

# HOW TO SUBMIT YOUR SENIOR PROJECT ONLINE

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



## 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](http://digitalcommons.calpoly.edu)), and click on the link in the right sidebar **Submit** under Author Corner, click on the **Submit Senior Project** button, click on your department, 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 **unlick** the box under Show.
- Upload any supplemental material using the same steps for uploading your cashier's receipt.
  - Once the file appears, enter a name for the file under Description, and make sure the box under Show is **clicked**.
- Click **Save**, and click **Continue**.



## 3. ALL DONE!

- You will receive email confirmations when your project has been uploaded, once it has been approved by your advisor and/or department, and publicly posted to Digital Commons.
- 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](http://guides.lib.calpoly.edu/seniorprojects) for more information.



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