The Library’s role in the processing of your dissertation or thesis is to facilitate a binding service, collect and distribute bound copies for various offices on campus, and send your manuscripts to UMI for listing and copyright registration. Therefore, you must assume full responsibility to see that the manuscripts and their copies are complete and in proper order when they are delivered to the library for processing.

The following checklist will help you prepare your work and complete the process:

___ 1. **Number of Required Copies:**
   - 1 copy for the Library General Collection
   - 1 copy for the Library Archives Collection
   - Each school has additional specifications for its own required copies. See your school representative about this.
   - (Binding process cost is $13.00 per copy; $16.00 for documents in excess of 2 inches thick.)

___ 2. **Number of Personal Copies:**
   - This is optional. However, the Schools of Education and Psychology & Counseling require students to purchase one personal copy. Students may pick up personal copies at the Circulation Desk after they are bound, or may pay shipping costs to have the personal copies mailed.
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___ 3. **Paper Quality:**
   - All copies of your manuscript must be printed on archival paper. Archival paper should be white and acid-free. You need to specify this when you have the manuscripts photocopied.

___ 4. **Signatures on Title Page/Signature Sheet:**
   - Whether you choose to have your signatures on the title page or on a separate signature sheet, at least one required copy must have the original signatures of all committee members, and must be dated by the committee members (the rest of the copies may have photocopied signature pages).

___ 5. **Approval Form:**
   - You need to obtain a dissertation/thesis approval form from the Dean’s office of your school or the Registrar’s office. It must be signed and dated by you and the chair of your committee.

___ 6. **University Microfilms Inc. (UMI) Application Form:**
   - All dissertations and theses are required to be registered with UMI and will later be listed and indexed in UMI publications such as Digital Dissertations. The application form for the registration is available online through the Library’s website at http://www.regent.edu/lib/services/theses-dissertations.cfm. Students will need to print out certain pages and submit the completed forms to the Library with their manuscripts. Write neatly – no whiteout or cross outs are permitted. Please Note: UMI will not accept dissertations more than six months before the graduation date.
   - (The UMI application fee is $65.00 for dissertations and $55.00 for theses.)
7. **What should accompany the UMI application:**
Students need to provide, accompanying the UMI application, a camera ready (no double-sided printing), dated title page with appropriate signatures and an abstract of their work. These accompaniments do not need to be printed on archival quality paper.

8. **UMI Options:**

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9. **Accompanying Materials:**
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10. **Cost Estimate and Payment:**
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11. **Processing Charge Sheets**
    The processing charge sheet will be completed by your department liaison. Upon completion of the charge sheet a copy will be emailed to you. **Please submit this to the library with your manuscript.** Contact your liaison for further instructions.

12. **Payment Procedure**
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