

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 to be retained in secure storage on the Scripps network.
3. **Submit** in person or by email to 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 will request an exemption of the upload on your behalf. The Keck Science department will collect exemption forms from the thesis readers and will submit them to the Registrar's Office. **DO NOT UPLOAD YOUR THESIS** to the Scholarship @ Claremont site.

Non-science students seeking an exemption to the upload or to delay the upload shall complete and submit to the Registrar's Office a [Thesis Upload Exemption form](#) or [Thesis Embargo form](#) 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 Exemption/Embargo 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:

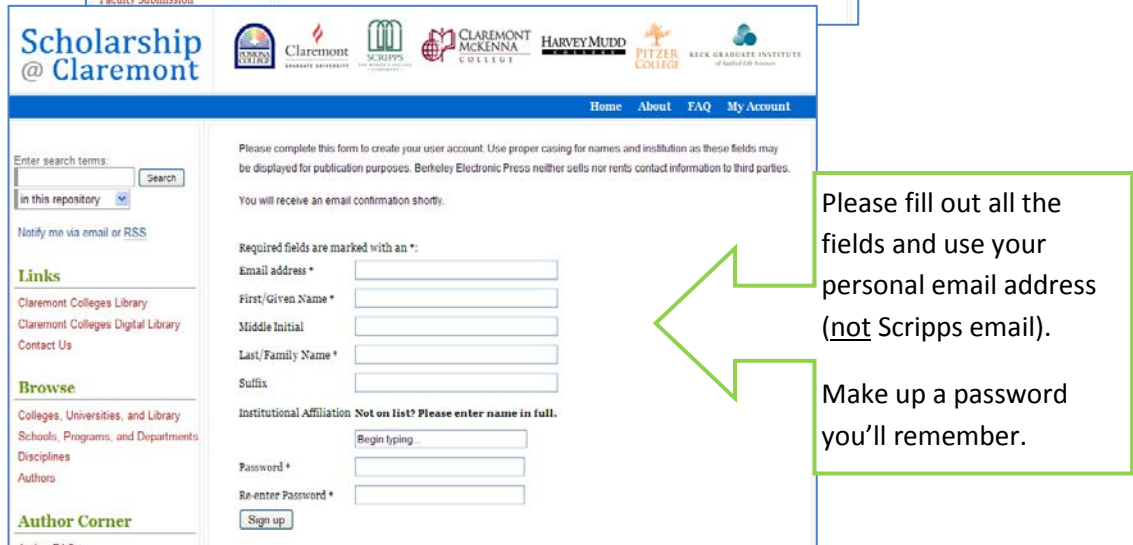
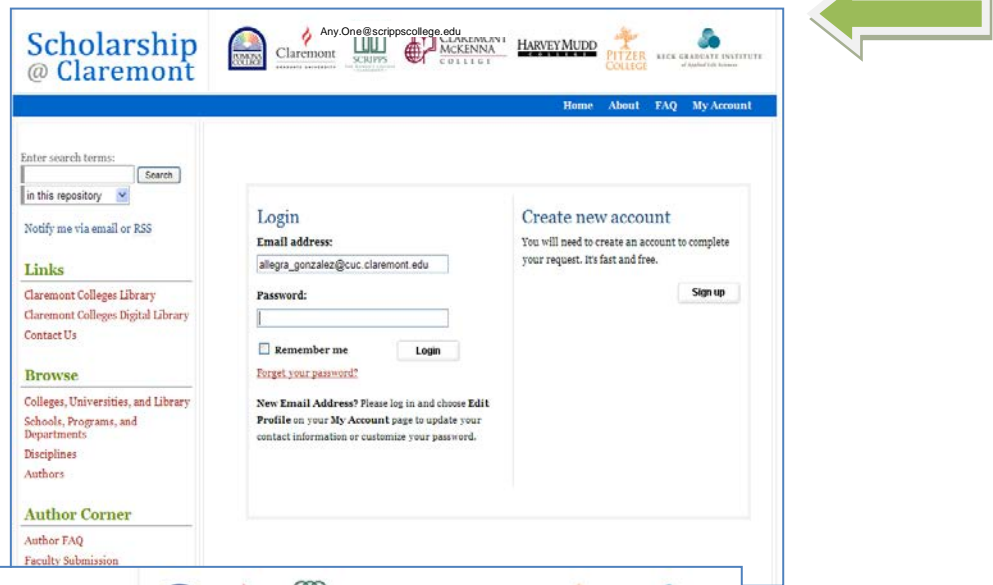
- **Use your personal email address, not your Scripps email address.** Your Scripps email account will be made inactive after commencement in May. Therefore, use your personal email address in the "author field". This is important for two reasons: 1) So you receive download count statistics; and 2) So 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 with any questions.

Revised 12/1/2015

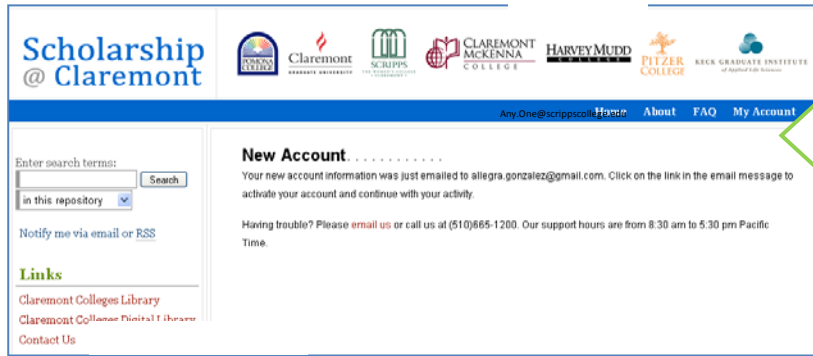
4. Click on the link to "My Account."



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

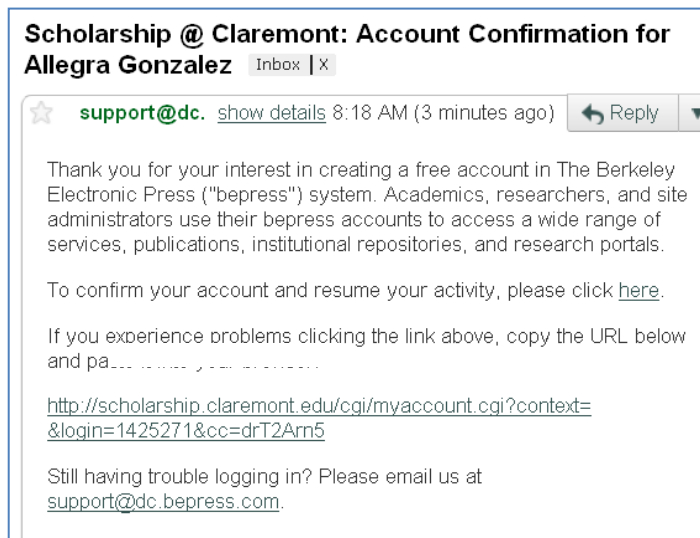


6. After you click
"Sign Up"

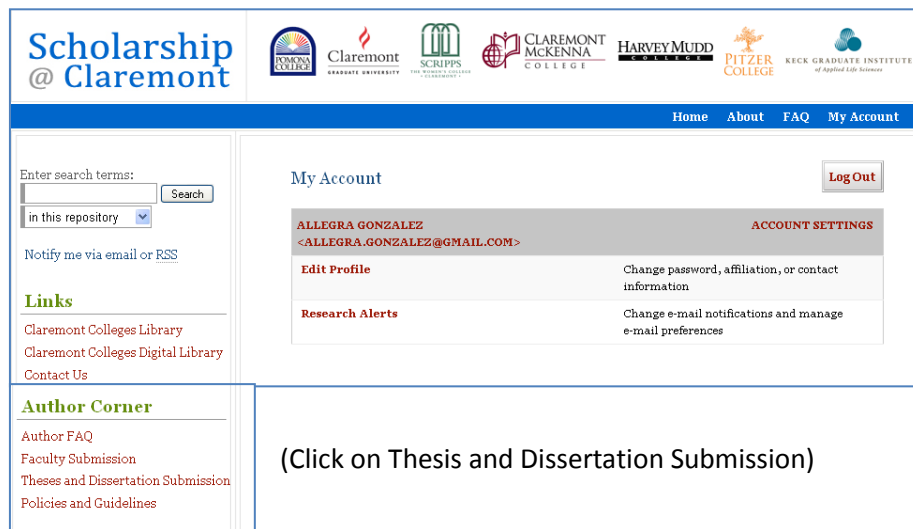


This page will appear directing you to check your email ...

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: [] Search

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 authors email address from the drop-down list to auto-fill author info.

Add author []

Order	Email	First Name	Middle	Last Name	Suffix	Institution	Remove
1	[]	[]	[]	[]	[]	[]	[]

Date of Award

Season	Month	Day	Year
[]	[]	[]	[]

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.

Fill it all out!

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.

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 .

... And congratulations!

The screenshot shows the homepage of Scholarship@Claremont. 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 Keck Graduate Institute. The main content area is titled "The Claremont Colleges" and features a large banner image of students in a library. On the left side, there is a search bar with the text "Enter search terms:" and a "Search" button. Below the search bar, there are links for "Claremont Colleges Library", "Claremont Colleges Digital Library", and "Contact Us". The "Browse" section includes links for "Colleges, Universities, and Library", "Schools, Programs, and Departments", "Disciplines", and "Authors". The "Author Corner" section includes links for "Author FAQ", "Faculty Submission", "Theses and Dissertation Submission", and "Policies and Guidelines". On the right side, there is a section titled "Browse Research and Scholarship" with a list of links: "Schools, Programs, and Departments", "Journals and peer-reviewed series", "Theses and dissertations", and "SelectedWorks Gallery". Below this list is a section titled "About Scholarship@Claremont" which describes the platform as an open access platform offering world-wide access to scholarly output from the member institutions. The intention is to bring together the Claremont Colleges' scholarship into one location to maximize visibility, influence, and benefit for the individual as well as the school.