



## ELECTRONIC THESIS AND PROJECT SUBMISSION CHECKLIST

Are you planning on graduating this semester? You will need to submit your master’s thesis or project to the library. Use this checklist and follow the instructions here <https://biblio.csusm.edu/content/e-thesis-project-and-dissertation-submission-guide> to make sure you don’t miss a step. **This process can take several days. Please plan accordingly.**

Contact Carmen Mitchell if you have any questions or problems: [cmitchell@csusm.edu](mailto:cmitchell@csusm.edu) or by phone: 760-750-8358.

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### Before you submit your thesis or project:

- Apply to graduate (within MyCSUSM Student Center. Instructions: [http://www.csusm.edu/gsr/graduatestudies/documents/forms/how\\_to\\_guide.pdf](http://www.csusm.edu/gsr/graduatestudies/documents/forms/how_to_guide.pdf) )
- Review the E-Thesis, Project, and Dissertation Submission Guide: <https://biblio.csusm.edu/content/e-thesis-project-and-dissertation-submission-guide#tab-1-2>
- Schedule your thesis defense, if applicable.
- Download the required forms for your thesis or project:  
  
<https://biblio.csusm.edu/content/e-thesis-project-and-dissertation-submission-guide#tab-1-1>
- Review the ADA Compliance tutorials:  
<https://biblio.csusm.edu/content/e-thesis-project-and-dissertation-submission-guide#tab-1-3>
- Make note of the submission deadline – Fall 2016 deadline is Dec. 8<sup>th</sup> at NOON!

### When you are ready to submit your thesis or project:

- Have your Departmental Signature Page and your E-Thesis Certification Forms signed.
- Make a final, ADA-compliant PDF of your FINAL thesis or project.
  - Checked ADA compliance of the PDF on \_\_\_\_\_ date.
  - Merge your Departmental Signature Page into your final PDF file, then save the pdf following this convention: “LastnameFirstname\_Semester2016.pdf”  
For example: MitchellCarmen\_Fall2016.pdf
  - If you are submitting a multi-media file, or additional files, you MUST contact Carmen Mitchell prior to submission.
- Pay the \$25 Thesis/Project Fee at the Cashier’s Office or online. If paying by check, you must pay by Nov. 23rd, if paying with a credit card, payment is due by December 1st. Cash payment may be made at any time.
- Register for [ScholarWorks](#) and email your registration information to Carmen Mitchell.
- Receive [ScholarWorks](#) registration confirmation email from Carmen Mitchell.
- Submit your thesis or project to [ScholarWorks](#).
- Please initial here once all of the steps have been completed: \_\_\_\_\_

**When this checklist is completed, staple it together with your E-Thesis Certification Form and one receipt from fee payment. Drop these items off at the ETD Drop Box next to the Research Help Desk inside the Kellogg Library.**

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