**ETD Workflow Chart**

**Chart key:**
- Student
- Grad School
- UMI/Proquest
- Library Cataloging

1. **Student attends ETD training**
2. **Student prepares document using guidelines on website**
3. **Thesis/Dissertation Reader reviews document and advises student of any changes needed**
4. **Student uploads to UNCG/Proquest site**
5. **Student revises and re-submits**
6. **Thesis/Dissertation Reader approves final version**
7. **UMI/Proquest microfilms, indexes, and adds documents to database**
8. **Thesis/Dissertation Reader sends approved documents in batch to UMI/Proquest**
9. **UMI/Proquest sends documents to library via FTP, notifies E-Resource Cataloger via email**
10. **Thesis/Dissertation Reader emails list of documents and information to E-Resource Cataloger**
11. **E-Resource Technical Assistant uploads documents to IR and supplies metadata using information supplied by the Thesis/Dissertation Reader: ETDs NOW AVAILABLE TO THE PUBLIC!**
12. **E-Resource Cataloger adds Library of Congress Subject Headings to IR records**
13. **E-Resource Team downloads the preliminary MARC records from IR**
14. **E-Resource Team uses MarcEdit and/or constant data to complete MARC records**
15. **Complete MARC records are loaded into library catalog system**