

## ProQuest Thesis/Dissertation Administrator

### Instructions for the Major Advisor/Committee Chair of a thesis/dissertation

1. Notify your ProQuest Administrator of Graduate Studies ([dbova@fgcu.edu](mailto:dbova@fgcu.edu)) that a student plans to upload a thesis or dissertation through ProQuest.
2. The ProQuest Administrator will set you up with a ProQuest Administrator account.
3. You will receive an email from [etdadministrator@proquest.com](mailto:etdadministrator@proquest.com) welcoming you to ProQuest.
4. This email may go into your SPAM folder.
5. Locate the email and follow the link to [ProQuest](#).
6. Sign In as an administrator using your username and your password.

UMI ETD ADMINISTRATOR

Administrators: [Sign in](#)  
Students: [Submit](#) [Revise](#)

FLORIDA GULF COAST UNIVERSITY

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### Publishing your dissertation/thesis at Florida Gulf Coast University

Campus Resources & Guidelines for Florida Gulf Coast University

This is the place where you can come to learn how your campus can assist you with your dissertation/thesis needs - from links to the campus writing center to important information about deadlines.

▶ [Campus Resources](#)  
Learn more about your institution's guidelines & resources.

**Preparing to submit your dissertation or thesis**

Are you working toward submission of your dissertation or thesis? Obtain the information you need to ensure it's published the way you want it to look.

▶ [Publishing Guides](#)  
View instructions and guides to help you prepare your manuscript.

**About ProQuest/UMI Dissertation Publishing**

[ProQuest/UMI Dissertation Publishing](#) is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. By publishing with ProQuest/UMI, you ensure your dissertation or thesis gains the widest possible audience.

Ready to begin?

▶ [Submit my dissertation/thesis](#)

▶ [View/revise existing submission](#)

An Electronic Thesis & Dissertation is called an **ETD**. When you log into ProQuest you will view a list of ETDS. The ProQuest Administrator ([dbova@fgcu.edu](mailto:dbova@fgcu.edu)) will have assigned your student's ETD to you.

7. Click on the **Title** of the ETD.

Results 1 - 5 of 5

ID	Student	Title	Last Event	Administrator	Date Submitted
10019	Young, Ryan	<a href="#">Ecological Indicators of Resto...</a>	Administrator assigned	Campbell, Caroline	2013-11-27
10021	Norden, Sara	<a href="#">How the Internet has Changed L...</a>	Administrator assigned	Walsh-Haney, Heather	2013-12-28
10023	Lechowicz, Christopher J.	<a href="#">Aspects of the Population Dyna...</a>	Scheduled for Delivery	Campbell, Caroline	2013-12-23
10026	Talbott, Jeffrey Woodward	<a href="#">Determining Improved Water Qua...</a>	Submitted	<a href="#">assign</a>	2013-12-15
10028	Evans, Betsy	<a href="#">Dynamics of a problematic vult...</a>	Scheduled for Delivery	Campbell, Caroline	2014-01-08

8. You will view the **ETD Details** such as their Keywords, Degree/Department Information, copyright or embargo selections and delayed release.

9. View the ETD. **If any modifications need to be made, contact the student.**

**Manage this ETD:**

- [View ETD details](#)
- [Assign administrator](#)
- [Add notes](#)
- [Edit tags](#)
- [Save XML file](#)
- [View checklist](#)
- Decisions:**
- [Register decision](#)
- [View decisions](#)
- Revisions/Changes:**
- [Revise details](#)
- [Revise PDF](#)
- [Revise supplemental files](#)
- [Revise administrative documents](#)
- [Revise PQ publishing options](#)
- [View revision history](#)
- [View history](#)
- [View order](#)
- Delivery:**
- [Deliver to ProQuest/UMI](#)
- Withdraw:**
- [Withdraw this submission](#)

**ETD Details:**

Title: Ecological Indicators of Restoration Success: Fish Community Distribution, Composition, and Sampling Strategies withing the Pícaiyune Strand Restoration Project  
 ID: 10019  
 Author(s): Ryan Young

**Student Notes to Administrator:**

**Publishing Settings & Copyright**  
 Traditional Publishing: [View agreement](#)  
 Delayed Release (ProQuest): 1 year (Note: Please notify me via email prior to the release of my work.)  
 Allow search engine access.  
 Do not file for copyright - I am requesting that ProQuest/UMI not file for copyright on my behalf.

**Institutional Repository (IR) Publishing Options**  
 Include in institutional repository: Yes  
 Delayed Release (IR): Do not delay release to Institutional Repository

**PDF and Supplementary Files**  
[PDF](#) (3.6 MB) [View ETD](#)  
 -- No supplemental files provided --

**Degree/Department Information**  
 Year degree awarded: 2013  
 Degree Awarded: Master of Science  
 Year Manuscript Completed: 2013  
 Department: Environmental Science  
 Advisor/Supervisor/Committee Chair: Edwin M Everham, David W Ceillely  
 Committee Members: Michael Duever

**Subject Categories**  
 Environmental science [0768] - primary  
 Ecology [0329]  
 Biology [0306]

**Keywords**  
 Bioindicators  
 Fish  
 Florida  
 hydrology  
 Restoration  
 sheet flow

**Locked**

Administrator: Caroline Campbell  
 Last event: Administrator assigned  
 Status: Ready for Checklist

**My Tags:**

**Admin notes:**  
[View all admin notes](#)

10. Click **View Checklist** on the left hand menu. **Completion of this checklist will generate an email to complete the student's graduation checklist requirement.** This checklist also lets Graduate Studies know that they may submit the ETD for publishing.

11. Complete the Checklist and **Save Changes**.

**Checklist:**

The thesis/dissertation was approved by all committee members  
Note:

The thesis/dissertation meets the formatting requirements of our discipline  
Note:

We approve the submission of this thesis/dissertation through ProQuest UMI  
Note:

**Save Changes**

12. Now you may **Register a Decision** which will notify both the student and the ProQuest Administrator of Graduate Studies that their submission has been accepted. **Note: completion of the checklist must occur first.**

**Register Decision**

After reviewing this dissertation/thesis, select your decision from the dropdown.

An email message will be provided for you to modify as needed.

**1** Select Decision  
Decision:

**Note:** A decision of "Accept" can not be registered because the checklist is not complete. To complete it [View checklist](#)

**2** Email decision letter  
To:  Student  
 Administrators  
[Reset to Default](#)

Subject:

Message:

13. **Register a Decision of Accept.** An email will be sent to you, the ProQuest Administrator of Graduate Studies and the student. Forward the email to your department chair.

14. You are done, you may now log out of ProQuest. The ProQuest Administrator of Graduate Studies will submit the ETD for publishing in 5 – 10 business days.