

ACADEMIC REQUIREMENTS COMPLETION SYSTEM (ARCS)

Walk-Through Guides for the Department

June 2023



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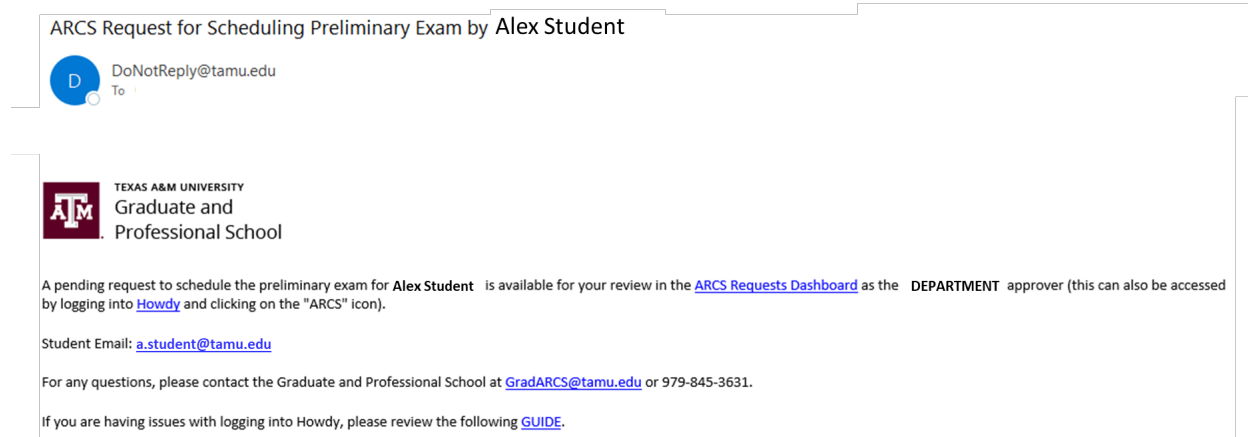
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NOTE: As we continue to improve the system, there might be some slight changes from the screenshots provided and the live version of ARCS.

PRELIMINARY EXAM REQUEST

Department Walk-Through

- 1) You will **ONLY** be asked to approve a student's preliminary exam request if the student has greater than 6 hours of graded degree plan coursework remaining to be completed.
- 2) After the committee Chair approves the preliminary exam request, you will receive an email of a pending ARCS request. To access ARCS, select the [ARCS Requests Dashboard](#) link (see below):

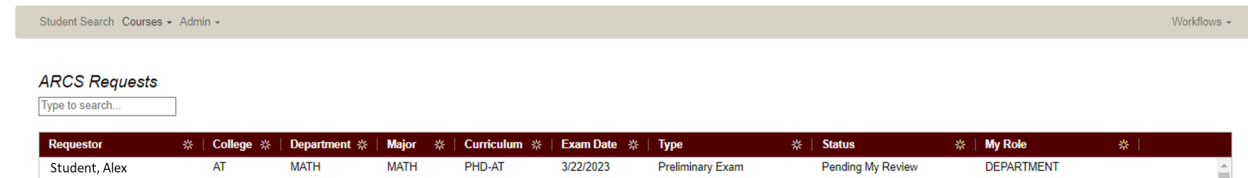


- 3) If you are unable to access your ARCS dashboard through the [ARCS Requests Dashboard](#) link, please log into [Howdy](#).

a. After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):



- 4) Once inside of ARCS, you will see your "ARCS Requests" dashboard (see below):



- a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.
- b) Any requests requiring your review will be labeled "Pending My Review" in the "Status" column.
- c) To open the student's preliminary exam request, click on the request.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

5) After selecting the preliminary exam request, you will be taken to a new landing page containing information regarding the student’s request (see below):



Preliminary Exam Request

Instructions

- To schedule the preliminary exam, 6 hours or less of graded coursework remaining is required. The student has greater than 6 hours of graded coursework remaining on their degree plan.
- If changes need to be made to the student request, select "Change Request".
- If the request needs to be returned to the student, select "Return Request".
 - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request, select "Approve Request" and confirm your selection.

Curriculum

Doctor of Philosophy
 Level Graduate
 Program PHD [AT]
 Admitted Fall 2020 - College Station
 GR - Graduate
 Catalog Fall 2020 - College Station
 College Arts and Sciences
 Campus College Station
 Major Mathematics
 Major Dept Mathematics

Exam Details

Tentative Exam Completion Date: 3/22/2023
 Substitute: Deborah Bell-Pedersen (for Bojan Popov)
 Hours of graded coursework remaining: 18

Change Request Approve Request Return Request

Exam Request Approval Comments

Role	Date	Comments
STUDENT	2/28/2023	Ready to take my preliminary exam!
PRECOMMITTEE	2/28/2023	Added a substitute for this student's preliminary exam.
CHAIR	2/28/2023	Not ready to schedule the preliminary exam.
STUDENT	2/28/2023	Testing out prelims after request has been returned.

Exam Request Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	2/28/2023
PRECOMMITTEE	Approved	2/28/2023
CHAIR	Approved	2/28/2023
DEPARTMENT	Review	

6) In this screen you will be able to:

- View the student’s degree information in the “Curriculum” section.
- View the approval status of the request in the “Exam Request Approval Status” section.
- Review any comments for the proposal in the “Exam Request Approval Comments” section.
- Change, approve, or return the request.

7) If the student has more than 6 hours of graded degree plan coursework remaining to complete, the Department will also need to approve the request.

- The number of hours of graded coursework remaining will be displayed in the “Exam Details” section **ONLY** if the student has more than 6 hours remaining (highlighted below):

Exam Details

Tentative Exam Completion Date: 3/24/2023
 Substitute: Deborah Bell-Pedersen (for Bojan Popov)

Hours of graded coursework remaining: 18

Change Request Approve Request Return Request

- 8) If a student is **NOT** registered in the semester they plan to take the preliminary exam, you will need to acknowledge that the student will be registered at the time they take their preliminary exam before you can approve the request (see below):

Exam Details

Tentative Exam Completion Date: 3/30/2023

* The student is required to be registered for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. The student is currently NOT registered in the term they plan to take the preliminary examination. By checking the acknowledgement box, you verify that the student will meet the registration requirement by the time the preliminary exam is held.

Required

[Change Request](#) [Approve Request](#) [Return Request](#)

NOTE: The student is required to acknowledge that they need to be registered in the semester they take the preliminary exam before submitting the request. Any subsequent approvers will also be notified that the student is not currently registered in the semester they plan on taking the exam.

- 9) If you click on “Change Request” or “Return Request”, the following landing pages will be displayed (see below):

Change Request

Change Requested

Instructions

- Please make any required changes to the information below.
 - Once changes have been made, select “Change Exam”.
- NOTE: All comments will be viewable by the student and approvers.

Tentative Exam Completion Date:

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Comments:

Characters Remaining: 1000

[Change Exam](#) [Back](#)

- 1) On the “Change Request” landing page, you will have the option to:
- a. Change the “Tentative Exam Completion Date”
 - b. Select a substitute for a student’s exam
 - c. Add any “Comments” for the student and approvers

NOTE: Any comments added will be viewable by the student and any approvers.

- 2) If a substitute is needed for the student’s exam, and once you have identified an eligible substitute faculty member, use the “Graduate Committee Substitution” option (see below):

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

NOTE: The Committee Chair cannot be substituted. Additionally, if the committee member who is unavailable is the only outside member, they must be substituted with an outside member.

- a. Select which committee member is not able to attend, and then type in the name of the replacement faculty member or select from the drop-down list of eligible faculty members.
- b. If the substitute faculty member does not show up in the list of eligible list of faculty, please contact the Grad School at GradARCS@tamu.edu.

- 3) Once you have made any necessary updates, click on “Change Exam”.

Return Request

Return Request

Instructions

- Enter reason below for returning the preliminary exam request.
- After confirming, the preliminary exam request will be returned to the student.
- NOTE: Comments will be viewable to the student and all approvers.

Reason for Request:*

Characters Remaining: 1000

- 1) On the “Return Request” landing page, you will have the option to return the student’s preliminary exam request.
- a. If you wish to return the students exam request, a reason for the return is required (**NOTE:** Any comments added will be viewable by the student and any approvers).
 - b. Once you have entered the reason for the return, click on “Return Request” to return the exam request to the student.

Approve Request

- 1) To approve a student's preliminary exam request, click on the "Approve Request" button.
 - a. You will be asked to confirm your request, click on "OK" to finish the approval of the request (see below):

Preliminary Exam Request

Instructions

- To schedule the preliminary exam, 6 hours or less of graded coursework remaining is required. The student has greater than 6 hours of graded coursework remaining on their degree plan.
- If changes need to be made to the student request, select "Change Request".
- If the request needs to be returned to the student, select "Return Request".
 - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request, select "Approve Request" and confirm your selection.

Exam Details

Tentative Exam Completion Date: 3/22/2023
 Substitute: Deborah Bell-Pedersen (for Bojan Popov)
 Hours of graded coursework remaining: 18

[Change Request](#)

[Approve Request](#)

[Return Request](#)

Exam Request Approval Comments

Role	Date	Comments
STUDENT	2/28/2023	Ready to take my preliminary exam!
PRECOMMITTEE	2/28/2023	Added a substitute for this student's preliminary exam.
CHAIR	2/28/2023	Not ready to schedule the preliminary exam.
STUDENT	2/28/2023	Testing out prelims after request has been returned.

Exam Request Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	2/28/2023
PRECOMMITTEE	Approved	2/28/2023
CHAIR	Approved	2/28/2023
DEPARTMENT	Review	

Curriculum

Doctor of Philosophy

Level: Graduate
 Program: PHD [AT]
 Admitted: Fall 2020 - College Station
 GR - Graduate
 Catalog: Fall 2020 - College Station
 College: Arts and Sciences
 Campus: College Station
 Major: Mathematics
 Major Dept: Mathematics

Confirm Action i

Approve request?


NOTE: If you have any issues with the dashboards or landing pages, please contact the Grad School at GradARCS@tamu.edu.


PROPOSAL APPROVAL FORM

Department Walk-Through

- 1) After the entire Committee approves the student's proposal, you will receive an email of a pending ARCS request. To access ARCS, select the [ARCS Requests Dashboard](#) link (see below):

ARCS Request to Review Research Proposal by Adrian Student

 DoNotReply@tamu.edu
To

 TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to review the Research Proposal for **Adrian Student** is available for your review in the [ARCS Requests Dashboard](#) as the DEPARTMENT approver (this can also be accessed by logging into [Howdy](#) and clicking on the "ARCS" icon).

Student Email: a.student@tamu.edu

For any questions, please contact the Graduate and Professional School at GradARCS@tamu.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following [GUIDE](#).

- 2) If you are unable to access your ARCS dashboard through the [ARCS Requests Dashboard](#) link, please log into [Howdy](#).

- a. After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):



- 3) Once inside of ARCS, you will see your "ARCS Requests" dashboard (see below):

Student Search Courses Admin Workflows

ARCS Requests

Type to search...

Requestor	College	Department	Major	Curriculum	Exam Date	Type	Status	My Role
Student, Alex	AT	STAT	STAT	PHD-AT		Proposal	Pending My Review	DEPARTMENT

- a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.
- b) Any requests requiring your review will be labeled "Pending My Review" in the "Status" column.
- c) To open the student's proposal approval request, click on the request.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

4) After selecting the proposal request, you will be taken to a new landing page containing information regarding the student’s request (see below):

Proposal

Instructions

- To view the student’s uploaded Research Proposal, click the “preview” icon next to the uploaded file.
 - NOTE: The file should include the Title Page, Table of Contents, and Abstract/Introduction as one PDF document.
- If the request needs to be returned to the student, select “Return Proposal”.
 - NOTE: If the request is returned to the student, a reason is required for the return and all previous approvals will be reset.
- To approve the request, select “Approve Proposal” and confirm your selection.

Curriculum

Doctor of Philosophy

Level Graduate
 Program PHD [AT]
 Admitted Fall 2020 - College Station
 IG - Int'l Graduate
 Catalog Fall 2020 - College Station
 College Arts and Sciences
 Campus College Station
 Major Statistics
 Major Dept Statistics

Proposal Details

Tentative Title: The Answer to the Meaning of Life, the Universe, and Everything is 42
 Uploaded File: My Awesome Proposal.pdf

Proposal Approval Comments

Role	Date	Comments
STUDENT	3/15/2023	Proposal is ready for submission.
PRECOMMITTEE	3/15/2023	Proposal is ready for committee review.

Proposal Approval Status

Role	Status	Date
SUBMITTER	Submitted	3/15/2023
PRECOMMITTEE	Approved	3/15/2023
MEMBER	Approved	3/15/2023
MEMBER	Approved	3/15/2023
CO-CHAIR	Approved	3/15/2023
CHAIR	Approved	3/15/2023
DEPARTMENT	Review	
GRAD_SCHOOL	Pending	

5) In this screen you will be able to:

- View the student’s degree information in the “Curriculum” section.
- View the approval status of the request in the “Proposal Approval Status” section.
- Review any comments for the proposal in the “Proposal Approval Comments” section.
- Approve or return the proposal request.

6) To view the student’s uploaded document, click on the “View/Eye” icon next to the file name.

7) If you click on “Return Proposal”, the following landing page will be displayed (see below):

Proposal Return

Instructions

- Enter the reason below for returning the Research Proposal request.
- Once the request is returned, the student will have the ability to make any required changes.
- **NOTE: If the request is returned, any previous approvals will be reset, and the Research Proposal will have to be re-approved.**

Comments:*

Characters Remaining: 4000

Return Proposal

Back

- 1) On the “Return Proposal” landing page, you will have the option to return the student’s proposal.
 - a. If you wish to return the students proposal, a reason for the return is required (**NOTE: Any comments added will be viewable by the student and any approvers**).
 - b. Once you have entered the reason for the return, click on “Return Proposal” to return the proposal to the student.

****NOTE: If the request is returned, ALL previous approvals will be reset, and the proposal will need to be re-approved.**

- 2) If a student’s proposal is returned, you will receive an email notification:

ARCS Research Proposal Request Returned for Alex Student



To
DoNotReply@tam.u.edu



TEXAS A&M UNIVERSITY
Graduate and
Professional School

The research proposal request for **Alexander Student** has been returned by the Committee. Please review the reason for the request return in your [ARCS Requests Dashboard](#) (this can also be accessed by logging into [Howdy](#) and clicking on the "ARCS" icon).

Student Email: a.student@tam.u.edu

For any ARCS related questions, please contact the Graduate and Professional School at GradARCS@tam.u.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following [GUIDE](#).

- 3) When the student re-submits their Proposal for review, and the entire Committee approves the request, you will receive an email notification of a pending request:

ARCS Request to Review Research Proposal by Adrian Student



To
DoNotReply@tam.u.edu



TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to review the Research Proposal for **Adrian Student** is available for your review in the [ARCS Requests Dashboard](#) as the DEPARTMENT approver (this can also be accessed by logging into [Howdy](#) and clicking on the "ARCS" icon).

Student Email: a.student@tam.u.edu

For any questions, please contact the Graduate and Professional School at GradARCS@tam.u.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following [GUIDE](#).

Approve Proposal

- 1) To approve the proposal, click on “Approve Proposal”. You will be prompted to confirm your decision.
 - a. To complete the approval, click “OK”.

Degree Plan

Preliminary Exam

Proposal

Residency

Candidacy

Final Exam

Confirm Action

i

Approve proposal?

OK

Cancel

Proposal

Instructions

- To view the student's uploaded Research Proposal, click the "preview" icon next to the uploaded file.
 - NOTE: The file should include the Title Page, Table of Contents, and Abstract/Introduction as one PDF document.
- If the request needs to be returned to the student, select "Return Proposal".
 - NOTE: If the request is returned to the student, a reason is required for the return and all previous approvals will be reset.
- To approve the request, select "Approve Proposal" and confirm your selection.

Proposal Details

Tentative Title: The Answer to the Meaning of Life, the Universe, and Everything is 42

Uploaded File: My Awesome Proposal.pdf

Approve Proposal

Return Proposal

Proposal Approval Comments

Role	Date	Comments
STUDENT	3/15/2023	Proposal is ready for submission.
PRECOMMITTEE	3/15/2023	Proposal is ready for committee review.

Proposal Approval Status

Role	Status	Date
SUBMITTER	Submitted	3/15/2023
PRECOMMITTEE	Approved	3/15/2023
MEMBER	Approved	3/15/2023
MEMBER	Approved	3/15/2023
CO-CHAIR	Approved	3/15/2023
CHAIR	Approved	3/15/2023
DEPARTMENT	Review	

Curriculum

Doctor of Philosophy

Level Graduate
 Program PHD [AT]
 Admitted Fall 2020 - College Station
 IG - Int'l Graduate
 Catalog Fall 2020 - College Station
 College Arts and Sciences
 Campus College Station
 Major Statistics
 Major Dept Statistics

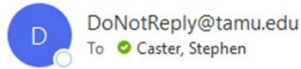
NOTE: If you have any issues with the dashboards or landing pages, please contact the Grad School at GradARCS@tamu.edu.

FINAL EXAM (DEFENSE) REQUEST

Department Walk-Through

- 1) After a student submits their final exam (defense) request, you will receive an email of a pending ARCS request when it is your turn to approve the request. To access ARCS, select the [ARCS Requests Dashboard](#) link (see below):

ARCS Request for Scheduling Final Exam by Alex Student



A pending request to schedule the final exam for Alex Student is available for your review in the [ARCS Requests Dashboard](#) as the DEPARTMENT approver.

Student Email: a.student@email.tamu.edu

For any questions, please contact the Graduate and Professional School at GradARCS@tam.u.edu or 979-845-3631.

If you have not claimed your NetID or have questions about your NetID, click [HERE](#).

If you need help enrolling in DUO or have any questions about DUO, click [HERE](#).

- 2) If you are unable to access your ARCS dashboard through the [ARCS Requests Dashboard](#) link, please log into [Howdy](#).
 - a) After logging into Howdy, select the “ARCS” icon at the top of the page (see icon below):



- 3) Once inside of ARCS, you will see your “ARCS Requests” dashboard (see below):

Student Search Workflows ▾

ARCS Requests

Type to search...

UIN	Requestor	College	Department	Major	Curriculum	Exam Date	Type	Status	My Role
777008888	Student, Alex	BA	MKTG	BUAD	PHD-BA	2/28/2022	Final Exam	Pending My Review	DEPARTMENT

- a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.
- b) Any requests requiring your review will be labeled “Pending My Review” in the “Status” column.
- c) To open a student’s request, click on the request that you want to view.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

- 4) After selecting the request, you will be taken to a new landing page containing information regarding the student’s request (see below):

Selected term: **Fall 2021 - College Station** Viewing: **Alex Student (777008888, No active email found)**

Overview Student Record Notifications | Holds

Progress: Degree Plan — Preliminary Exam — Proposal — Residency — Candidacy — **Final Exam** — Dissertation

Final Exam Request

Exam Details

Dissertation Title: Testing Everything Standard Test
 Exam Date: 2/28/2022
 Exam Time: 10:00 AM
 Location: Testing Town

Change Exam Approve Request Cancel Exam

Curriculum

Doctor of Philosophy

Level Graduate
 Program PHD [BA]
 Admitted Fall 2016 - College Station
 IG - Int'l Graduate
 Catalog Fall 2016 - College Station
 College Mays Business School
 Campus College Station
 Major Business Administration
 Major Dept Marketing

Workflow Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	2/7/2022
PRECOMMITTEE	Approved	2/7/2022
CHAIR	Approved	2/7/2022
DEPARTMENT	Review	2/7/2022
GRAD_SCHOOL	Pending	2/7/2022

- 5) On this page you will be able to:
 - a) View the student’s degree information in the “Curriculum” section
 - b) View the approval status in the “Workflow Status” section
 - c) Have the option to change, approve, or cancel the Final Exam Request.
- 6) If “Change Exam” is selected, the following screen should be displayed:

Instructions

- Please make any necessary changes to the information below.
- Changes to the final exam are allowed up to **2 days** prior to the final exam.
- A committee member substitute may be selected at any time prior to the start of the final exam.
- NOTE: If the final exam DATE is changed, a degree audit will be initiated to verify eligibility.

Change Requested

Title:

Do you plan on graduating this semester? Yes No

Date:

Time: : AM

Location:

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Do you want your exam announcement to be public or private? Public Private

Additional Comments:

NOTE: You will only be able to select a substitute for the student’s graduate committee.

- 7) If one of the student’s committee members is NOT able to attend the final exam, you will be able to select a substitute for the final exam on this screen.
 - a) Once you have identified an eligible substitute faculty member, use the “Graduate Committee Substitution” option (see below):

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Do you want your exam announcement to be public or private? Public Private

Additional Comments:

NOTE: The Committee Chair cannot be substituted. Additionally, if the committee member who is unavailable is the only outside member, they must be substituted with an outside member.

b) Select which committee member is not able to attend, and then type in the name of the replacement faculty member or select from the drop-down list of eligible faculty members.

c) If the substitute faculty member does not show up in the list of eligible faculty, please contact the Grad School at GradARCS@tamu.edu.

8) Once the required changes have been made, click the “Change Final Exam” button.

NOTE: After the student’s final exam request has been approved by the Grad School, please contact the Grad School at GradARCS@tamu.edu to make any changes.

9) If “Cancel Exam” is selected, the following screen should be displayed:

Instructions

- Enter reason below for cancelling the final exam request.
- After confirming cancellation of the final exam, the request will be invalidated.

Cancellation Request

Reason for Request:*

Characters Remaining: 1000

[Cancel Final Exam](#) [Back](#)

10) To cancel the exam, enter a reason for the cancellation in the “Reason for Request” box.

11) Next select “Cancel Final Exam”. You will then be prompted to confirm your cancellation of the final exam. If you wish to continue, click “OK”.

NOTE: Any previous approvals will be reset, and the student will need to log back into their My ARCS account to resubmit the final exam request.

12) To approve the request, verify that the information the student entered is correct under “Exam Details” and select “Approve Request”.

a) You will be prompted to confirm your approval. Select “OK” to confirm the request.

Confirm Action
Approve request?
OK Cancel

Overview Student Record [Notifications | Help](#)

Final Exam Request

Exam Details

Dissertation Title: Testing Everything Standard Test
Exam Date: 1/31/2022
Exam Time: 09:00 AM
Location: Testing Town

[Change Exam](#) [Approve Request](#) [Cancel Exam](#)

Curriculum

Doctor of Philosophy

Level: Graduate
Program: PhD (SC)
Admitted: Fall 2013 - College Station
GR - Graduate
Catalog: Fall 2013 - College Station
College: Science
Campus: College Station
Major: Physics
Major Dept: Physics & Astronomy

- 13) After the student's final exam request has been approved by the Grad School, please contact the Grad School at GradARCS@tamu.edu to make any changes.
- 14) If you have any issues with the dashboards or landing pages, please contact the Grad School at GradARCS@tamu.edu.

THESIS/DISSERTATION/RECORD OF STUDY APPROVAL FORM

Department Walk-Through

- 1) After a student submits their Thesis/Dissertation/Record of Study approval request, you will receive an email of a pending ARCS request after the Committee has approved the Thesis/Dissertation/Record of Study. To access ARCS, select the [ARCS Requests Dashboard](#) link (see below):

2)

ARCS Request to review Dissertation for Adrian Student



DoNotReply@tamu.edu
To: approver@email.tamu.edu



Thu 5/12/2022 11:29 AM



TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to approve the Dissertation for Adrian Student is available for your review in the [ARCS Requests Dashboard](#) as the DEPARTMENT approver (this can also be accessed by logging into [Howdy](#) and clicking on the "ARCS" icon).

Student Email: a.student@email.tamu.edu

Please be sure to only approve the manuscript when the document is ready for final submission. Once the manuscript has been approved, if any changes are needed, please contact Thesis and Dissertation Services at thesis@tamu.edu or 979-845-3631.

If you have not claimed your NetID or have questions about your NetID, click [HERE](#).

If you need help enrolling in DUO or have any questions about DUO, click [HERE](#).

- 3) If you are unable to access your ARCS dashboard through the [ARCS Requests Dashboard](#) link, please log into [Howdy](#).

a) After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):



4) Once inside of ARCS, you will see your “ARCS Requests” dashboard (see below):

Student Search Workflows ▾

ARCS Requests

Type to search...

UIN	Requestor	Coll...	Department	Major	Curricu...	Exam D...	Type	Status	My Role
123456789	Student, Arthur	SC	PHYS	PHYS	PHD-SC		Dissertation Approval	Pending My Review	DEPARTMENT
987654321	Student, Adrian	SC	PHYS	PHYS	PHD-SC		Dissertation Approved	Approved	DEPARTMENT
123456789	Student, Arthur	SC	PHYS	PHYS	PHD-SC	1/10/2022	Final Exam Results	Pass	DEPARTMENT
987654321	Student, Adrian	SC	PHYS	PHYS	PHD-SC	12/16/2021	Final Exam Results	Pass	DEPARTMENT

- In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.
- Any requests requiring your review will be labeled “Pending My Review” in the “Status” column.
- To open the student’s Thesis/Dissertation/Record of Study approval request, click on the request.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

5) After selecting the request, you will be taken to a new landing page containing information regarding the student’s request (see below):

Overview Student Record ▾ Notifications | Holds

Degree Plan — Preliminary Exam — Proposal — Residency — Candidacy — Final Exam — Dissertation

Dissertation

AAUDE and SED Surveys
View Details >

Copyright Approval Status
View Details >

Dissertation Approval Form
View Details >

[Click to Begin Approval](#)

Manuscript Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	3/9/2022
DEPARTMENT	Review	3/9/2022
GRAD_SCHOOL_TDS	Pending	3/9/2022

- a) To approve the Thesis/Dissertation/Record of Study, click on the “Click to Begin Approval” button shown below.
- b) You can also view the details of the student request by selecting “View Details”. The following screen should appear:

Dissertation Approval Form

View Details ▾

Title:

Graduation Term:

I hereby acknowledge that I have uploaded my Thesis/Dissertation/Record of Study to Vireo

Click to Begin Approval

- 6) After selecting “Click to Begin Approval”, you will be prompted to acknowledge your approval of the document (see below):

Manuscript Grading

Manuscript Approval

*I confirm that the content of the document can be submitted to Thesis and Dissertation Services for processing and acceptance.

Approve **Back**

Manuscript Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	1/13/2022
DEPARTMENT	Review	1/13/2022
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