ProQuest Registration. Following is a series of screenshots aimed at answering common questions about the ProQuest registration process. The screenshots do not include every step of the registration process, but rather focus on steps that require further explanation or advice. Should you have additional questions after reviewing this handout, please don’t hesitate to send them to grad-thesis@uiowa.edu.

Because it can take up to 30 minutes, don’t wait until the last minute to complete the registration process.
Type of Publishing. Following the information on the Instructions tab, ProQuest will present you with publishing options: Traditional or Open Access Publishing.

All theses are made available to the public through The University of Iowa Libraries. Electronic thesis deposits (ETDs) are first submitted to ProQuest for digital archiving and then forwarded to The University of Iowa Libraries, where they are catalogued and made available through Iowa Research Online.

Because your thesis will be made available to the public via the UI Libraries, select Traditional Publishing. There is no need to pay an additional $95 fee for Open Access Publishing.
Embargo (Delayed Release). If you are preparing a book, research articles, or a patent, you may wish to place your thesis on embargo (delayed release). Please talk with your thesis supervisor about whether an embargo is an appropriate choice for your work.

In ProQuest, check the length of the delayed release—either one or two years—and identify the reason for requesting it.

Once the embargo has expired, ProQuest and the UT Libraries will publish the thesis. It is your responsibility to track this release date for your personal reference.
Permanent Email Address. ProQuest requires you provide a permanent email address (rather than an institutional email) in case there is need to contact you after you graduate. The email address that you enter here is what the Graduate College will use to communicate with you throughout the deposit process. Remember to check the email address you enter here.
**Title.** The thesis title that you enter onto ProQuest must match the title as it appears on the title page of your thesis. If you make any changes to your thesis title, remember to update the information here.

**Abstract.** The Abstract space here is for the Scholarly Abstract, required of all students except those pursuing an MFA or DMA degree. Public Abstracts are to be submitted via webform, not here. For students who are not required to include a Scholarly Abstract in their thesis, please include N/A in this box.
Submitting the Thesis.
Note that you will submit your thesis as a pdf.

Report of Thesis Approval. To complete your thesis submission, you must submit a copy of your signed Report of Thesis Approval. The Report of Thesis Approval is the form that tells us your committee has signed off on your thesis and is ready for the Graduate College to review and accept it. It replaces the Certificate of Approval, which used to be a preliminary page in the thesis.
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Bound Copies. Students do not automatically receive copies of their theses, but must instead order bound copies if they wish to have them. Because they take less time to process and are less expensive (typically costing $30–45), the Graduate College recommends ordering bound copies through Thesis on Demand.
Submit. The last step in the process is to submit your thesis. Once you have completed all the registration steps and uploaded your thesis and Report of Thesis Approval, be sure to click Submit Dissertation/Thesis at the bottom of the page. Doing so notifies the Graduate College that your thesis is ready for review. You should also receive an email receipt of submission from ProQuest. If you don’t, please call 319.335.2144 to make sure we have received your submission. Remember, you must meet the deposit deadline.

Fees. When you complete your Application for Degree two fees will be charged to your U-bill: a $145 nonrefundable thesis fee to cover processing and review costs, and a $10 publication fee, which covers the archiving of the thesis.
Submitting your corrected thesis. After your submit your thesis, the Graduate College will review the manuscript and provide formatting corrections. Once you have completed the formatting corrections you received from the Graduate College, it’s time to resubmit your thesis.

After you log in to ProQuest, click on My Dissertations/Theses List, and not Submit my ETD. If you click on Submit my ETD, you will start the registration process over again.

Now click on Revise to submit your corrected thesis.
ProQuest will provide instructions on how to submit your corrected thesis here.
PDF. From the option bar on the left side of the screen, choose PDF. Or, click Change, to the right of PDF in the middle of the screen. Then choose Replace, which will give you the option of uploading your revised thesis.
Save Changes. Once the new file has been uploaded, be sure to click Save Changes at the bottom of the screen.
Submit Changes. As a final step, be sure to click I’m done – submit my changes. Doing so will notify the Graduate College that you have submitted your corrected thesis.