HOW TO SUBMIT YOUR SENIOR PROJECT ONLINE

CONSTRUCTION MANAGEMENT DEPARTMENT

✓ 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 **Available Items** section, click **View all**.
    - Click on **Senior Project & Master Thesis Fees**.
    - Click on **Senior Project Fee**.
    - Click on **Add to Payment**.
    - 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.

✓ UPLOAD YOUR SENIOR PROJECT TO DIGITAL COMMONS

- Visit Digital Commons @ Cal Poly (digitalcommons.calpoly.edu), and click on the link in the right sidebar **Submit**, click on the **Submit Senior Project** button, click on **Construction Management**, 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, upload the following, and click **Submit**:
    1. **Research based senior project paper** _or_ **project based senior project with pictures**.
- Using the listed instructions, upload the following supplementary files:
    1. **Poster Board** - enter "Poster Board" under Description, and **check** the box under Show.
    2. **Senior Project Proposal** - enter "Proposal" under Description, and **check** the box under Show.
    3. **Reflection and Student Evaluation** - enter "Reflection" under Description, and **check** the box under Show.
    4. **Extra files** - enter "Digital Deliverables" under Description, and **check** the box under Show.
    5. **Cashier's Receipt** - enter "Proof of Payment" under Description, and **unclick** the box under Show.
- Click **Save**, and click **Continue**.
- If your project is not approved by your SME and/or department, you should be contacted by either party to advise on editing your submission.

CAL POLY
LEARN BY DOING
Robert E. Kennedy Library