HOW TO SUBMIT YOUR SENIOR PROJECT

Check with your department first! Each college has slight variations on the senior project submissions processes and deadlines!

1. DOWNLOAD AND FILL OUT THE SENIOR PROJECT REQUIREMENT FORM

   Available at guides.lib.calpoly.edu/digitalcommons/SeniorProjects

   • Only submit one form per project, regardless of the number of authors
   • Sign the form (signatures required from you and your advisor)
   • Print one copy of the completed form for Kennedy Library
   • Consult with your advisor if your department requires additional copies of the form

2. GET A CASHIER’S RECEIPT

   • Pay the $12 senior project processing fee online or in person:
     - To pay in person (cash or check only), go to the cashier’s window in the Administration Building (No. 1)
     - To pay online (debit or credit card):
       - Log in to your Cal Poly portal
       - Click on “Money Matters” tab
       - Select “Make Payment Now”
       - Select “Click Here to Make an Online Payment” at the top of the page
       - In the right hand menu you should see an option to pay either senior project or master’s thesis fee.
   • Pay the senior project fee only once, regardless of the number of authors
   • Attach the original receipt to the Senior Project requirement form
   • Keep a copy of the receipt for your records

3. DELIVER THE COMPLETED SENIOR PROJECT REQUIREMENT FORM AND CASHIER’S RECEIPT TO YOUR DEPARTMENT OFFICE

   • Speak to your Department Office. They will let you know how to submit your completed and signed Senior Project requirement form and cashier’s receipt to the library
     - Either: (1) scan the materials and email them to Digital Commons Staff at digitalcommons@calpoly.edu OR (2) submit the materials via campus mail to Senior Projects, Kennedy Library, Building 35
4. UPLOAD YOUR ADVISOR-APPROVED SENIOR PROJECT

- Is your project approved by your advisor?
- To upload your project, visit at DigitalCommons@CalPoly (digitalcommons.calpoly.edu), click on the link in the sidebar “Submitting a Senior Project?”, click on your department, and select “Submit Senior Project” in the sidebar
- Complete all required fields and upload your project
- You will receive an automated email confirming your project has been received

5. ALL DONE!

- Once the library receives all required documentation (Senior Project Requirement Form; Cashier’s Receipt; and your uploaded senior project), the library will make your senior project viewable on DigitalCommons@CalPoly
- You will receive an email confirming your project is available to the public

QUESTIONS?

- Visit https://guides.lib.calpoly.edu/digitalcommons/SeniorProjects, email digitalcommons@calpoly.edu, and/or contact your department for more information