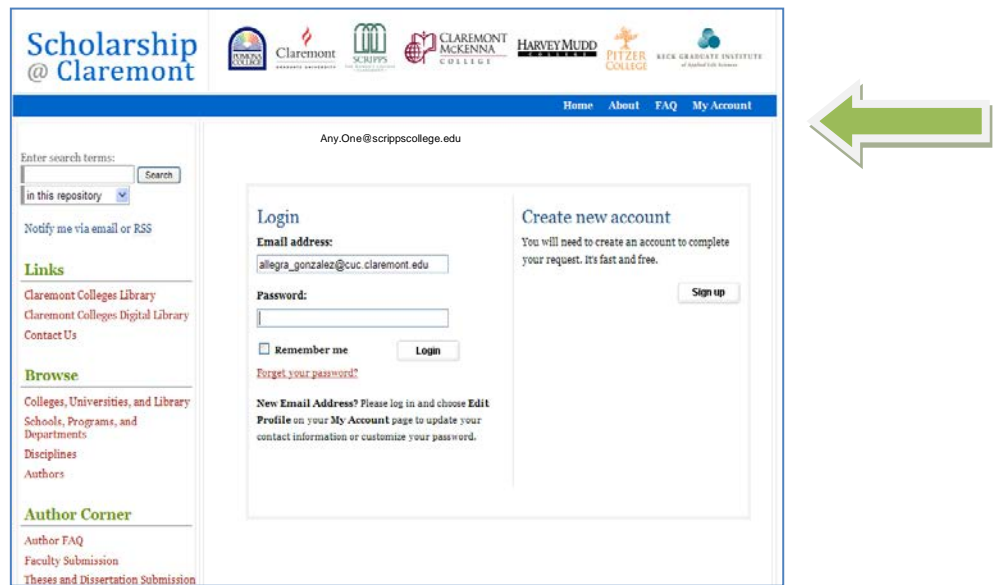
- **Upload, copyright, open access questions?** Consult a Claremont Colleges Librarian at [scholarship@cuc.claremont.edu](mailto:scholarship@cuc.claremont.edu) with any questions.

Revised 11/15/2017

4. Click on the link to “My Account.”



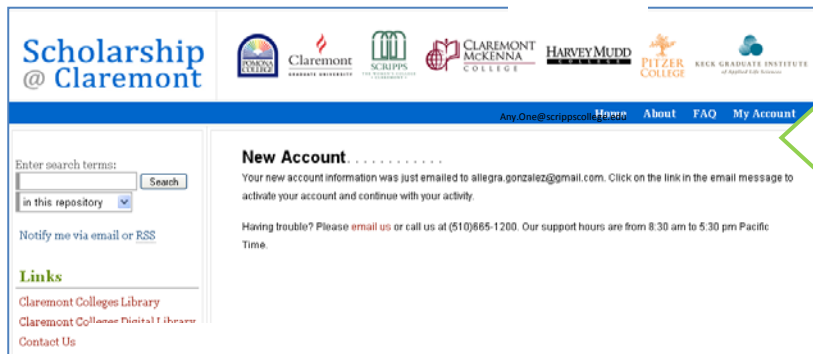
5. Go to “Create new account” and click on “Sign up.”



Please fill out all the fields and use your personal email address (not Scripps email).

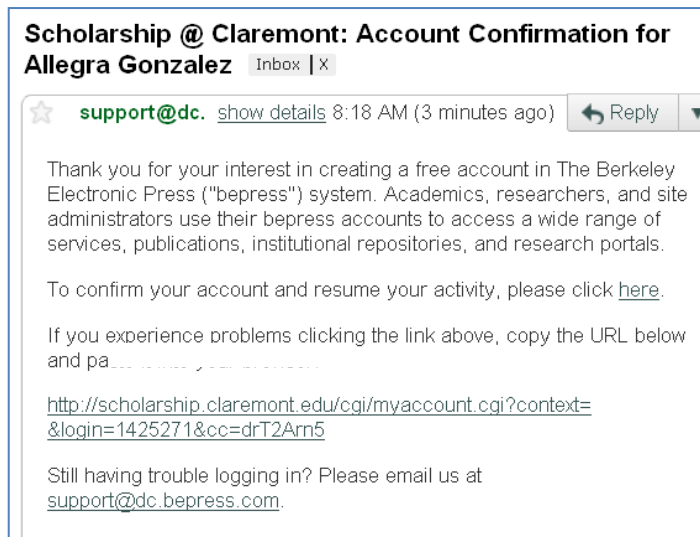
Make up a password you'll remember.

6. After you click "Sign Up"

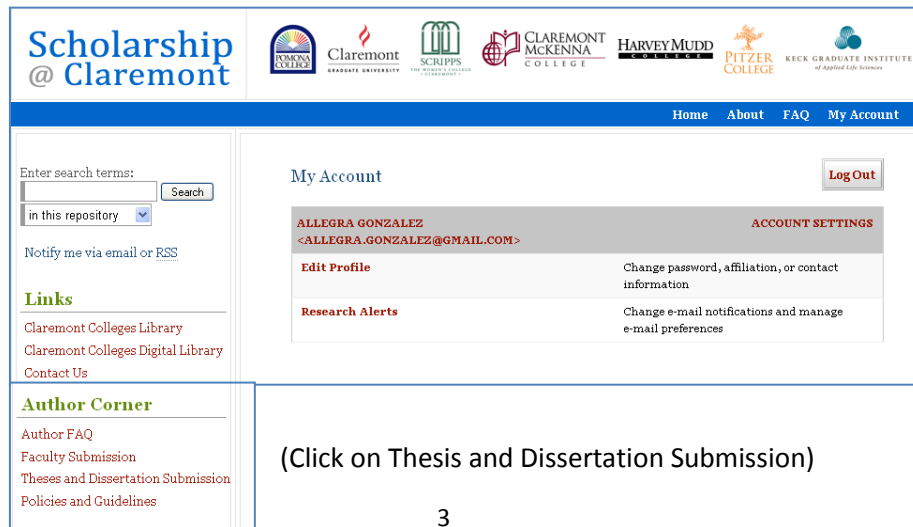


This page will appear directing you to check your email ...

7. The email you receive should look something like this:



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



(Click on Thesis and Dissertation Submission)

9. This is a long page with many links... scroll until you reach the Scripps College section.

**Author Corner**

Author FAQ  
Faculty Submission  
Theses and Dissertation Submission  
Policies and Guidelines

**Claremont Graduate University**

- **UPLOAD** your Claremont Graduate University Thesis or Dissertations (Except MFA Candidates).
- **UPLOAD** your Claremont Graduate University MFA Thesis Artist Statement.
- **UPLOAD** your Claremont Graduate University MFA Thesis Images.
- **Scholarship@Claremont Upload Instructions** for Claremont Graduate University MFA Thesis Artist Statement and Image Gallery

**Claremont McKenna College**

**Important Links and Essential Forms:**

Scholarship@Claremont

- Scholarship@Claremont Upload Instructions
- What does Open Access and restricted to The Claremont Colleges IP Range Mean?
- Scholarship@Claremont Exemption Request Form
- Scholarship@Claremont Embargo Request Form
- **UPLOAD** your Claremont McKenna College Senior Thesis.

Claremont McKenna College Senior Thesis [Information page](#) on the CMC Registrar website.

This page has many links for forms and other information.

Click on **“UPLOAD”** when you reach the Scripps College section.

10. 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.



**I warrant as follows:**

1. that I have the full power and authority to make this agreement;
2. that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party;
3. that the Work has not been published elsewhere with the same content or in the same format; and
4. that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of, and that the Work is free from all liens and claims.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.

**NOTE:** It is suggested that you print this page for your records.

**Please check this if you agree to the above terms.**

**Scholarship @ Claremont**

Home About FAQ My Account

Enter search terms:

in this series

Notify me via email or RSS

**Browse**

Colleges, Universities, and Library Schools, Programs, and Departments  
Disciplines  
Authors

**Author Corner**

Author FAQ  
Submit Research

**Title**

Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your dissertation or thesis.

**Dissertation/Thesis Title**

**Author**

Enter an email address for each author.  
If present, click on the author's email address from the drop-down list to auto-fill author info.

Order	Email	First Name	Middle	Last Name	Suffix	Institution	Remove
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Begin typing..."/>	<input type="button" value="x"/>

**Date of Award**

Season	Month	Day	Year
<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value=""/>

Fill it all out!

11. 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](mailto:scholarship@cuc.claremont.edu) for help if your thesis file is very large.

12. 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](mailto:scholarship@cuc.claremont.edu) .

.... And congratulations!

The screenshot shows the homepage of the Scholarship@Claremont website. At the top, there is a navigation bar with the site logo and logos for the member institutions: Pomona College, Claremont Graduate University, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College, and Beck Graduate Institute. Below the navigation bar, there is a search box with the text "Enter search terms:" and a "Search" button. To the right of the search box, there are links for "Home", "About", "FAQ", and "My Account". The main content area is titled "The Claremont Colleges" and features a large image of students in a library setting. Below the image, there are two columns of text. The left column is titled "Browse Research and Scholarship" and lists several categories: "Schools, Programs, and Departments", "Journals and peer-reviewed series", "Theses and dissertations", and "SelectedWorks Gallery". The right column is titled "About Scholarship@Claremont" and provides a brief description of the platform's mission to offer world-wide access to scholarly output from the member colleges.