

Vireo Submission Guide

(revised 15 Dec 2015)

*For use with all
Spring 2016 submissions.*



1.1 Important Vireo Differences

You will be using an online application called Vireo for your submission, using your UNT EUID login for access. All materials that used to be hard copy will now be handled electronically in Vireo – this includes filing forms, major professor’s document approval, ProQuest forms, copyright permissions, journal samples, restriction approval, etc. There are, however, some important differences between Vireo and the traditional submission method that you need to be aware of.

- You do not need to complete the entire submission process in one sitting; however, the entire process **must be completed and confirmed by the submission deadlines**.

- The uploaded thesis or dissertation file must be a single PDF file. It **must be the absolute final defended version, with all committee, department and/or college requested changes included**. Once you confirm final submission, Vireo will prevent subsequent submissions. If you have inadvertently uploaded the wrong version, you will need to contact the Graduate Reader.

- In addition to accepting your submission, Vireo is also a communication method between the Graduate Reader and the student. Students and the Graduate Reader can leave messages for each other in the system; in addition, Vireo can be used to send auto-replies and other automated emails on behalf of the Graduate Reader. **Please note that Vireo must use your UNT campus email address.**

- Once a submission has been completed and confirmed, an email will automatically be sent to your major professor to confirm the submitted version is the final approved version. The email will contain a link back to Vireo. Clicking the link takes him/her directly to the faculty

interface where approval is via checkbox. This process takes the place of the Document Approval Form.

- In addition to confirming the version upload is the final committee-approved version, your major professor will also need to approve the availability options you selected for your thesis or dissertation. This process takes the place of the Electronic Document File Form faculty signature for restricted access.

- ProQuest submission in Vireo is optional. If you need more information before deciding whether to submit to ProQuest, please discuss this option with your professor and colleagues. Be aware that if you select ProQuest, your major professor will also need to approve availability options for ProQuest.

1.2 Student Name Format

Because you must log in using your EUID, the student name fields in Vireo will automatically populate directly from your official UNT records. This is how your thesis/dissertation will be catalogued through the UNT Libraries Digital Collection and the Texas Digital Library. For this reason, you must use the UNT official records name on the title and copyright pages of the thesis/dissertation.

1.3 Required Items during Submission

As already noted, you do not need to complete the submission process in one sitting. However, students are encouraged to have the following information ready for input, and all

necessary files ready for upload. This is not a complete list of information that needs to be entered, but rather a selection of fields and/or files that you might not expect:

- College, department, degree, and major – please check your graduation application in the student portal to be sure you enter accurate information in Vireo
- Major professor’s email address
- Keywords
- File types:
 - PDF of final approved thesis or dissertation, without abstract
 - **Source files** (optional) – These are the Word files you used to create the final PDF; these are not cataloged with the PDF, so are not available for download
 - **Supplemental files** (optional) – These would be data files or music files; typically these are cataloged with the dissertation/thesis so are available to the entire internet for download
 - **Administrative files** (as needed) – These files are not cataloged with the dissertation/thesis but are needed to complete the review process. Examples include but are not limited to:
 - Electronic versions of copyright permissions or documentation related to copyright permissions

1.4 Abstract

You will submit the separate Word or TXT file as an **administrative file** in Vireo Step 4, “Upload Your Files.” The Word or TXT file must include the header paragraph. Please see chapter 5 in the thesis manual for detailed instructions for the header paragraph. There is also a Word template file available for student review and use on the [TGS Thesis Manual webpage](#).

In addition, you will need to type in the text in Vireo Step 3, “Document Information.”

Type only the text; do not include the header paragraph when typing the text into Step 3.

1.5 Mandatory Graduation Fee

There is only one required fee: the \$20 “archive” fee. All monies generated from this fee go to the UNT Libraries, to help cover the costs of maintaining and archiving the ETD collection. The Graduation Coordinator will post the archive fees to the student account when the student submits their final paper to TGS.

If you would like to pay the fee in person, you will need to visit the Student Cashier windows on the first floor of the Eagle Student Services Center (ESSC). The Student Cashier staff will be able to post the fee to your account. If paying with cash, you can complete the transaction at the window. If paying with other forms of payment, the cashiers will direct you to pay via the student portal, <https://my.unt.edu>, using one of the machines available in the lobby and elsewhere in the building.

If you prefer to pay online, please be on the look-out for an email from graduation@unt.edu that will advise you that the fee has been posted to your account. Payment is due immediately upon receipt of the email. You can pay the fee through the portal, <https://my.unt.edu>

1.6 Licensing

1.6.1 UNT/TDL - Mandatory

Vireo is provided and maintained by the Texas Digital Library (TDL). Although your ETD thesis or dissertation will reside with the UNT Digital Collection when published, the metadata associated with the ETD is harvested by TDL. As part of the Vireo submission process, you will be presented with the TDL license; it governs both the UNT copy and the TDL metadata. You

will be required to accept the license. This step takes the place of the Electronic Document Filing Form.

1.6.2 ProQuest - Optional

With the introduction of Vireo, ProQuest submission is now optional. If you do choose to have a copy of your ETD deposited with ProQuest, there is no charge. This step takes the place of the ProQuest agreement form, pp. 4 and 5.

1.6.3 ProQuest's Open Access (OA) Publishing Option

Students have the option of selecting Open Access (OA) publishing, for an additional fee; as of this writing, the PQ OA fee is \$95. If a student selects OA, then PQ will not charge users for a copy of your thesis or dissertation obtained from their website; additionally, you will not earn any royalties on copies obtained from PQ. If you are interested in this option, please contact PQ directly to arrange for payment. Please keep in mind that UNT is already making free copies of your thesis or dissertation available to the entire Internet, so you may be paying extra for a service you do not need. ProQuest number is 800-521-0600.

1.7 Availability Options

1.7.1 Faculty Approval

In Vireo, all availability options selected by the student (including ProQuest selections, if students opt in) must be approved by the major professor. After a student confirms their submission, an automatic Vireo email is sent to the major professor. It will contain a direct link

to the faculty interface for your submission, where your professor will approve the version as final, as well as accept/reject the availability options you selected. This step takes the place of the faculty signature on the Electronic Document Filing Form.

1.7.2 UNT's Restriction Policy

As noted in section 1.1 of the thesis manual, UNT is committed to openness of theses and dissertations. However, there may be cases for which restricted access is appropriate. The current restriction policy was approved by the Graduate Council in October 2009:

- **Duration:** If restricted access is requested, the ETD will be restricted for 5 years. It will be made available automatically to the entire Internet, via the UNT Libraries catalogue, beginning on the 1st day of the month following the 5th anniversary of your graduation month.

- **Accessibility:** Campus and community members with a valid UNT EUID will be able to access the full document. Distribution via interlibrary loans will not be permitted. The PDF will not be available to the scholarly community at large. [Please note that this is ***not*** the same thing as an embargo, in which the ETD is completely unavailable in any way.]

- **Extension:** Students are permitted a one-time extension for an additional 2 years. Students will need to notify the Graduate School (email acceptable) within **90 days prior** to the scheduled release date, if an extension is needed. Faculty approval is not required for the extension.

1.7.3 ProQuest Embargo Options

ProQuest has 3 types of embargo options available: 6 months, 1 year, and 2 years. If

these are not sufficient for your needs, students must contact ProQuest directly to discuss alternatives.

1.8 After Submission

When you click the final "Confirm and Submit" button in Vireo, two things immediately and automatically happen:

1. You are sent a Vireo email, stating that your submission has been received. This email is sent to **your campus UNT address**. The autoreply that confirms submission will contain a link back to Vireo - you can check submission status at any time using that link.
2. Your major professor receives a Vireo email, containing a direct link to the faculty interface which is where your professor can approve your submission and all availability options you selected.

In addition to these emails, Vireo notifies the Graduation Coordinator that a submission has been received. Please be aware that the next step in the process cannot begin until **after** your major professor approves your submission. After faculty approval is received, the Graduation Coordinator performs the final degree audit and posts the archive fee to the student records. Please see [section 1.5](#) herein for more information.

Once your graduation application is finalized and you are cleared for graduation, your Vireo submission status will change to "Under review." This is when your document enters the formal review/approval process. At that time, the Graduate Reader will send you an email directly from her UNT account (outside Vireo).

1.9 Commencement

About 3 weeks prior to commencement, the Graduation Coordinator sends the approved graduation packets to the Registrar. The Registrar will send a confirmation letter and commencement packet to the mailing address on record in the student portal, <https://my.unt.edu> – you are strongly encouraged to review the information in the portal and update it if necessary.

The best source for all information about commencement and/or recognition ceremonies is the [Commencement webpage](#) hosted by the President's office.