VIREO

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ADVISOR INSTRUCTION MANUAL SAM HOUSTON STATE UNIVERSITY | NEWTON GRESHAM LIBRARY 1. Once a student submits a document to **VIREO**, you should receive an email that looks like this:

Dear Committee Chair:
You are receiving this message because Cynthia Goode has submitted a thesis or dissertation for final review, and has listed this email address as the contact email for their committee. We are giving you access to the submission in order to verify that the document is the correct, final version that you and the committee have approved.
The submission is available for your review at:
https://shsu-etd.tdl.org/advisor/9SpnuWvQ8zU/review
The following information is included for your convenience:
Title: It's a big, big world in America.
Type: Thesis
Status: Submitted
Assigned to: n/a
You do not need to reply to this message. Your approval can be noted, along any necessary comments or information, at the web address listed above.
If you have any questions about this submission, feel free to contact our office.
The Vireo Team

2. Click the hyperlink to review the submission:

The submission is available for your review at:

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The following information is included for your convenience:

Review	App	lication
About You		
	Name:	Goode, Cynthia

3. You may download and view a student's submitted manuscript, plus any Additional Documents. It is very important for faculty members check any Additional Documents to ensure that sensitive materials are not made publicly available.

Uploaded Files	
Manuscript in PDF:	GOODE-THESIS-2016.pdf (953 KB)
Additional Documents:	bookmark dark blue _ 5.pub (SUPPLEMENTAL - 9 MB)

4. At the bottom of the page, you must either **Approve** or **Un-approve** a student's **Embargo** or **Application**:

Approval	
Approve Embargo:	 ○ I approve of the embargo selection. ○ I reject the embargo selection. (Please)
Approve Application:	 I approve this application. I reject this application. (Please leave

A student's embargo options for SHSU and ProQuest UMI will have (*selected*) next to them:

Default Embargos	5
Default Embargos: (selected)	None - The work will be published after approval.
	None (PROQUEST) - The work will be published after approval.
Alternative Options: (not selected)	Journal Hold - The work will be delayed for publication by one year because of a restriction from publication in an academic journal.
	Patent Hold - The work will be delayed for publication by two years because of patent related activities.
	6-month Journal Hold (PROQUEST) - The full text of this work will be held/restricted from worldwide access on the internet for six months from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.
	1-year Journal Hold (PROQUEST) - The full text of this work will be held/restricted from worldwide access on the internet for one year from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.
	2-year Journal Hold (PROQUEST) - The full text of this work will be held/restricted from worldwide access on the internet for two years from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.

5. You can leave **Comments** for the reviewer explaining any concerns you have about a student's submission:



6. You can also view the **Application Activity**, which displays status updates of a student's thesis or dissertation. This includes any comments you have made.

Applic	ation Activity	
Name	Action	Time
Cynthia Goode	Advisor comments : 'This is a comment about the work done on this thesis. XXXXXDDDDDDDDDGGGGGGGGAAAAAAAAAAAAAAHHHHHHHHH	07/01/2016 09:50:02 AM
Cynthia Goode	SOURCE file 'cgoode_testthesis_CORRECTED.docx' (10 KB) uploaded	22/12/2015 09:40:13 AM
Cynthia Goode	Submission status changed to 'Needs Correction'	22/12/2015 09:38:42 AM
Cynthia Goode	Submission status changed to 'Under Review'	22/12/2015 09:38:38 AM
Cynthia Goode	Submission status changed to 'Corrections Received'	22/12/2015 09:36:08 AM
Cynthia Goode	SOURCE file 'Fall 2015 SHSU Thesis Dissertation Template.docm' (105 KB) uploaded	18/12/2015 03:02:11 PM