

How to Upload Your Senior Thesis to Scholarship@Claremont

1. First, submit the bound copy of your thesis along with working papers and an additional copy of your title page to the CMC Registrar on or before the submission deadline.
2. Within 48 hours of submitting your thesis, you must access [Scholarship@Claremont](http://scholarship.claremont.edu) (<http://scholarship.claremont.edu>) to upload your thesis. Your thesis will be visible on Scholarship@Claremont after thesis grades are recorded.

Before you begin to upload your thesis to Scholarship@Claremont, 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 your thesis 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 not subsequently change the level of access you elect.

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 and with the [Claremont Colleges Digital Initiatives Librarian](#). Submit the completed [form](#) to the CMC Registrar's Office along with an electronic copy of your thesis and title page in .doc or .pdf format at the time you submit your thesis.

If your project has images, you must comply with one of the following or images will be removed from your document:

- For images that are not original (made by you): Include permission from the copyright owner, or include a URL but not the image itself.
- For images from Flickr Creative Commons <http://www.flickr.com/creativecommons/>: Include attribution to the photographer.
- For images from ArtStor or LUNA: Delete the image and only include the URL. (This allows readers on campus to access the image.)
- For images from the Claremont Colleges Digital Library <http://ccdlibraries.claremont.edu/>: Use the Reference URL in your citation.

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.”

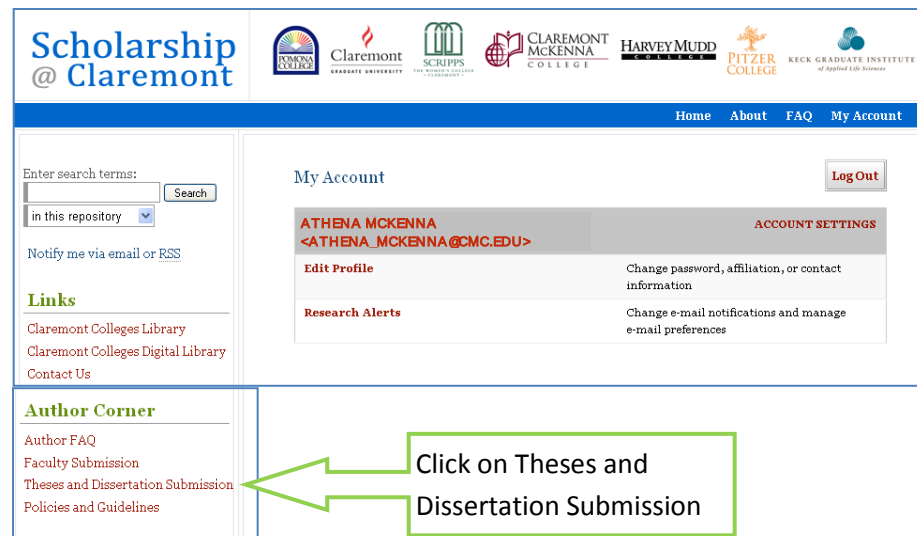
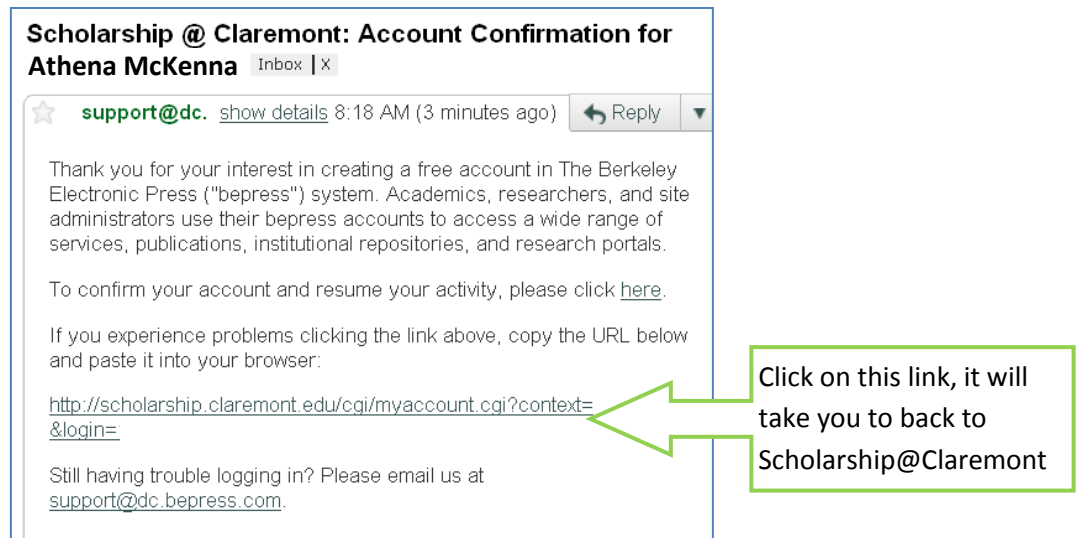
The screenshot shows the Scholarship @ Claremont homepage. On the right side, there is a 'Create new account' section with the text: 'You will need to create an account to complete your request. It's fast and free.' Below this text is a 'Sign up' button, which is highlighted by a green arrow pointing to it from the right.

This screenshot shows the 'Create new account' form. It includes fields for 'Email address *', 'First/Given Name *', 'Middle Initial', 'Last/Family Name *', 'Suffix', 'Institutional Affiliation', 'Password *', and 'Re-enter Password *'. A 'Sign up' button is at the bottom. Two green arrows point to the form with instructions: 'Please fill out all the fields and use your CMC email address.' and 'Make up a password you'll remember.'

5. After you click “Sign Up”

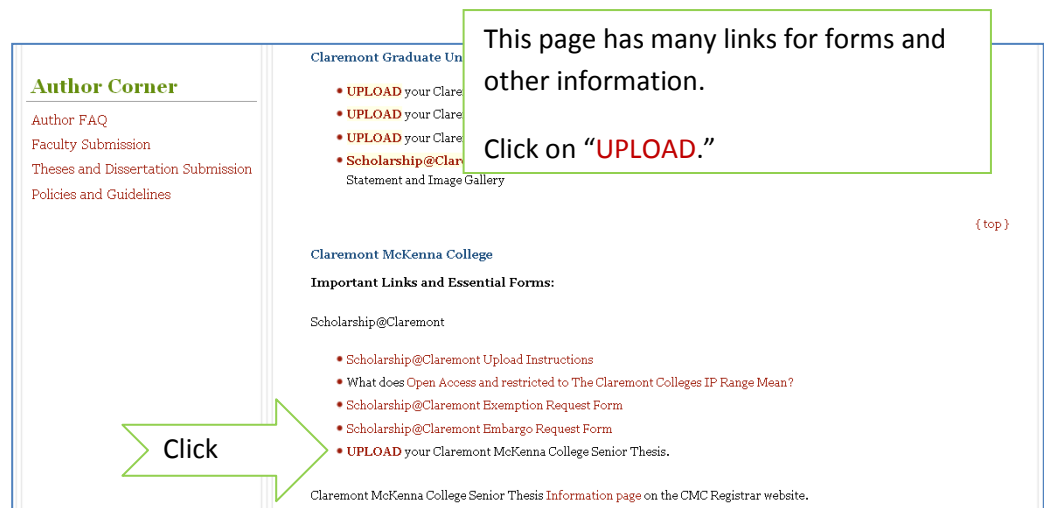
This screenshot shows the 'New Account' confirmation page. It states: 'Your new account information was just emailed to: Athena_McKenna@cmc.edu. Click on the link in the email message to activate your account and continue with your activity.' A green arrow points to this text with the instruction: 'This page will appear directing you to check your email ...'

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



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

8. This is a long page with many links... scroll down about halfway to the Claremont McKenna College section.



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.

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.

Continue

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!