OFFICE OF GRADUATE STUDIES
THESIS/DISSERTATION REQUIREMENTS AND RESOURCES

September 19 | 5:30–7:30 P.M. | 202 EAB
October 30 | 11 A.M.–1 P.M. | 202 EAB

This workshop clarifies the process of starting a thesis or dissertation and includes where to find important forms, steps to take, and pitfalls to avoid. Additionally, providing the opportunity to have the required formatting guidelines explained.

OPEN HOURS FOR THESIS/DISSERTATION SUBMISSION

December 3 and December 4 | 5–7 P.M. | 202 EAB
December 5 | 3–5 P.M. | 202 EAB

Open hours are for students who will be graduating and need to upload their thesis or dissertation to ProQuest. We offer a quiet place to make final revisions and assistance with the uploading process.

ONE-ON-ONE FORMATTING APPOINTMENTS

Brieland Fripp | 402.554.2505 | bfripp@unomaha.edu
203 EAB

If you cannot make one of the available workshop dates and are in need of guidance or information over the formatting guidelines as you submit your thesis/dissertation, please contact our office to schedule an appointment with Brieland Fripp. Appointments are available for in-person, email, or phone in order to fit your schedule and meet your needs as you complete the final steps for graduation.

THE OFFICE OF RESEARCH AND CREATIVE ACTIVITY (ORCA)

Sophia Potter | 402.554.2286 | unoorca@unomaha.edu

The Office of Research and Creative Activity (ORCA) offers two funding programs for graduate students. Graduate Research and Creative Activity (GRACA) is a grant of up to $5,000 per student in support of faculty-mentored research or creative activity. The University Committee on Research and Creative Activity (UCRCA) funds up to $500 per graduate student for project-related materials, supplies, and operating costs. For more information about both programs and to learn about graduate research and creative activity opportunities on campus, please visit: unomaha.edu/orca

LIBRARY SERVICES FOR GRADUATE STUDENTS

UNO’s Criss Library works hard to fulfill the UNO mission through dynamic services, highly qualified and adaptive personnel, unique and extensive collections, and accessible learning spaces and environments.

Interlibrary Loan & Document Delivery

Articles and book chapters available in the library can be scanned and emailed to you. Graduate students may borrow items or request copies of journal articles from other libraries. No fee is charged for materials requested via interlibrary loan.

Graduate Study Carrels – library.unomaha.edu/carrel-policy

All current graduate students are eligible to reserve a graduate study carrel to facilitate scholarly research using library resources. Each carrel has two overhead locking bin spaces, data port, one chair, and one shared locking file drawer. Carrels are assigned on a per-semester basis, and eligible users may renew them for subsequent semesters.

Creative Production Lab – library.unomaha.edu/cpl

A full media production lab, including 3D printing and scanning, large format printing and scanning, video and audio services, and laser cutting is available for all UNO faculty, staff, and students. Hardware such as cameras, tripods, and microphones are available for checkout.
Archives & Special Collections – library.unomaha.edu/archives

Archives & Special Collections makes available to you the university’s unique and specialized research collections including the U.S. Senator Chuck Hagel Archives, Queer Omaha Archives, University Archives, Arthur Paul Afghanistan Collection, rare books, and other special collections.

Library Instruction

Teaching assistants are encouraged to contact the library to integrate library instruction into their courses. At any point in the semester, you can request one of the librarians to provide hands-on, active learning sessions for your students. Since lessons are tailored to your specific subject and class, it is recommended you start by scheduling a consultation with a subject librarian.

Research Assistance – libcal.unomaha.edu/appointments

Contact your librarian via email or online to set up a one-on-one appointment. Librarians can help you with strategies to find sources quickly and easily, organize your source material, and much more.

For more information or to fill out request forms, visit us in-person or online.

UNO WRITING CENTER

The center’s primary mission is to provide a place for writers to talk with writers about writing. We work with undergraduate and graduate students as well as staff and faculty from all courses and disciplines. Individual consultations with a trained writing consultant last 30 or 60 minutes (in-person or online). During that time, the consultant will answer questions, provide feedback, and coach writers through any stage of the writing process from brainstorming to final editing. Writing consultants assist writers with any of the following:

- Comprehending assignments
- Deciding on a topic
- Generating ideas
- Enhancing writing style
- Learning grammar and editing strategies
- Formatting documents (page numbers, title pages, etc.)
- Citing sources according to MLA, APA, Chicago, ASA, etc.
- Understanding different written forms/genres
- Building confidence

WRITING CENTER STAFF

Our staff consists of undergraduate consultants, graduate teaching assistants, post graduate consultants, retired faculty members, volunteers, and interns.

Locations and Hours (subject to change)

Monday – Thursday 9 A.M. – 8 P.M.
Friday 9 A.M. – noon | 150 ASH
Monday – Thursday 1 – 4 P.M.
Sunday 1 – 4 P.M. | Criss Library (2nd floor lobby)
Monday, Wednesday, Thursday 4 – 7 P.M. | 131 MH
Wednesday – Thursday 2 – 7 P.M. | UNMC (McGoogan Library)

GRADUATE STUDENT CONSULTANTS

The Office of Graduate Studies and the Writing Center partner to provide Graduate Consultants. Though these consultants’ focus is on graduate-level work, all of our consultants are trained to work with writers at any level. Graduate Consultants are identified by a * next to their names in our online schedule.

Archives & Special Collections – library.unomaha.edu/archives