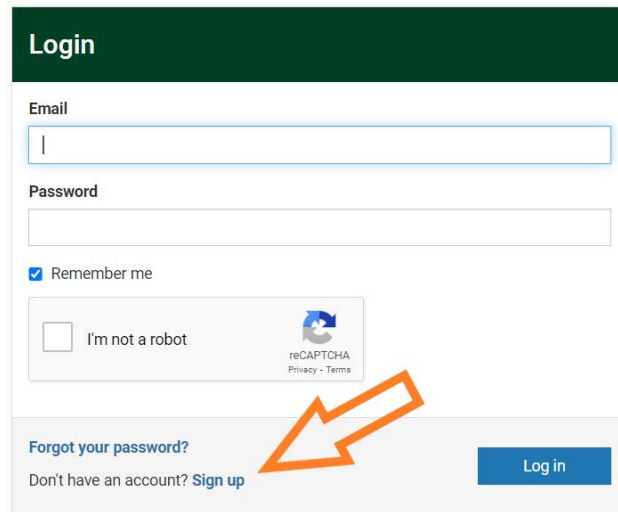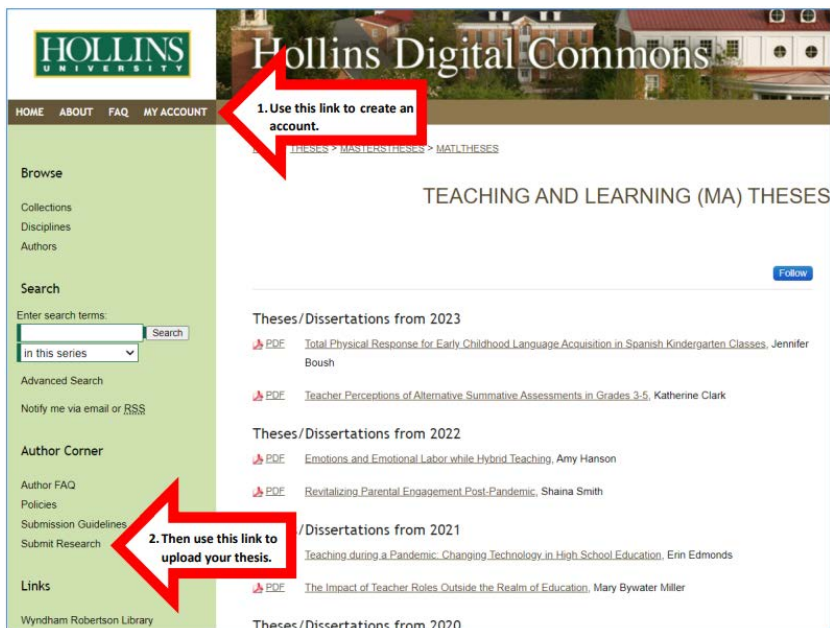# Submitting the Final Thesis/Project to the Hollins Digital Commons

NOTE: Begin this process only **AFTER** your thesis/project has been approved by both your directing professor and your program director.

To submit your thesis digitally, you will need to create an account on the HDC site, at https://digitalcommons.hollins.edu. Click on "My Account" in the top left. Look under the "Forgot your password" prompt and click on the link for "Sign up." After you log in, go back to the Theses page and look under the "Author Corner" section on the left for the link "Submit Research" to begin the process. Before beginning the submission process, we recommend that you use the checklist below to make sure you are ready.

□ I have all documents, including my final thesis/project and any supporting files (images, spreadsheets, audio, etc.) that I plan to upload ready.

□ I have the title of my document exactly as it appears on the title page.

□ I have selected key words (no more than 10) for my document, that represent the subject matter of the thesis/project.

□ I have my abstract (up to 250 words) available to be inserted into the submission form.

□ I have submitted a copy of my title page signed by my directing professor to the Graduate Studies Office.

Please note that your final thesis/project will be only accessible on the HDC to Hollins community members. Your faculty advisor may nominate your work for open accessibility through the Digital Commons – if this happens, you will be notified and asked if you consent to having your work openly available.