

# Web-based Thesis Defense Scheduling

Thesis defenses must be scheduled within the **first two weeks** of your defense term. Start the scheduling process in the middle of the term before the term you plan to defend. This is particularly important for spring thesis defenses.

**THE DEADLINE IS THE SAME DATE THAT REGISTRATION CLOSSES IN A GIVEN TERM.**

**Step 1:** Ask a CHC Faculty person to be your CHC Thesis Defense Representative. That person will add you to their list. Once they have done this the site will open for your entries.

**Step 2:** But, before scheduling on the site, check with all three of your committee members **first** about date and times. Then do the scheduling.

**Step 3:** You must complete scheduling and site entry by the day registration for the term ends – about two weeks into the term. The site will lock out entries after this date. An override will be obtained only by contacting Kris Kirkeby, Academic Coordinator (see contact information below).

**Step 4:** From this point on, until you graduate, please use your UO email address as your major contact address.

## If you need to establish a CHC Computer Lab Account

- To use your CHC computer account, go the CHC Computer Lab.
- To log on you will need to:
  - Enter your usual user name (in the top field)
  - Enter your 950 UO ID (in the middle field)
  - Make sure the third field says 'UOCHC'
  - It will prompt you to create a new password, enter that.
  - Remember that password until you graduate!
- You can now log on to the CHC Thesis Scheduling Web Site.  
<http://honors.uoregon.edu/curriculum/thesis>
- If you encounter problems, **after** you have tried the above, contact the CHC Techs and they will help you. [chc-help@ithelp.uoregon.edu](mailto:chc-help@ithelp.uoregon.edu)

## Who serves on Your Thesis Defense Committee?

- Primary Thesis Advisor, Secondary Thesis Advisor, CHC Thesis Defense Representative
- The Primary Advisor comes from your major department
- The Secondary Thesis Advisor is a person from your department or a specialist in your topic

## Details:

- The CHC Thesis Representative is the third defense committee person and is a faculty person from the Clark Honors College.
- 'CHC Faculty' is defined as holding a **resident or visiting** faculty position within the Clark Honors College <http://honors.uoregon.edu/faculty/profiles>
- Please remember we sometimes have professors who are gone for a term or academic year. Check the web site under faculty to see this listing. If you have questions, check with the CHC Office staff.
- Also remember that CHC faculty commitments fill up fast. You need to personally contact the faculty person and have them add you to their list. Or, Kris Kirkeby, the Academic/Thesis Coordinator [kkirkeby@uoregon.edu](mailto:kkirkeby@uoregon.edu) can recommend someone.

**All through this process, please consult the Thesis Manual and Style Guide:**

<http://honors.uoregon.edu/curriculum/thesis/manual>

## DO NOT DO ANY ENTRY ON THE SITE UNTIL THESE NEXT STEPS ARE COMPLETED!

Remember: You don't have access to the site until you logged on to a CHC computer in the lab and you have the CHC Thesis Defense Representative and that person has entered you on their list.

- Start scheduling your thesis defense with your committee
- Check with all of your committee members. Discuss and agree on the date, time and location. Check the faculty teaching times using this site: <http://classes.uoregon.edu>
- Coordinate between these three people to **finalize** the thesis defense **date, time, and location**.

### Now you are ready to schedule your thesis defense.

- Use this web site: <http://honors.uoregon.edu/curriculum/thesis>
  - The user and password are the same as your HC computer account log-on.
  - Again, you must use your UO email.
- On the left of the screen you'll see two boxes. One is a box with the term's scheduling deadline and the second is a box listing your CHC Thesis Representative.
- The third box has two navigational options –you must do data entry on both!
- **1.** Clicking on *Schedule Your Thesis Defense* will bring up a term calendar. Clicking on your defense date brings up the day with the hours. Clicking on the time brings up two boxes to enter your building and room number. Hit '**Submit**' to save the information. Changes can be made until the deadline.
- **2.** Clicking on *Thesis Information* will bring up specific defense details.
  - Your CHC Thesis Rep's entry sets the screen to include your name, UO ID number, email and Defense Year and Term.
  - You must provide all of this information. Enter your Major, Primary Advisor and Second Reader's dept, email, & phone. Hit '**Submit**' to save the information.
- Scheduling your defense must be completed within approximately the first two weeks of the term (or the date registration closes).
- Rare last minutes changes, exceptions and overrides must be cleared through Kris Kirkeby, Academic/Thesis Coordinator [kkirkeby@uoregon.edu](mailto:kkirkeby@uoregon.edu)

### Features

- You should start scheduling mid way through the term before you defend. Click on the term.
- The site blocks entries on the term deadline for each term.
- If you can't get access if:
  - You don't have a CHC computer account.
  - You don't have a CHC Thesis Representative.
  - The CHC Thesis Representative hasn't added you to their list.
- In the rare case that you need to change your CHC Thesis Representative:
  - First, contact your current CHC Thesis Representative and have that person remove you from their list.
  - Next, obtain the new Thesis Representative and have them add you to their listing.
  - Until the new representative has been obtained and entered your name, your access will be blocked.

### Please refer to the Thesis Manual and Style Guide while preparing your thesis preparation.

<http://honors.uoregon.edu/curriculum/thesis>

### Other things you need to do or know about

- Register in DuckWeb to graduate in your term (very important)
- CHC Faculty members will do 1 defense per week
- No defenses summer term
- Thesis final drafts are due to your three committee members **10 days** before your defense.
- Thesis Evaluations are due **5 working days** before the defense. Give this completed form to the CHC Academic/Thesis coordinator Kris Kirkeby [kkirkeby@uoregon.edu](mailto:kkirkeby@uoregon.edu)
- All thesis defenses must take place by the **end of Week 9**.
- Final copies of the thesis are due on the desk of the CHC Academic/Thesis coordinator (Kris Kirkeby) by **Thursday noon of Week 10** (week before finals week).

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Questions? Contact Kris Kirkeby - CHC Academic/Thesis Coordinator  
346-2511 (mornings) [kkirkeby@uoregon.edu](mailto:kkirkeby@uoregon.edu)