Celebration Registration Instructions

1. Select the Celebration link from the Student Center landing page
2. Select “I agree” on the Terms and Conditions page

Welcome to Celebration ’15 Submission Process. By clicking on the link below, you can get all the instructions needed to submit a new application.

Click here for help on Celebration: NEW PRESENTATION

Note your acceptance (or non-acceptance) of the Terms and Conditions described on this page.

I have noted the deadline below and accept that it is my responsibility to meet it. I acknowledge that if I fail to meet it, I will not be participating in Celebration ’15.

The deadline is as follows:

- April 01, 2015 - deadline for entering new registrations and/or updating existing ones. You have until 11:59 pm Wednesday, April 1st to enter new submissions and/or modify the existing ones. There will be no exceptions beyond this date.

NOTE: The first 100 students who submit a completed registration will be entered into a prize drawing for $100 gift cards!

I have talked about this project with my mentor and he or she has agreed to mentor this project.

I agree
I do not agree
3. On the Genre Selection page, select the type of presentation you are creating and click Next.

Select your presentation genre for specific instructions:

- Art
- Film
- Music
- Panel
- Poster
- Theater
Art Presentation

1. Select if your presentation is an individual or group project
   a. If individual, type your title and abstract

   ![Individual Presentation Image]

   b. If group, add your co-presenters, group title, and group abstract.

   ![Group Presentation Image]

   c. To add co-presenters, select the magnifying glass Look Up button and search by name or student ID number. Then select the correct person from the search results below.
d. To add or delete co-presenters, select the appropriate plus or minus buttons

2. Add optional resources to your presentation. For a list of possible resources, select “Click for Standard Resources.” If you do not need any resources, leave this field blank. To add resources, select the magnifying glass Look Up button and search by description or resource code. Then select the correct resource from the search results below.
3. Add your faculty mentor(s) to the project. You can search by name, department, description, or employee ID. To add or remove mentors, select the appropriate plus or minus button.
4. Select the department your presentation falls under from the drop down list

   *When we print the Celebration book, under which department should we list your presentation?

   Department

5. Select the class (if applicable) for which your presentation was completed. First select the term and subject from the drop down lists. Then select “GetClasses” to populate the class drop down list. PeopleSoft will only find classes you were registered for during the term and subject selected including independent study courses.

   *Is this project associated with a class? Yes

   Select Term and Subject; Click on "Get Classes" and then select a class.

   Term:
   Subject:

6. Select your graduation term from the drop down list

   *In what term do you plan on graduating?

7. Select the checkboxes for whether your project is a capstone thesis/senior project or honors. It can be both, one, or neither.

   *Is this a Capstone/Thesis/Senior Project
   Honor thesis?
8. Select whether or not your presentation is a graduation requirement

*Is this presentation part of a graduation requirement?* □ Yes □ No

9. Select whether or not you received funding to help pay costs associated with your project. If you select yes, a drop down menu will appear for you to select which grant you received. If your grant is not listed, select “Other” and input the grant or funding source into the “Enter OTHER grant name here” field.

*Did you receive a Grant?* □ Yes □ No

<table>
<thead>
<tr>
<th>Pick the grant name</th>
<th>Enter OTHER grant name here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

10. Select whether or not you will be attending the complementary Celebration luncheon on Saturday. If you are, you may reserve space for up to two guests. If you are not bringing guests, these fields may be left blank.

*Will you be joining us for the complementary Celebration luncheon on Friday May 1, 2015?* □ Yes □ No

You can invite 2 family members for luncheon on Celebration day (Enter Name in the format Last Name, First Name):

- Guest Name 1:
- Guest Name 2:

It is your responsibility to invite your guests to the Celebration event.

11. Select “Save presentation and send emails” to complete your registration and have PeopleSoft send emails to your mentor(s) and co-presenter(s) inviting them to join your presentation.

[Save presentation and Send e-mails] [Cancel]

12. A message will appear that your project submission was successful

13. You will now have the opportunity to review your presentation details and make any changes. You may edit your presentation at any time on or before the registration deadline. You also have the option to register another presentation or specify if your project has two genres.
Thank you for submitting your project to the Celebration event. You will be able to present only two projects.

Please take note of the deadline:

- Deadline for entering new registrations and/or updating existing ones. You have until 11:59 pm to enter new submissions and/or modify the existing ones. There will be no exceptions beyond this date.

### Presentation details for the one created on

| Presenter: |  |
| Genre: |  |
| Abstract Title: |  |
| Abstract: |  |
| Did you receive a grant? |  |
| Mentors: |  |
| Departmental listing for Celebration book: |  |
| Term you plan on graduating: |  |
| Is it part of Graduation Requirement: |  |
| Is it Capstone and/or Honors Thesis: |  |

**Options:**
- I'm done!
- I want to make changes to the current presentation
- I want to apply to do another presentation

Submit
Film Presentation

1. Select if your presentation is an individual or group project
   a. If individual, type your title and abstract

b. If group, add your co-presenters, their roles (if applicable), group title, and abstract

c. To add co-presenters, select the magnifying glass Look Up button and search by name or student ID number. Then select the correct person from the search results below.
d. To add or delete co-presenters, select the appropriate plus or minus buttons

2. Add optional resources to your presentation. For a list of possible resources, select “Click for Standard Resources.” If you do not need any resources, leave this field blank. To add resources, select the magnifying glass Look Up button and search by description or resource code. Then select the correct resource from the search results below.
3. Enter the estimated time in minutes your presentation will need.

*Time estimate

*Enter the time estimate needed for this presentation in minutes (1-75):  

4. Add your faculty mentor(s) to the project. You can search by name, department, description, or employee ID. To add or remove mentors, select the appropriate plus or minus button.
5. Select the department your presentation falls under from the drop down list

   
   "When we print the Celebration book, under which department should we list your presentation?"

   Department

6. Select the class (if applicable) for which your presentation was completed. First select the term and subject from the drop down lists. Then select “GetClasses” to populate the class drop down list. PeopleSoft will only find classes you were registered for during the term and subject selected including independent study courses.

   "Is this project associated with a class?" Yes

   Select Term and Subject; Click on "Get Classes" and then select a class.

   Term:    Subject:  Class:

   GetClasses

7. Select your graduation term from the drop down list

   "In what term do you plan on graduating?"

8. Select the checkboxes for whether your project is a capstone thesis/senior project or honors. It can be both, one, or neither.

   "Is this a Capstone/Thesis/Senior Project"    Honor thesis?
9. Select whether or not your presentation is a graduation requirement

*Is this presentation part of a graduation requirement?*

10. Select whether or not you received funding to help pay costs associated with your project. If you select yes, a drop down menu will appear for you to select which grant you received. If your grant is not listed, select “Other” and input the grant or funding source into the “Enter OTHER grant name here” field.

*Did you receive a Grant?*  
*Pick the grant name*  
*Enter OTHER grant name here*

11. Select whether or not you will be attending the complementary Celebration luncheon on Saturday. If you are, you may reserve space for up to two guests. If you are not bringing guests, these fields may be left blank.

*Will you be joining us for the complementary Celebration luncheon on Friday May 1, 2015?*  
*Yes*  
*No*

You can invite 2 family members for luncheon on Celebration day (Enter Name in the format Last Name, First Name):

- **Guest Name 1:**  
- **Guest Name 2:**

It is your responsibility to invite your guests to the Celebration event.

12. Select “Save presentation and send emails” to complete your registration and have PeopleSoft send emails to your mentor(s) and co-presenter(s) inviting them to join your presentation.

**Save presentation and Send e-mails**  
**Cancel**

13. A message will appear that your project submission was successful.

14. You will then have the opportunity to review your presentation details and make any changes. You may edit your presentation at any time before the registration deadline. You also have the option to register another presentation or specify if your project has two genres.
Thank you for submitting your project to the Celebration event. You will be able to present only two projects.

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### Presentation details for the one created on

| Presenter: | 
| Genre: | 
| Abstract Title: | 
| Abstract: | 
| Did you receive a grant? | 
| Mentors: | 
| Departmental listing for Celebration book: | 
| Term you plan on graduating: | 
| Is it part of Graduation Requirement: | 
| Is it Capstone and/or Honors Thesis: | 

**Options:**
- I'm done!
- I want to make changes to the current presentation
- I want to apply to do another presentation

[Submit]
Music Presentation

1. Select if your presentation is an individual or group project
   a. If individual, type your title and abstract

b. If group, add your co-presenters, their roles (if applicable), group title, and abstract

c. To add co-presenters, select the magnifying glass Look Up button and search by name or student ID number. Then select the correct person from the search results below.
d. To add or delete co-presenters, select the appropriate plus or minus buttons

2. Add optional resources to your presentation. For a list of possible resources, select “Click for Standard Resources.” If you do not need any resources, leave this field blank. To add resources, select the magnifying glass Look Up button and search by description or resource code. Then select the correct resource from the search results below.
3. Enter the estimated time in minutes your presentation will need.

**Time estimate**

*Enter the time estimate needed for this presentation in minutes (1-75):*

4. Add your faculty mentor(s) to the project. You can search by name, department, description, or employee ID. To add or remove mentors, select the appropriate plus or minus button.
5. Add Supporting Musician(s) to your presentation (if applicable.)

6. Select the department your presentation falls under from the drop down list.

   "When we print the Celebration book, under which department should we list your presentation?"

   Department

   (Click on the magnifying glass to search by name)

7. Select the class (if applicable) for which your presentation was completed. First select the term and subject from the drop down lists. Then select “GetClasses” to populate the class drop down list. PeopleSoft will only find classes you were registered for during the term and subject selected including independent study courses.

   "Is this project associated with a class?" Yes

   Select Term and Subject; Click on "Get Classes" and then select a class.

   Term:  
   Subject:  
   Class:
8. Select your graduation term from the drop down list

   *In what term do you plan on graduating? [Dropdown]

9. Select the checkboxes for whether your project is a capstone thesis/senior project or honors. It can be both, one, or neither.

   *Is this a Capstone/Thesis/Senior Project [Dropdown]    Honor thesis? [Dropdown]

10. Select whether or not your presentation is a graduation requirement

   *Is this presentation part of a graduation requirement? [Dropdown]

11. Select whether or not you received funding to help pay costs associated with your project. If you select yes, a drop down menu will appear for you to select which grant you received. If your grant is not listed, select “Other” and input the grant name or funding source into the “Enter OTHER grant name here” field.

   *Did you receive a Grant? [Dropdown]
   Pick the grant name [Dropdown]    Enter OTHER grant name here

12. Select whether or not you will be attending the complementary Celebration luncheon on Saturday. If you are, you may reserve space for up to two guests. If you are not bringing guests, these fields may be left blank.

   *Will you be joining us for the complementary Celebration luncheon on Friday May 1, 2015? [Dropdown]
   You can invite 2 family members for luncheon on Celebration day (Enter Name in the format Last Name, First Name):
   Guest Name 1:
   Guest name 2:
   It is your responsibility to invite your guests to the Celebration event.

13. Select “Save presentation and send emails” to complete your registration and have PeopleSoft send emails to your mentor(s) and co-presenter(s) inviting them to join your presentation.

   Save presentation and Send e-mails    Cancel

14. A message will appear that your project submission was successful
15. You will then have the opportunity to review your presentation details and make any changes. You may edit your presentation at any time before the registration deadline. You also have the option to register another presentation or specify if your project has two genres.

Thank you for submitting your project to the Celebration event. You will be able to present only two projects.

Please take note of the deadline:

- deadline for entering new registrations and/or updating existing ones. You have until 11:59 pm to enter new submissions and/or modify the existing ones. There will be no exceptions beyond this date.

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<td><strong>Abstract Title:</strong></td>
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<tr>
<td><strong>Abstract:</strong></td>
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<tr>
<td><strong>Did you receive a grant?</strong></td>
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<tr>
<td><strong>Mentors:</strong></td>
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<tr>
<td><strong>Departmental listing for Celebration book:</strong></td>
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<tr>
<td><strong>Term you plan on graduating:</strong></td>
</tr>
<tr>
<td><strong>Is it part of Graduation Requirement?</strong></td>
</tr>
<tr>
<td><strong>Is it Capstone and/or Honors Thesis:</strong></td>
</tr>
</tbody>
</table>

Options:
- I’m done!
- I want to make changes to the current presentation
- I want to apply to do another presentation

Submit
Panel Presentation

1. Select if your presentation is an individual or group project
   a. If individual, type your title and abstract

b. If group, add your co-presenters, their roles (if applicable), group title, and abstract

c. To add co-presenters, select the magnifying glass Look Up button and search by name or student ID number. Then select the correct person from the search results below.
d. To add or delete co-presenters, select the appropriate plus or minus buttons

2. Add optional resources to your presentation. For a list of possible resources, select “Click for Standard Resources.” If you do not need any resources, leave this field blank. To add resources, select the magnifying glass Look Up button and search by description or resource code. Then select the correct resource from the search results below.
3. Add your faculty mentor(s) to the project. You can search by name, department, description, or employee ID. To add or remove mentors, select the appropriate plus or minus button.
4. Select the department your presentation falls under from the drop down list

   "When we print the Celebration book, under which department should we list your presentation?"

   Department

5. Select the class (if applicable) for which your presentation was completed. First select the term and subject from the drop down lists. Then select “GetClasses” to populate the class drop down list. PeopleSoft will only find classes you were registered for during the term and subject selected including independent study courses.

   "Is this project associated with a class?" Yes

   Select Term and Subject; Click on "Get Classes" and then select a class.

   Term:  
   Subject:  
   Class:  

6. Select your graduation term from the drop down list

   "In what term do you plan on graduating?"

7. Select the checkboxes for whether your project is a capstone thesis/senior project or honors. It can be both, one, or neither.

   "Is this a Capstone/Thesis/Senior Project?"  
   Honor thesis?
8. Select whether or not your presentation is a graduation requirement

"Is this presentation part of a graduation requirement?"

9. Select whether or not you received funding to help pay costs associated with your project. If you select yes, a drop down menu will appear for you to select which grant you received. If your grant is not listed, select “Other” and input the grant or funding source into the “Enter OTHER grant name here” field.

10. Select whether or not you will be attending the complementary Celebration luncheon on Saturday. If you are, you may reserve space for up to two guests. If you are not bringing guests, these fields may be left blank.

"Will you be joining us for the complementary Celebration luncheon on Friday May 1, 2015?" Yes No

You can invite 2 family members for luncheon on Celebration day (Enter Name in the format Last Name, First Name):

Guest Name 1: 
Guest name 2:

It is your responsibility to invite your guests to the Celebration event.

11. Select “Save presentation and send emails” to complete your registration and have PeopleSoft send emails to your mentor(s) and co-presenter(s) inviting them to join your presentation.

Save presentation and Send e-mails Cancel

12. A message will appear that your project submission was successful

Thank you for submitting your project to the Celebration event. You will be able to present only two projects.

Please take note of the:

April 8, 2016

If your project is not entered into the "Submit new project" slider and you have not made an exception for your project, your project will be entered unless you have previously entered an exception.

Congratulations. You have successfully submitted a project. (0.0)

13. You will then have the opportunity to review your presentation details and make any changes. You may edit your presentation at any time before the registration deadline. You also have the option to register another presentation or specify if your project has two genres.
Thank you for submitting your project to the Celebration event. You will be able to present only two projects.

Please take note of the deadline:

- deadline for entering new registrations and/or updating existing ones. You have until 11:59 pm to enter new submissions and/or modify the existing ones. There will be no exceptions beyond this date.

### Presentation details for the one created on

| Presenter: |  |
| Genre: |  |
| Abstract Title: |  |
| Abstract: |  |
| Did you receive a grant? |  |
| Mentors: |  |
| Departmental listing for Celebration book: |  |
| Term you plan on graduating: |  |
| Is it part of Graduation Requirement: |  |
| Is it Capstone and/or Honors Thesis: |  |

**Options:**

- I'm done!
- I want to make changes to the current presentation
- I want to apply to do another presentation

[Submit]
Poster Presentation

1. Select if your presentation is an individual or group project
   a. If individual, type your title and abstract
   
   ![Individual presentation form]

   b. If group, add your co-presenters, their roles (if applicable), group title, and abstract
   
   ![Group presentation form]

   c. To add co-presenters, select the magnifying glass Look Up button and search by name or student ID number. Then select the correct person from the search results below.
d. To add or delete co-presenters, select the appropriate plus or minus buttons

2. Add optional resources to your presentation. For a list of possible resources, select “Click for Standard Resources.” If you do not need any resources, leave this field blank. To add resources, select the magnifying glass Look Up button and search by description or resource code. Then select the correct resource from the search results below.
3. Add your faculty mentor(s) to the project. You can search by name, department, description, or employee ID. To add or remove mentors, select the appropriate plus or minus button.
4. Select the department your presentation falls under from the drop down list

*When we print the Celebration book, under which department should we list your presentation?

Department

5. Select the class (if applicable) for which your presentation was completed. First select the term and subject from the drop down lists. Then select “GetClasses” to populate the class drop down list. PeopleSoft will only find classes you were registered for during the term and subject selected including independent study courses.

*Is this project associated with a class? Yes

Select Term and Subject; Click on "Get Classes" and then select a class.

Term: ▼ Subject: ▼

GetClasses

6. Select your graduation term from the drop down list

*In what term do you plan on graduating? ▼

7. Select the checkboxes for whether your project is a capstone thesis/senior project or honors. It can be both, one, or neither.

*Is this a Capstone/Thesis/Senior Project ▼ Honor thesis? ▼
8. Select whether or not your presentation is a graduation requirement

   "Is this presentation part of a graduation requirement?"

9. Select whether or not you received funding to help pay costs associated with your project. If you select yes, a drop down menu will appear for you to select which grant you received. If your grant is not listed, select “Other” and input the grant or funding source into the “Enter OTHER grant name here” field.

10. Select whether or not you will be attending the complementary Celebration luncheon on Saturday. If you are, you may reserve space for up to two guests. If you are not bringing guests, these fields may be left blank.

   "Will you be joining us for the complementary Celebration luncheon on Friday May 1, 2015?"

11. Select “Save presentation and send emails” to complete your registration and have PeopleSoft send emails to your mentor(s) and co-presenter(s) inviting them to join your presentation.

12. A message will appear that your project submission was successful

13. You will then have the opportunity to review your presentation details and make any changes. You may edit your presentation at any time before the registration deadline. You also have the option to register another presentation or specify if your project has two genres.
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### Presentation details for the one created on

| Presenter: |  |
| Genre: |  |
| Abstract Title: |  |
| Abstract: |  |
| Did you receive a grant? |  |
| Mentors: |  |
| Departmental listing for Celebration book: |  |
| Term you plan on graduating: |  |
| Is it part of Graduation Requirement: |  |
| Is it Capstone and/or Honors Thesis: |  |

### Options:
- I’m done!
- I want to make changes to the current presentation
- I want to apply to do another presentation

[Submit]
Theater Presentation

1. Select if your presentation is an individual or group project
   a. If individual, type your title and abstract

b. If group, add your co-presenters, their roles (if applicable), group title, and abstract

c. To add co-presenters, select the magnifying glass Look Up button and search by name or student ID number. Then select the correct person from the search results below.
d. To add or delete co-presenters, select the appropriate plus or minus buttons

2. Add optional resources to your presentation. For a list of possible resources, select “Click for Standard Resources.” If you do not need any resources, leave this field blank. To add resources, select the magnifying glass Look Up button and search by description or resource code. Then select the correct resource from the search results below.
3. Enter the estimated time in minutes your presentation will need

   **Time estimate**

   *Enter the time estimate needed for this presentation in minutes (1-75):* □

4. Add your faculty mentor(s) to the project. You can search by name, department, description, or employee ID. To add or remove mentors, select the appropriate plus or minus button.
5. Add Supporting Actor(s) to your presentation (if applicable)

6. Select the department your presentation falls under from the drop down list

```
When we print the Celebration book, under which department should we list your presentation?

Department
```

7. Select the class (if applicable) for which your presentation was completed. First select the term and subject from the drop down lists. Then select “GetClasses” to populate the class drop down list. PeopleSoft will only find classes you were registered for during the term and subject selected including independent study courses.

```
Is this project associated with a class? Yes

Select Term and Subject: Click on “Get Classes” and then select a class.

Term: Subject:

Class:
```

8. Select your graduation term from the drop down list
9. Select the checkboxes for whether your project is a capstone thesis/senior project or honors. It can be both, one, or neither.

**Is this a Capstone/Thesis/Senior Project**  
**Honor thesis?**

10. Select whether or not your presentation is a graduation requirement

**Is this presentation part of a graduation requirement?**

11. Select whether or not you received funding to help pay costs associated with your project. If you select yes, a drop down menu will appear for you to select which grant you received. If your grant is not listed, select “Other” and input the grant or funding source into the “Enter OTHER grant name here” field.

<table>
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<tr>
<th>Did you receive a Grant?</th>
<th>Yes</th>
<th>Enter OTHER grant name here</th>
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<td>Pick the grant name</td>
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12. Select whether or not you will be attending the complementary Celebration luncheon on Saturday. If you are, you may reserve space for up to two guests. If you are not bringing guests, these fields may be left blank.

**Will you be joining us for the complementary Celebration luncheon on Friday May 1, 2015?**  
Yes  No

You can invite 2 family members for luncheon on Celebration day (Enter Name in the format Last Name, First Name):

Guest Name 1:  
Guest Name 2:  

It is your responsibility to invite your guests to the Celebration event.

13. Select “Save presentation and send emails” to complete your registration and have PeopleSoft send emails to your mentor(s) and co-presenter(s) inviting them to join your presentation.

Save presentation and Send e-mails  
Cancel

14. A message will appear that your project submission was successful

15. You will then have the opportunity to review your presentation details and make any changes. You may edit your presentation at any time before the registration deadline.
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<tr>
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</tr>
<tr>
<td>Did you receive a grant?</td>
</tr>
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<td>Mentors:</td>
</tr>
<tr>
<td>Departmental listing for Celebration book:</td>
</tr>
<tr>
<td>Term you plan on graduating:</td>
</tr>
<tr>
<td>Is it part of Graduation Requirement:</td>
</tr>
<tr>
<td>Is it Capstone and/or Honors Thesis:</td>
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</table>

**Options:**

- I’m done!
- I want to make changes to the current presentation
- I want to apply to do another presentation

Submit