Checklist for Completion of Thesis

1) **Have 3 copies of your thesis printed and bound**
   - Tape binding or velo binding only
   - Black vinyl or leatherette cover on both front and back with no cutouts
   - Do not put any labels on the cover
   - Use heavy, white bond paper of archival quality – no copy or Xerox paper
   - Many students have good luck with services like FedEx/Kinko's, OfficeMax, or Staples. These services can also print and ship to you if you are in a remote area without access to the physical store locations.
   - ****PLEASE NOTE** that the hard copies offered for purchase on the ProQuest submission site DO NOT meet the specs for our thesis printing. You may order these for your own keepsakes, but please do not utilize these for your hard copy submissions, as they will not be accepted.

2) **Submit your thesis to ProQuest for publishing**
   - Navigate to www.etdadmin.com/pacificama
   - Click on the orange button toward the bottom of the page that says "Sign up and get started today!" in order to create a new student account
   - Follow all of the prompts to provide the necessary data to ProQuest
   - See ProQuest FAQ at the end of this document for additional questions or concerns

3) **Bring all of your materials to Session III and turn in to your Instructor or Research Associate**
   - 3 printed and bound copies of thesis
   - Proof of submission to ProQuest (you can print out your confirmation email or submission confirmation page)

Please note that there are 5 total steps that must be completed in order for your degree to post:
   1) The Registrar's Office is notified by the MA Counseling Program when the student has completed CP 651C (and therefore that the student's thesis is complete).
   2) The Registrar's Office is notified by the MA Counseling Program that the student's traineeship file is complete.
   3) The Registrar's Office checks for outstanding library fines or books that need to be returned.
   4) The Registrar's Office checks with the Business Office for any outstanding monies owed by the student.
   5) The Registrar's Office checks to see that any Incompletes are cleared from the student's transcript.

ProQuest ETD Administrator Submission FAQ

The ProQuest ETD Administrator site is used as the online submission tool for all Pacifica MA Counseling Psychology theses. Students will submit their theses to the site for publishing, which is a degree requirement of the program.

Should you encounter any questions or concerns during your submission process, there are several resources available to help you. In the ProQuest ETD Administrator site, you can click on the blue "Resources and Guidelines" tab at the top of the page. This will take you to a list of many helpful instruction lists and FAQ's. ProQuest also provides video tutorials at the following link:
http://www.proquest.com/en-US/video/etdadmin/etdadmin.shtml

If you have additional questions that are not addressed via these resources, **please contact the Research Coordinator, Tom Steffora (tsteffora@pacifica.edu).**

Here are some notes and answers to additional common questions that students have:

1. In order to submit your thesis to ProQuest, take the following steps:
   - Navigate to www.etdadmin.com/pacificama
   - Click on the orange button toward the bottom of the page that says "Sign up and get started today!" in order to create a new student account
   - Create a New Student Account and log into the ProQuest ETD Administrator system
   - Follow all of the prompts to provide the necessary data to ProQuest
   - When you click on "Submit my ETD", you will see an instructions page, and a checklist down the left side of the page. Carefully follow all of the instructions provided by ProQuest in order to complete the checklist and submit your thesis.
2. **PQ Publishing Options**: You may choose from two types of publishing: Traditional Publishing or Open Access Publishing. Read the details provided by ProQuest in order to choose the option that is best for you.
   - Associated Costs:
     - For Traditional Publishing, there is no fee
     - For Open Access Publishing, you will pay a $95 fee
3. **ProQuest Agreement**: Read the agreement for your chosen publishing type and click on "Accept"
4. **Contact Information**: Complete all of your current and permanent contact information for ProQuest to have on file. Please note that with any future questions or concerns regarding a submission, ProQuest will need to contact the student correctly. It is your responsibility to have accurate contact information on file with ProQuest.

5. **Dissertation/Thesis Details**: Complete all required fields.
   - **Title**: Should match exactly the title from your approved thesis title page
   - **Year Manuscript Completed**: Year in which your thesis was approved
   - **Degree Date**: Year in which your degree will be posted
   - **Degree Awarded**: Master of Arts
   - **Department**: Counseling Psychology
   - **Advisor/Supervisor/Committee Chair**: Enter the name of your Portfolio Thesis Advisor
   - **Committee Members**: Enter the names of your Research Associate and the Director of Research (the additional names from your thesis signature page)
   - **Description of Dissertation/Thesis**
     - **Primary Subject Category**: Choose from the list the category that you feel best describes your thesis. Think of your potential reader, and which category one might choose to search for works like yours.
     - **Additional Subject Categories**: You may choose up to two (2) additional subject categories for your thesis
     - **Keywords**: You may choose up to six (6) words or phrases of your choosing that describe your thesis. Again, think of words or phrases that potential readers may utilize to search for works like yours.
   - **Abstract**: Copy and paste your abstract verbatim from your approved thesis
6. **PDF**: Upload a PDF file of your approved thesis.
     - ****If you have copyright permission documents, you will also need to upload them where prompted on this page. This would include items such as permission letters of emails from copyright holders who have granted you permission to use artwork, tables, assessments, etc., in your thesis. If you do not have any of these items associated with your thesis, you may skip this step.
7. **Supplemental files (optional):** For artistic-creative or production theses, if you have additional files such as music, film, art, etc., you can upload them here.
     - ****Please note that only files that have been approved as part of your thesis may be uploaded here. If your artistic files are embedded in the body of your thesis itself (the PDF above), or if you have no artistic files as part of your thesis, you may skip this step.
8. **Notes (optional):** If you have any notes for the research team, you can enter them here.

9. **Register U.S. Copyright**: Please remember that as the author of your own original thesis, you hold and retain the copyright for your work. On this portion of the submission process, you have the **option** of choosing to have ProQuest register your copyright for you. Again, this is optional, and not required. If you do choose to have ProQuest register your copyright, **you will incur a $55 fee.**
   - **Order copies**: ****PLEASE NOTE** that the hard copies offered for purchase on the ProQuest submission site DO NOT meet the specs for our thesis printing. You may order these for your own keepsakes, but please do not utilize these for your hard copy submissions, as they will not be accepted.
10. **Submit (or Submit & Pay):** Once you have completed all of the necessary steps, click to submit your thesis. If you have chosen options with associated fees (such as Open Access Publishing or Copyright Registration), you will also be prompted to enter your credit or debit card information here for payment. ****Please note that any payment is strictly between the student and ProQuest, and Pacifica does not have access to this portion of your submission.
11. Once you finish and submit, your submission will then be reviewed by Pacifica's MA Counseling Psychology Research Team, and sent to ProQuest for publishing. If there are any questions or errors with your submission, the Research Team will contact you via your my.pacifica email to make corrections. **Please be sure to check your my.pacifica email throughout the thesis process for any important communications.**
12. Students often ask when their theses will be available to view on ProQuest. Please allow 2-4 weeks for Pacifica to process your submission and send it to ProQuest. Please allow 6-12 weeks for ProQuest to post your thesis once received.