

Thesis Center FAQ

For Students

- **IS THERE A STEP-BY-STEP GUIDE TO SUBMITTING MY THESIS/DISSERTATION?**
 - o Yes! There is a comprehensive Guidelines to Submission page [here](#).
 - o Also, once you register for Thesis Center, you will receive an email with instructions at each step of the process.
- **HOW DO I REGISTER FOR THESIS CENTER?**
 - o Go to the [Guidelines page](#), click “LOGIN” button.
- **WHEN SHOULD I CREATE THE THESIS CENTER PROFILE?**
 - o At least a week before you defend.
 - o [Masters Appointment of Committee form](#)
 - o [Doctoral Appointment of Committee form](#)
- **MY PROGRAM DOESN'T REQUIRE A DEFENSE. WHEN CAN I SEND THE APPROVAL TO SUBMIT EMAILS TO MY COMMITTEE?**
 - o As soon as you've created a Thesis Center profile. When you are creating the Thesis Center profile, you check the box that says “My program does not require a defense”. Once the profile has been created, you can enter the Checklist page, click “Approval to Submit,” and click “Send emails.”
- **HOW LONG DOES THE SUBMISSION PROCESS TAKE?**
 - o There are a lot of variables, but usually about 6 weeks total from the date your Checklist is complete.
- **WHO CAN SERVE ON MY THESIS/DISSERTATION COMMITTEE?**
 - o Please refer to [The Graduate School](#) portion of the USC Catalogue. On the top right, you can jump to “General Requirements for [Master's/Doctor of Philosophy](#) Degrees”. Committee makeup and other procedures are explained in detail.
- **WHAT IS MY POST CODE?**
 - o Your POST code is your Program Of Study code, NOT YOUR ZIP CODE.
 - o The POST code can be found in myUSC > OASIS > STARS Report.
- **WHAT IS THE “CHECKLIST?”**
 - o The Checklist is a set of documents required by the University. These documents ensure the academic rigor of the thesis/dissertation submission process, and the integrity of your degree.

- Checklists are different for Master's and Doctoral students. You can find the requirements for each [here](#).
- **WHEN WILL MY CHECKLIST BE REVIEWED?**
 - **If you are submitting for the current term**, your Checklist will be reviewed about 24 business hours after you complete the Checklist.
 - **If you are submitting for the next term**, your Checklist will be reviewed at the start of the next term.
 - **If you missed the Thesis Center Checklist deadline** for the current term, you are automatically submitting for the next term.
- **WHEN WILL MY MANUSCRIPT BE REVIEWED?**
 - **If you are submitting for the current term**, your Manuscript will be reviewed in the order it was submitted. The Thesis Coordinator typically conducts the first review within three weeks.
 - **If you are submitting for the next term**, your Manuscript will be reviewed at the start of the next term.
 - **If you missed the Thesis Center Checklist deadline** for the current term, you are automatically submitting for the next term.
- **WHAT ARE THE DEADLINES FOR SUBMISSION?**
 - There are three deadlines associated with Thesis Center submission: Checklist, Manuscript, and Library. The deadlines for submission are listed [here](#).
 - Checklist – upload your Checklist items to the Checklist page in Thesis Center.
 - Manuscript – upload your thesis/dissertation manuscript to the Submission page in Thesis Center.
 - Library – complete the USC Digital Library submission form. A link to the form will be emailed to you following the conclusion of your manuscript review process.
- **WHAT HAPPENS IF I MISS A DEADLINE?**
 - If you miss a deadline, you will be processed for the following term. No further action will be taken on your profile during the current term.
- **CAN I RECEIVE AN EXCEPTION OR AN EXTENSION?**
 - No.
- **WHAT IF I HAVE A JOB OFFER AND MY EMPLOYER NEEDS PROOF I'VE COMPLETED MY DEGREE?**
 - If there is a *pending job offer*, or paperwork which requires proof of the degree, the Graduate School can happily provide a **degree confirmation letter** following the upload of the manuscript to Thesis Center. If you'd like to request a degree verification letter, please email me at thesisdc@usc.edu and provide a copy of the job offer letter, or other paperwork, which states the requirement for degree confirmation.

- **WHAT IS THE EARLY SUBMISSION OPTION?**
 - The early submission option exempts students from the requirement to register in 594 or 794 if they have: 1) met the continuous enrollment requirement, 2) completed the Checklist, and 3) uploaded the manuscript to Thesis Center by the add/drop deadline for the given semester.
 - This is often a useful option for students who defend or submit just after the deadlines for a given term, and will not need to use the following term to complete their thesis or dissertation.
 - It is recommended that students submit the necessary documents and have a complete Checklist at least a week before the add/drop deadline in order to allow time to upload the manuscript.

- **WHAT DOES THE MANUSCRIPT REVIEW CONSIST OF?**
 - The manuscript review looks for **two main things**:
 - [Elements](#) required by the Graduate School.
 - Consistency in formatting across the manuscript.
 - **NOTE**: The manuscript will not be checked for adherence to any specific set of formatting guidelines.

- **WHAT TYPE OF FORMATTING SHOULD I USE IN MY MANUSCRIPT?**
 - The Graduate School does not require any specific set of formatting guidelines. Some individual programs/departments do require a specific set of formatting guidelines, which can be found [here](#).

- **WHAT IF I DON'T WANT MY THESIS/DISSERTATION TO BE PUBLISHED ONLINE?**
 - You can “embargo,” or restrict, the online publication of your manuscript for periods of 6 months up to 2 years. Beyond 2 years, you must submit a request to embargo, and the request will be reviewed.
 - Step-by-step guide [here](#). Presentation: [Submitting theses, dissertations, and other graduate projects to USC Libraries](#)
 - Submissions to Thesis Center are never made public through Thesis Center. However, all students are required to submit their manuscript to the USC Digital Library, which will archive the manuscript online in perpetuity. Following the Thesis Center review, you will be sent a link to the USC Digital Library website, where you will register your manuscript. On that form, you can exercise the option to embargo publication.

- **IS THERE A SUBMISSION FEE?**
 - There is a thesis (\$105) and dissertation (\$115) processing fee that will be assessed at the conclusion of your submission process. You will be notified via email when the fee has been assessed.

- **DO I HAVE TO SUBMIT TO PROQUEST?**

- No, it's not required. But you do have the option, and you will be provided with a link to the USC ProQuest portal in the final email you receive from Thesis Center.

- **WHERE CAN I GET MY MANUSCRIPT PRINTED/BOUND?**

- Third-party printer/binders like local print shop offer these services. ProQuest also offers a printing/binding service for a fee.