HOW TO SUBMIT YOUR
SENIOR PROJECT ONLINE

DEPARTMENT NAME

1. 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.
       - In the right-hand menu, click on the option Senior Project & Master Thesis Fees.
       - Click on Senior Project Fee.
       - Click on Add to Basket.
       - Click on Pay Now and complete the prompts for processing payment.
       - Regardless of the number of authors, pay the senior project fee once per project.
       - Keep or create a digital copy of the receipt for submission and your own records.

2. UPLOAD YOUR SENIOR PROJECT TO DIGITAL COMMONS
   - Visit DigitalCommons@CalPoly (digitalcommons.calpoly.edu), and click on the link in the right sidebar Submit a Senior Project, click on Department Name, and click on the Submit Research button in the right sidebar under Author Corner.
   - Read and review the Student Senior Project Contributor Agreement, check the box to agree to the above terms, and click Continue.
   - Complete all the required fields, and click Submit.
   - Upload a copy of the cashier’s receipt for the senior project processing fee by following the listed instructions.
     - Once the file appears, enter “Proof of Payment” under Description, and unclick the box under Show.
   - Upload any supplemental files for your project following the listed instructions.
     - Once the file appears, enter “Poster Board” under Description, and make sure the box under Show is clicked.
   - Click Save, and click Continue.

3. ALL DONE!
   - You will receive an email confirmation that your senior project has been uploaded and another email confirmation will be sent once it is publicly posted.
   - If your project is not approved by your advisor and/or department, you should be contacted by either party to advise on editing your submission.
   - Visit guides.lib.calpoly.edu/seniorprojects for more information.

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