THESIS/DISSERTATION/RECORD OF STUDY APPROVAL FORM

Student Walk-Through

1) To open ARCS, log into Howdy and select the "My ARCS" icon at the top of the page (see icon below):

2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your degree (see below):

NOTE: The milestones may appear differently depending on your degree type.

a) If you have NOT completed your final exam (defense), but have an approved final exam request, you will be automatically taken to the Final Exam milestone. However, you can still click on the Thesis/Dissertation/Record of Study milestone. NOTE: You can complete the Copyright and Availability form. However, you cannot submit the Thesis/Dissertation/Record of Study approval form until the final exam is passed.

b) The system will automatically take you to the Thesis/Dissertation/Record of Study milestone once you have passed your final exam.

c) If the system does not take you directly to the Thesis/Dissertation/Record of Study milestone after passing your final exam or if any of the landing pages shown below are not displayed, please contact the Grad School at GradARCS@tamu.edu.

NOTE: Your completed Thesis/Dissertation/Record of Study needs to be uploaded to Vireo <u>BEFORE</u> you submit the Thesis/Dissertation/Record of Study approval form.

3) On the Thesis/Dissertation/Record of Study milestone landing page, the following should be displayed:

Dissertation

Instructions

For the Dissertation/Record of Study milestone, the following are required:
1. Complete the AAUDE and SED surveys and upload the completion certificates/screenshots.
   - For the SED survey, you will receive a certificate to upload.
   - For the AAUDE survey, you will receive a confirmation email. Please upload a PDF of this email or a screenshot of the email.
2. Complete and submit the Copyright and Availability Form (Committee Chair approval of request required)
3. Once you have passed your final exam and completed the step above, you will have access to:
   - Submit your Dissertation/Record of Study to Vireo (etd.tamu.edu)
   - Begin submission of the Dissertation/Record of Study Approval Form
4. Upload your Dissertation/Record of Study to Vireo
5. Complete and submit the Dissertation/Record of Study Approval Form

NOTE: For questions about submission deadlines for Vireo and graduation, please visit grad.tamu.edu

AAUDE and SED Surveys

Complete the AAUDE and SED surveys and upload the survey certificates to help us improve our graduate programs. For more information on the surveys, please visit the Graduate School website.
NOTE: To replace the survey uploaded, select "Upload AAUDE Certificate" or "Upload SED Certificate" and select the correct PDF file to upload.

Upload AAUDE Certificate	Upload SED Certificate

My Awesome Proposal.pdf 👁   My Awesome Proposal.pdf 👁

Copyright and Availability Form

View submission ❯

Copyright Approval Status

Role	Name	Status	Date
SUBMITTER	Sarver, Isaac A.	Submitted	9/5/2023
CHAIR		Review	
GRAD_SCHOOL_TDS		Pending	

Dissertation Approval Form

Begin Submission

NOTE: If you have not had your Copyright and Availability (C&A) form approved by your Chair, you will NOT be able to submit the Thesis/Dissertation/Record of Study Approval Form. Detailed instructions for completing the surveys and C&A form can be found in the C&A Guide.

4) After receiving approval for your Copyright and Availability Form from your Chair, you will have the option to click on "Begin Submission" in the Thesis/Dissertation/Record of Study Approval Form section. The following screen should then be displayed:

Dissertation Approval Form

Instructions

- Enter the title of the document submitted to Vireo (if different from below).
- Your document should be uploaded to Vireo (etd.tamu.edu) prior to submitting this form for approval.

Title: Testing Everything Standard Test

Graduation Term:

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

Submit   **Back**

5) Be sure to read through the provided instructions.

   a) Verify the title of your Thesis/Dissertation/Record of Study matches the title of the document submitted to Vireo.
   b) A graduation term may be selected but is not required.
   c) Acknowledge that you have uploaded your Thesis/Dissertation/Record of Study in Vireo.
   d) Click "Submit" to begin the Thesis/Dissertation/Record of Study approval process.

6) After submitting the Thesis/Dissertation/Record of Study approval form, you will see a pop-up in the right-hand corner verifying submission (see below):

7) After full committee approval, your manuscript will then need to be approved by your Department and Thesis & Dissertation Services (GRAD_SCHOOL_TDS). You will be able to track the approval status of your manuscript (see below):

NOTE: Any edits to your Thesis/Dissertation/Record of Study will need to be completed and approved in Vireo before you receive final approval from GRAD_SCHOOL_TDS.

8) Once all parties have approved the manuscript, you will see the results in the "Manuscript Results" section (see below):

Dissertation

View Details >

Manuscript Approval Status

Approver Role	≡	Approval Status	≡	Date	≡
SUBMITTER		Submitted		1/13/2022	
DEPARTMENT		Approved		1/13/2022	
GRAD_SCHOOL_TDS		Approved		1/13/2022	

Manuscript Results

Manuscript: Approved

NOTE: If you are unable to see any of the screens or any of the landing pages do not appear, please contact the Grad School at GradARCS@tamu.edu.