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## HOW TO UPLOAD YOUR SENIOR THESIS TO SCHOLARSHIP@CLAREMONT

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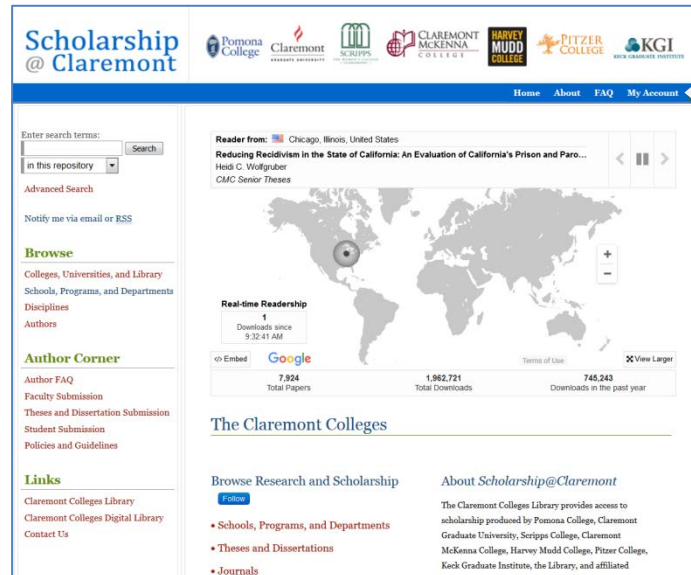
**To make the upload process quick and smooth, have the following easily at hand:**

- Title
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- Final version (not a draft) of your thesis. If you create your own PDF file, please embed all fonts.

## UPLOAD INSTRUCTIONS

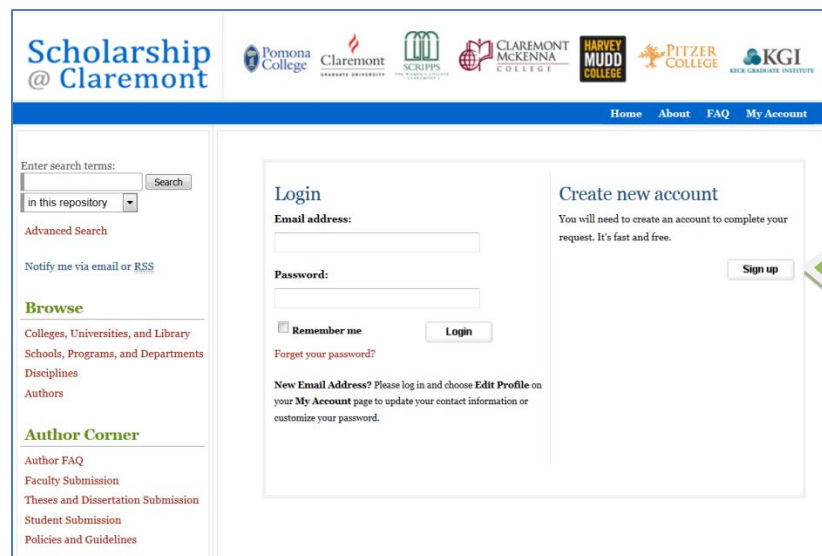
First, submit the bound copy of your thesis along with an additional copy of your title page to the CMC Registrar on or before the submission deadline. Within 48 hours of submitting your thesis, you must access [Scholarship@Claremont](mailto:Scholarship@Claremont) to upload your thesis. Your thesis will be visible on Scholarship@Claremont after thesis grades are recorded.

1. Go to the link to “My Account.”

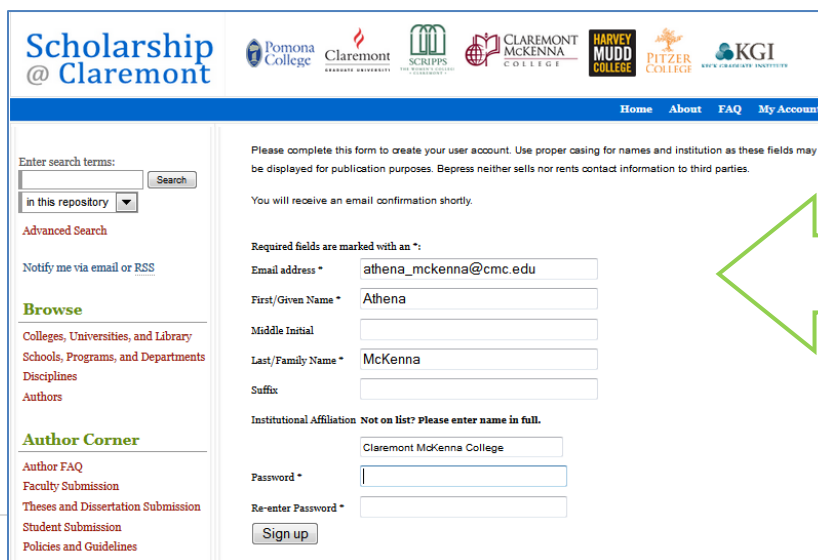


The screenshot shows the Scholarship@Claremont homepage. The top navigation bar includes links for Home, About, FAQ, and My Account. A green arrow points to the 'My Account' link. The main content area features a search bar, a featured article titled 'Reducing Recidivism in the State of California: An Evaluation of California's Prison and Paro...', a world map, and statistics for real-time readership. The footer includes links for 'The Claremont Colleges' and 'About Scholarship@Claremont'.

2. Go to “Create new account” and click or tap “Sign up.”



The screenshot shows the login and sign-up page. The 'Login' section has fields for Email address, Password, and a 'Remember me' checkbox. The 'Create new account' section has a 'Sign up' button. A green arrow points to the 'Sign up' button. The page also includes a search bar and navigation links.



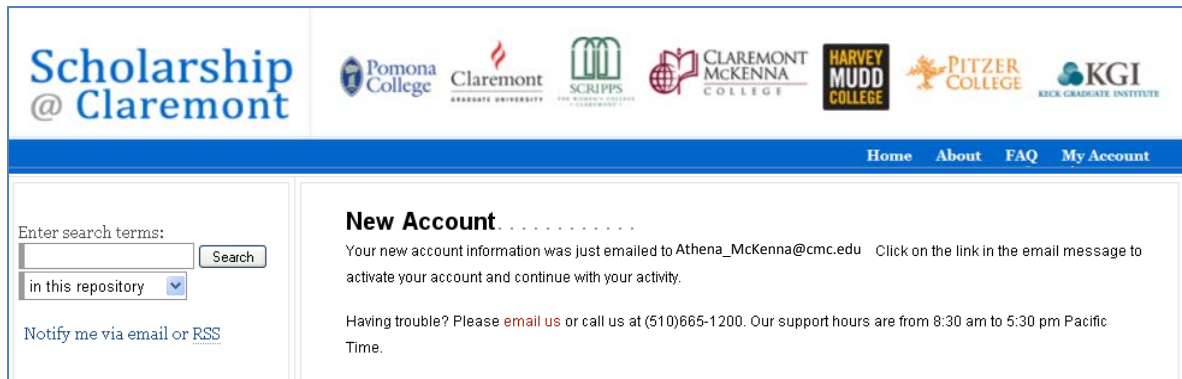
The screenshot shows the account creation form. The form includes fields for Email address, First/Given Name, Middle Initial, Last/Family Name, Suffix, Institutional Affiliation, Password, and Re-enter Password. A green arrow points to the form fields. The form also includes a 'Sign up' button and instructions for creating an account.

Fill out all the fields.

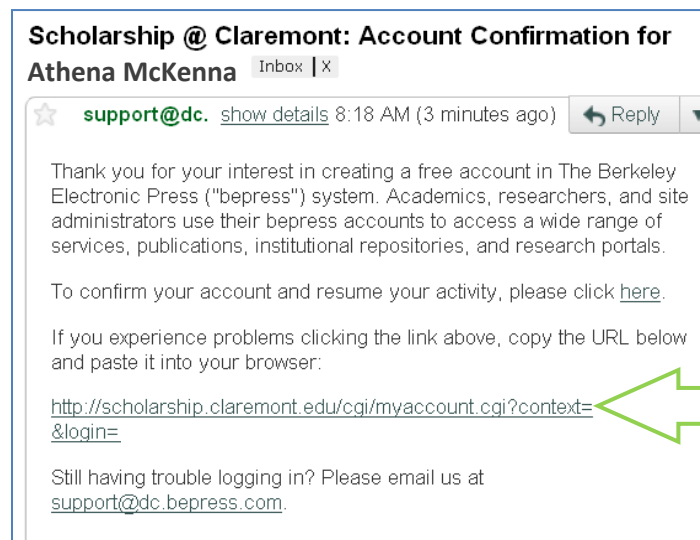
Use an email address that you check regularly.

Make up a password you'll remember.

- After you click “Sign Up,” this page will appear directing you to check your email for confirmation of your new account.

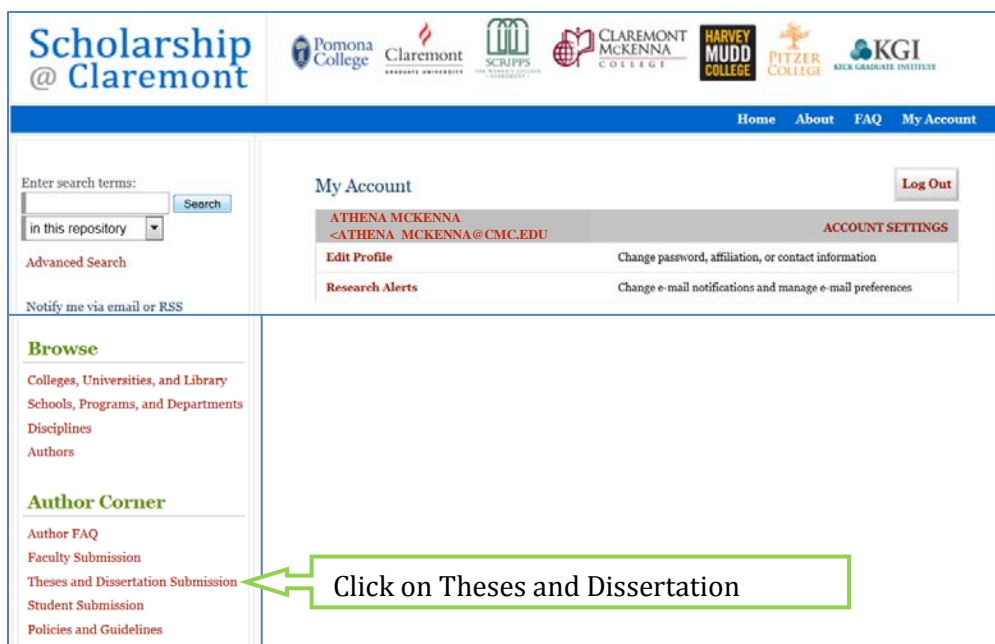


- The confirmation email you receive should look something like this:



Click or tap this link; it will take you to back to Scholarship@Claremont

- The link in your email brings you to the “My Account” homepage. You are already logged in. Click or tab “Theses and Dissertation Submission.”



Click on Theses and Dissertation

6. This page has many links for all The Claremont Colleges. Scroll down about halfway to the Claremont McKenna College section and click or tap “UPLOAD”. If you accidentally upload under one of the other colleges, notify [registrar@cmc.edu](mailto:registrar@cmc.edu) right away. Uploaded theses cannot be moved. You’ll have to upload again under the correct college.

**Claremont McKenna College**

- Please see the [Claremont McKenna College Senior Thesis information page](#) for upload instructions, and exemption and embargo forms.
- Find information on the difference between setting your thesis to Open Access and Restricted to the Claremont Colleges [here](#).
- **UPLOAD** your Claremont McKenna College Senior Thesis.



7. 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.

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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

8. Fill out the form and upload your file.

Double check to make sure you are uploading to the CMC Senior Thesis area.

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.



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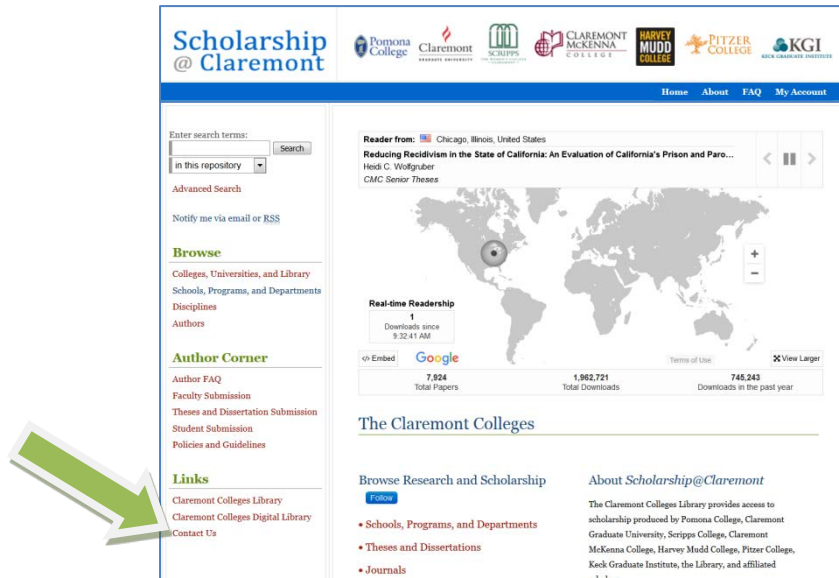
1	(athena_mckenna@cmc.edu)	Athena McKenna	Claremont McKenna College
Email	First	Middle	Last
athena_mckenna@cmc.edu	Athena		McKenna
			Claremont McKenna College

**Graduation Year**  
Year:

Date of Submission  
Month:  Year:

Verify CMC!

9. If you have questions about the upload process, contact Center for Digital Initiatives staff through the “Contact Us” link on the main Scholarship@Claremont site ([scholarship.claremont.edu](http://scholarship.claremont.edu)), or email [scholarship@cuc.claremont.edu](mailto:scholarship@cuc.claremont.edu).



The screenshot shows the Scholarship@Claremont website. The header includes the site logo and logos for Pomona College, Claremont Graduate University, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College, and Keck Graduate Institute. A navigation bar contains links for Home, About, FAQ, and My Account. The main content area displays a search bar, a list of search results for a thesis titled "Reducing Recidivism in the State of California: An Evaluation of California's Prison and Paro..." by Heidi C. Wolfgruber, and a world map showing real-time readership. The left sidebar contains sections for Browse, Author Corner, and Links. A green arrow points to the "Contact Us" link in the Links section.

### **Congratulations!**

If there are any questions or hiccups with your submission, we will contact you. Your uploaded thesis will be posted after the grading period concludes. You will receive a confirmation email when your thesis is posted.