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Quick-Start Guide

Degree and Certificate Students

1. Go to <https://npsbart.nps.edu>
2. Enter your NPS account username:
 - o First initial, middle initial, first six letters of last name. (used for e-mail*, Python and Sakai)
If you do not have a middle initial, or you did not provide one on your application, please use your first initial and the final seven letters of last name
3. Enter your NPS account temporary password:
 - o Passwords are case sensitive
 - o The algorithm for the temporary password is case sensitive and is: NN<ccc>--<ssss><fl>
 - Enter NN
 - Replace <ccc> with your curriculum number
 - Enter two en dashes --
 - Replace <ssss> with the last 4 digits of your social security number
 - Replace <fl> with your first and last initial (lowercase)
 - Example: Jane Smith is in curriculum 311, the last four digits of her SSN are 9876. She would have the following password: NN311--9876js
4. Change your password (Criteria for passwords is located on page 7 of this handbook.)

Python is the official student-management system used to maintain your academic record while at NPS.

5. Python Access
 - o Go to the NPS Remote Access link: <https://npsbart.nps.edu>
 - o The WebVPN Service Login window will appear. Enter your NPS "User Name" and "Password" then click "Login"
 - o The NPS Remote Access: SSL-VPN (NPSBART) Web site Directory will appear
 - o Click on the Python link
 - o The Welcome to Python window will appear. Click on "Python User Login"
 - o The WebVPN Service Authentication Required window will appear. Enter your "User Name" and "Password," and then click "Continue"
 - o You should now be logged on to Python

Please note: Close NPSBart before accessing NPS E-mail or Sakai

6. NPS E-mail Access*
 - o Go to <https://webmail.nps.edu/>
 - o Login as ERN/username (ERN is the domain name)
 - o Enter the temporary password as described above
 - o At first login, you will receive a prompt to change your temporary password. Passwords must be at least nine characters in length. Specific information on password requirements are available in the "Web mail" section of this handbook
 - o Your e-mail address is username@nps.edu

Sakai CLE is a full-featured system supporting technology-enabled teaching, learning, research and collaboration for education. *Please note:* Sakai does not accept temporary passwords. Complete steps 3 & 4 to change your temporary password before logging into Sakai for the first time.

7. Sakai Access
 - o <https://cle.nps.edu>
 - o Log in with your NPS username and password
 - o Ensure you can access your classes

* Certificate students do not receive nps.edu e-mail accounts.

*MSA degree students may request an NPS email account from the Technology Assistance Center, but will not automatically receive one. All other degree program students will receive an NPS email account.

Academics

Academic Calendar

[NPS Academic Calendars](#) contain dates for the first day of class, federal holidays, final exams, and graduation.

Academic Catalog

The [NPS Academic Catalog](#) is the official source of graduate academic program information.

Academic Honor Code

Students must follow the academic honor code at all times. The highest standards of honesty and integrity are expected of all students. Plagiarism, fraud, cheating, and verbal or written misrepresentation, constitute a violation of the Academic Honor Code. Instructor-authorized group activities/projects should correctly acknowledge the efforts of all respective participants. Faculty will clearly state in each course (and/or assignment) how much consultation/cooperation among students is permissible, and must indicate what materials may be used in student preparation for and performance of all graded work.

While no single list can identify and define all types of academic honor code standards, the following are examples of unacceptable behavior:

- 1) Cheating - Using unauthorized notes, study aids, or information on an examination; looking at another student's paper during an examination; altering a graded work after it has been returned, then resubmitting it for regarding; allowing another person to do one's work and submitting it under one's own name
- 2) Plagiarism - Submitting material that in part or whole is not entirely one's own work without citing those same portions to their correct source. Student shall ensure all references are properly cited
- 3) Fabrication - Falsifying or inventing any information, data, or citation
- 4) Obtaining an Unfair Advantage - Gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; possessing, using or circulating previously given examination materials where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.

Appropriate disciplinary action may include disenrollment, fitness report comments, and a letter to appropriate government agencies or official service branches.

Individuals suspecting Academic Honor Code violations are required to inform the appropriate academic/curricular officials.

Academic Matters

Students are expected to familiarize themselves with and adhere to NPS Academic Policies. Please pay particular attention to Chapter 6 of the NPS Academic Council Policy Manual, which provides information regarding student records, grading procedures, course withdrawals, incomplete courses, extended absences, and other policies. [NPS Academic Council Policy Manual](#)

Academic Probation/Disenrollment

Disenrollment may be voluntary, disciplinary, or for unacceptable academic performance. Students whose grades fall below a GQPR of 3.0 or TQPR of 2.75 will be placed on academic probation. Depending on subsequent performance, the student may be removed from probation, continued on probation or recommended for disenrollment. The Program Officer will counsel students as required and forward the request through the Military Associate Dean for delivery to the Dean of Students.

[NPS Resident Student Handbook](#)

Classroom Conduct

Classroom conduct is expected to be professional, mature, and courteous. "Classroom" is defined as any learning environment, including resident, live virtual tele-education (VTE) classes, and any form of synchronous Web-based instruction. *Cell phones, beepers/pagers and other electronic communication devices shall be muted or secured* during all class or lab instruction periods to minimize disruptions. During lectures and labs, questions are expected, either directly in resident and VTE situations, or through chat, IM, and other means for Web-based instruction. Students should seek out professors during office hours for special or extra information, if necessary. Students should extend professional courtesy to fellow students, instructors, and professors regardless of position/rank.

If a professor fails to appear for class at the appointed time, students will remain in the assigned classroom or learning environment for 15 minutes after scheduled class commencement starting time.

For asynchronous and recorded lecture sessions, the students are expected to view all lectures in accordance with the stated course schedule.

Instructor-Student Relations

Students are encouraged to consult with instructors and/or Academic Associates concerning problems related to grade computations, lectures, or academic assignments. The chain of command for resolving problems or conflicts in academic matters (grades, lectures, or academic assignments of the instructor) is the professor, the Academic Associate, the Department Chair, and finally the Academic Council, lead by the Provost.

The Academic Council represents the final level of appeal. The Program Officer should be kept apprised of situations of this nature and will provide oral or written endorsements when appropriate.

Registrar

Please ensure that your correct diploma mailing address is updated in Python before leaving NPS. Diplomas, certificates and final transcripts are normally mailed six to eight weeks after graduation or completion of the Certificate Program.

The Registrar maintains the school's official academic records. Students are responsible for meeting all deadlines for adds, withdrawals, incompletes, thesis submissions, etc. Many times during each quarter, students can expect automated e-mail reminders and instructions pertaining to scheduling, add/drop, student opinion forms ("SOFs"), etc. These e-mails are sent from "Python," an indication that the subject is Registrar related.

Student's academic record is his/her own responsibility, and it must not be assumed that professors, Program Officers or others are taking care of these matters.

Transcripts

One copy of the official NPS transcript is provided free of charge to detaching students and will be mailed with diplomas. Students must update their forwarding address in PYTHON before leaving NPS. Students may order additional copies of their transcripts for \$5.00 each from the Registrar's Office.

There is no fee for official or electronic transcripts sent to military institutions, including sponsoring organizations that need transcripts to confirm completion for certification. However, in your request to NPS, you must state that the transcripts will be for official use by a military related entity. All requests should be sent to Transcripts@nps.edu.

Naval Postgraduate School alumni may request an official transcript of their course work from the Registrar's Office. Please see the "[Alumni Transcript Requests](#)" page for more information.

Unofficial transcripts can be accessed and printed by selecting the Matrix tab in Python.

Communicating Changes

Add/Drop/Withdrawal Process

Systems Engineering Students:

Be aware that if you drop or withdraw from a course or from the program, your sponsoring command or company will be held financially responsible for your class(es) that quarter, even if you drop/withdraw by the respective deadlines. *Note: Add/Drop/Withdraw deadlines are listed on the Python home page. Each student is held accountable for adhering to these deadlines.*

Each student must receive Command/Company Sponsor (CS) approval to make changes (add/drop/withdraw) to your NPS schedule.

- 1) Student must login to Python and initiate add/drop request prior to the deadline
- 2) Student must also e-mail CS with request to add/drop course and copy Program Officer (PO) and Program Manager (PM) on the e-mail
- 3) All of the following actions must be approved by the Command/Company Sponsor
 - a. Add a course(s)—as early as 20 business days from the start of a quarter, but no later than 10 business days after the start of the quarter
 - b. Drop a course(s)—within 10 business days of start of quarter (course will not appear on transcript)
 - c. Withdraw from a course(s)—30 business days from drop deadline (course appears with “W” on transcript)
 - d. Withdraw from the program
- 4) PM dialogs with CS regarding the financial implications of the student’s request
- 5) CS approves/denies the request (and program extension, if applicable) by REPLYING TO ALL via e-mail
- 6) PM forwards e-mail to Ed Tech
- 7) Ed Tech processes the request
- 8) Confirmation is sent to student, instructor(s), PO, AA, PM, CS, Registrar, and the Center for Educational Design, Development and Distribution

Detailed information regarding the Systems Engineering DL Course Add/Drop/Withdrawal process is available from the following link:

<http://www.nps.edu/DL/docs/Drop-Withdrawal%20Process%2012-15-08%20Long%20Version.pdf>

Personal Information

Changes to mailing addresses and phone numbers must be updated and maintained in Python. It is the official student management system at NPS. Diplomas, Certificates, Transcripts, and Student Opinion Forms (SOFs) are all managed through Python.

Time Off or Missing Time Away From Class

Please be mindful that NPS Online/Asynchronous courses are instructor led. If you will be away during the quarter, please notify your instructor immediately of the dates and length of your absence. Failure to do so could result in a drop from the class or an incomplete grade.

VTC Location Change

Inform your Student Support Coordinator of any changes in VTC site. (A list of Coordinators is located in the Curricula and Support Contacts List on Page 15 of this handbook.) The NPS VTC coordination team will no longer open ports that are not confirmed. If you will be changing VTC location for any reason, temporary or permanent, you must inform your Student Support Coordinator in advance so the proper steps can be taken. Information required will be dates, location, VTC Technician POC at the new site with e-mail and phone number(s). E-mail: vtc@nps.edu or call 831-656-2315 commercial, 756-2315 DSN if you have questions. Those who fail to do so may not be able to attend class as scheduled.

Program Modes of Delivery

Asynchronous

NPS Asynchronous classes are taken without any classroom attendance necessary. Instructors post the course material to [Sakai](#) where students retrieve the material. The Web-based courses are paced week-to-week, but students have great flexibility to do coursework each week as they choose. Courses are faculty led and allow interaction between instructor and other students. The requirements for an asynchronous class can be found [here](#).

Sakai

NPS uses the Sakai Collaborative Learning Environment (CLE); an open source, Web based learning management system that allows Instructors and Students to store and retrieve course material, communicate with each other, and track student progress throughout the course. In addition to course sites, the CLE can host project sites wherein project members may share documents and collaborate. The CLE is accessible from any Web-connected device using your NPS username and password.

[Student Introduction Page](#)

- How to access
- Basic navigation
- List of tools

To access Sakai

- <https://cle.nps.edu>
- Login using your NPS credentials
- Cannot login – contact the [TAC](#)

If your primary e-mail address changes for any reason, you must contact the [NPS Registrar](#) to update your e-mail in Python. Your new e-mail address should be reflected in Sakai within one business day.

Synchronous

Students and instructors can interact in real time using [Elluminate Live!](#) or Video Tele-Conferencing (VTC) aka Video Tele-Education (VTE). These tools allow everyone in a class to talk, see, and interact with each other; similar to sitting in the same classroom.

Elluminate Live!

Some DL classes are currently being offered via Elluminate Live!. Elluminate Live! is a web based collaboration system that supports Video and Voice over IP, text chat, an interactive white board, application sharing, document sharing, and video sharing. To test your connection to the NPS Elluminate Live! System and get additional information about this application, please visit the [Elluminate Getting Started Page](#). For students on secure networks which typically use a proxy server, see the [NMCI Proxy Settings Document](#) for additional connection instructions.

Note: The use of a microphone headset combination is encouraged but not required. Webcams are optional. Acquiring equipment is the student's responsibility.

Helpful links: [NPS Elluminate Support](#), [Test Your Connection](#)

Video Tele-Education (VTE)

VTE classes are delivered using live video-teleconferencing (VTC). Live VTC allows effective two-way communication between instructor and students for lectures, Q & A, or group discussion. VTE classes are recorded and can be viewed through the NAVCAST (NPS Academic Video Webcast) system powered by VBrick Technologies. (See the following "Video Streaming" section for details.)

VTE FAQs: <https://wiki.nps.edu/display/VT/Student+VTC+Orientation+FAQ>

Video Streaming

	<u>VTC</u>	<u>Illuminate</u>
Real-Time	Go to your designated VTC room or watch via https://navcast.nps.edu	From your computer, access via Sakai or tag servers per your instructor
Recordings	https://navcast.nps.edu	Access via Sakai or tag servers
Download Recordings (by Instructor request)	https://podcast.nps.edu format: .mp4	https://podcast.nps.edu format: .jar

The NAVCAST server allows NPS users to watch real-time recording and previously recorded sessions via streaming.

To connect:

- Go to the URL: <https://navcast.nps.edu>
 - Login with your NPS credentials
 - To access real-time recordings:
 - Use the Live Broadcast area
 - Choose the proper title or location of the desired session
 - To watch previously recorded sessions streamed
 - Use the Asset Library
 - Choose the Class Recordings folder
 - Select the quarter in which the recording was taken
 - Scroll down to find the desired course and instructor name
 - Select the recording you would like to watch
- [Additional assistance with Streaming Video](#)

Live and archived video streams of seminars and public special events, such as SGL's and NPS graduations, can also be found on NAVCAST.

All recordings from both VTC and Illuminate that were requested to be made available for download and viewable offline are available from the Podcast Server.

To download:

- Go to the URL: <https://podcast.nps.edu>
- Log in with your NPS credentials
- Scroll down and follow the link with the desired course, instructor and quarter
- Right-click on the desired file to download (Save target as)

VTC recordings are typically saved as .mp4 files and Illuminate recordings are saved as .jar files. Both .jar files and Illuminate sessions require Java to be installed, and therefore, cannot be viewed on an iPod or other such device.

The recordings are made available for your convenience to ensure an open, academic atmosphere and are NOT authorized for distribution to anyone or any media outside of the course.

Technology

NPS Network Accounts

All NPS students will receive an NPS network account. This information is used to access Python, the official student management system, Sakai CLE for course material, ITACS software download, and the NPS Library. NPS Network Account ID and password are also used to access nps.edu email accounts for students who use them. See "E-Mail" section below for further information on official NPS e-mail communication.

If you experience trouble logging in, or have lost your information, contact the [NPS Technology Assistance Center \(TAC\)](#).

NPS Network Account Login and Password Information

The following is your assigned NPS Network account username and password information.

- 1. NPS account Username:** first initial, middle initial, first six letters of last name. (Used for e-mail*, Python and Sakai) If you do not have a middle initial, or you did not provide one on your application, please use first initial and last seven letters of last name
- 2. NPS account Temporary Password:**
 - Passwords are case sensitive
 - The algorithm for the temporary password is: NN<ccc>--<ssss><fl>
 - NN<ccc>--<ssss><fl>
 - Enter NN
 - Replace <ccc> with your curriculum number
 - Enter two en dashes --
 - Replace <ssss> with the last 4 digits of your SSN
 - Replace <fl> with your first and last initial (lower case)

Example: Jane Smith is in curriculum 311, the last four of her SSN is 9876. She would have the following password: NN311--9876js

At first log in, you will receive a prompt to change your temporary password. Passwords must be at least nine characters in length, consist of upper and lower case letters, numbers and/or symbols.

** Certificate program students will not receive an nps.edu email account. MSA students will only receive an nps.edu email account upon request.*

How to Change Your Password

There are several ways for DL students to change their password from off-campus, through Webmail, NPSBart or the Self-Service Password Manager.

Change your password through Webmail if you have an nps.edu email account.

- Go to <https://webmail.nps.edu>
- Once logged in, click the options folder on the lower left hand side of the page
- Scroll down to the bottom of the options page and click on change password
- An Internet service manager dialog box will open
- Type ERN for domain
- Type your login name
- Enter your current password
- Type a new password
- Type new password again to confirm and click OK

Change your password through NPSBart if you do not have an nps.edu email account.

- Go to <https://npsbart.nps.edu>
- Enter your current password

- Type a new password
- Type new password again to confirm and click OK

The Criteria for Passwords at NPS:

Passwords will be set to a minimum of nine characters and will contain at least:

- 2 - Lowercase letters (a, b, c...)
- 2 - Uppercase letters (A, B, C...)
- 2 - Numbers (1, 2, 3...)
- 2 - Special characters (#, *, &...)

Passwords may not contain a word in any language. Passwords will be changed every 90 days. It is important to change your password upon your initial login.

For any problems with your login credentials or changing your password, contact the [NPS Technology Assistance Center \(TAC\)](#)

Self-Service Password Management

NPS Self-Service Password Manager

NPS instituted a self-service password management solution that allows students, staff, and faculty members to reset, unlock, or change their password. This product uses the question-and-answer security system for authentication. It provides users with a cost-efficient, safe, and secure method to reset forgotten passwords including unlocking accounts.

To access this site, type or select <https://npspassword.nps.edu> in your web browser. Enroll by creating your password profile. Enrollment is a one-time process and takes only a few minutes. Manage forgotten or locked accounts by simply supplying the answers from your password profile.

E-mail

Video: [Webmail](#)

Depending on the DL program and in some cases, student preference, two different protocols are supported for DL student email. Under both protocols, all official NPS email generated through Python, or through Sakai CLE gets sent to the appropriate address.

- a. Students' preferred email address.

This protocol applies for all Certificate students and some degree program students. In this situation, the students preferred email address, which may be a home email such as @gmail.com or a work email such as @navy.mil, is entered in NPS databases, **including Python and Sakai CLE** as the student's official email address for NPS correspondence.

- b. NPS Exchange mailbox

This protocol applies for most degree program students. In this situation, the student is assigned an nps.edu email account, and all official correspondence is directed to this account. The following procedures specifically apply to those NPS DL students who use an nps.edu mailbox.

Your NPS e-mail address is your [username@nps.edu](#). To access your NPS e-mail, go to <https://webmail.nps.edu/>, use your NPS user name and password as provided.

Note: All DL students should confirm which official email address is attached to their NPS User account in Sakai CLE. All NPS DL students are required to check for email at that address regularly. If a DL student finds that their particular email address is inconvenient for reliable email communication, the student should submit a special request to have their official email address changed. Requests should be addressed to ced3studcoord@nps.edu.

Remote Access

Video: [NPSBart](#)

NPSBart allows access to Python (the official student management system) from off-campus. It only requires a Web browser and an Internet connection to operate. To view more details about NPSBart and other remote access options such as VPN, or to download the DoD Root Certificates please visit: <http://www.nps.edu/Technology/RemoteAccess/index.html>

To Use NPSBart:

- Visit <https://npsbart.nps.edu>
- Enter your NPS "User Name" and "Password" then click "Login"

NOTE: The remote access option is not required for Webmail, Sakai or Elluminate, but is required to access Python, the intranet, Sharepoint and shared drives. In order to access all Dudley Knox Library resources, use VPN or login to the proxy server with your library username and pin/password. NPSBart does not allow full access to library resources. See the [Library's Remote Access Information page](#) for more information.

For issues or questions about connecting to NPSBart, contact the [NPS Technology Assistance Center \(TAC\)](#)

Python

Video: [Python Getting Started](#)

Python is the official student-management system used to maintain your academic record while at NPS. What are the benefits of using Python? You may:

- Update personal information (e.g., changes in rank, address changes, how you want your name to appear on your certificate or diploma, etc.)
- Access your academic record to view grades and print unofficial transcripts
- Submit quarterly Student Opinion Forms (SOF) for each course
- Receive Registrar-related bulk e-mails quarterly with important information
- Request to add, drop or withdraw from a course

Accessing Python

1. Go to the NPS Remote Access link: <https://npsbart.nps.edu>
2. The WebVPN Service Login window will appear. Enter your NPS "User Name" and "Password," then click "Login"
3. The NPS Remote Access: SSL-VPN (NPSBART) Web site Directory will appear
4. Click on the Python link
5. The Welcome to Python window will appear. Click on "Python User Login"
6. The WebVPN Service Authentication Required window will appear. Enter your "User Name" and "Password" then click "Continue"
7. You should now be logged on to Python

For any additional problems, contact the [NPS Technology Assistance Center \(TAC\)](#).

Note: It is very important that you keep your student information up to date in Python, so NPS may contact you. Each time you relocate, change a phone, fax, cell, address—you must make these corrections in Python.

Software Library

Classes requiring a download of application software (i.e. MS Office, Visio, Project etc) can be downloaded from the [NPS Remote Software download Web site](#). This site will require your user name and password to log in.

Prior to downloading, ensure you have the privileges to install applications. If unsure, or if you are experiencing problems, please contact your local computer administrator.

For issues with login credentials, or technical problems with the download site, contact the [NPS Technology Assistance Center \(TAC\)](#).

Software Requirements

Most instructors use MS Word documents to distribute information; therefore, we recommend you have the ability to open MS Office documents, as well as Adobe Flash player version 7 or greater.

Technology Assistance Center (TAC) Wiki

The Technology Assistance Center (TAC) is now providing a self-help site to allow students, faculty and staff to perform many computer support tasks. The site contains over 100 pages, in five categories; Windows, Mac, Linux, Mobile Devices, and Forms. Please login with your NPS credentials at <https://wiki.nps.edu/TAC>

The textbook section applies only to CED3 supported programs. If you are not part of a CED3 supported program, please check with your Program Administrator or Student Services Coordinator for more information about books and materials for your classes. (A list of support contacts is displayed on page 15 of this document)

Textbooks and Additional Course Materials

All students are responsible for acquiring their own textbooks and materials unless the sponsor has included course materials in the tuition costs. If unsure, please contact your Program Sponsor, Student Support personnel or Program Manager.

Textbooks

Textbook and additional course material requirements, as well as class schedules for the upcoming quarter, can be found at the following Web site approximately six weeks in advance of the start of classes: <http://www.nps.edu/DL/Courses/BookListing.asp>

NOTE: CED3 does not recommend purchasing books for future quarters based on the current list because there is the possibility that instructors may change editions and/or the requirements for the class.

Additional Materials

Faculty will occasionally require students receive a course CD. This material will be mailed by the CED3 Student Services Department and will be noted on the textbook Web page mentioned above. Please contact CED3StudCoord@nps.edu if you have not received your course CD two weeks prior to the first day of class.

Library

NPS Dudley Knox Library (DKL) Information

Your Library Account

All NPS students are entitled to a Library account. For Distance Learners, this account is vital. It enables you to access the Library's many licensed electronic resources (such as books, journals and research databases) from anywhere, and provides you the option of having physical materials sent to you.

Soon after registering, Distance Learners should receive an e-mail from the Library that provides your individual Library account access information. If you do not know your account information or would like to request an account, please send an e-mail to circdesk@nps.edu or call (831)656-2947.

The Library's Website

The Library's home page is located at <http://www.nps.edu/Library>. It is linked from the NPS home page and SAKAI. Most commonly used functions are available as **QUICK LINKS** on the left hand side of every library Web page:

- [Ask a Librarian](#)—get help from a reference librarian. We are available via live chat, e-mail, and telephone
- [Search BOSUN](#)—BOSUN is the Library's catalog and it indicates what we own and/or can provide access to. Many electronic resources are linked to right from the records in BOSUN -- including journals, NPS theses, electronic books, and other documents
- [Search Databases](#)—access the Library's numerous online research tools/databases—from ProQuest and JSTOR to IEEE, Jane's and more to find articles and reports on your topic. We provide a very comprehensive collection of resources in support of NPS research areas – be sure to use the BY TOPIC listings to find the right ones for you
- [Find eJournals](#)—determine if the Library has electronic access to a journal and get linked directly to it
- [Request Article or Book](#)—Electronic documents or hard-copy—we can find them and send them to you
- [Sign up for a Workshop](#)— Most workshops are only available to on-campus students, however, each quarter the Library does offer some workshops via the Web through Elluminate Live. Check our monthly calendar to see when they are and to register for them. You can also download information on using library resources on the HELP page anytime:
<http://www.nps.edu/Library/Help/Help.html>

Accessing Resources on the Library's Website

Access to many of the resources on the Library's website requires authentication, so you will need to either use your Library username and password when prompted to do so, or you can log into the Virtual Private Network (VPN) client. At this time, you cannot use your NPS or SAKAI login information for *direct* access to many of the Library's resources. See the [Library's Remote Access Information page](#) for more information.

If you have an NPS account, you may wish to use it to access and download the VPN client. By logging into the NPS VPN before beginning your research you will be automatically validated for access to the Library's many subscriptions rather than needing to use your library login information. See the [NPS Remote and Intranet Access Information Page](#) for more information.

Please Note: Accessing NPSBart is not the same as using the NPS VPN so if you are using it, you will be prompted to log in with your Library Username and Password to access the commercial resources paid for by the Library.

If you experience problems logging into library resources, contact either Circulation (831) 656-2947; circdesk@nps.edu, or [Ask a Librarian](#).

Some Final Advice

We know that returning to the academic environment can be challenging. We invite you to contact us if you need any assistance with finding research materials, or just want to talk to a “real person” at the library. Reference Librarians are available through the Ask a Librarian QUICK LINK on any library Web page, or at http://vrlplus.cb.docutek.com/nps/vrl_entry.asp. We provide several ways to contact us, including via chat.

Do not lose out on the quality research resources the Library offers by not realizing what is available for you: this includes electronic books, documents, journals, papers, reports, studies and state-of-the-art databases that index the literature of your field of study at NPS.

Additional information is available on the library’s Distance Learners page, at: <http://libguides.nps.edu/dl> and in our video: [Your NPS Library: 10 important things in 5 minutes](#)

Student Opinion Forms (SOFs)

SOFs must be submitted to the Python Student Information System each quarter by all students. For security reasons, Python can only be directly accessed from computers on the NPS Intranet. Therefore, if you are connecting to this page from off-campus, such as your home or workplace, please follow these instructions for a virtual connection. Once you are connected to the NPS Intranet, Python will function as if you were physically located on base.

How Do I Get Started?

1. [Click here to access NPSBART \(Internet Explorer Browser recommended!\)](#)
2. Enter your NPS username and password. Logging in through this window provides a secure connection to the NPS intranet
3. Log into Python using your NPS username and password again
4. Enter SOF Responses (Once you are logged in to Python):
 - On the left-hand folder list, click on "Student Folio" then "My Matrix"
 - Look for the current quarter and course number for which you would like to complete an SOF
 - Click on "SOF" button. The Faculty Assignment window will appear which lists Course number and Instructor information. Click "Yes" under Process
 - The Student Opinion Form (SOF) window will appear. Answer questions 1 through 16 by clicking on the appropriate radio button. Enter any comments (optional), and then click "Process." NOTE: Once you click "Process," you cannot "undo" what has been entered, so make certain your responses pertain to the correct course and instructor
 - The SOF Submitted window will appear to confirm submission. If you have another SOF to complete, or if there are multiple instructors, click on "My Matrix," then go through steps 2 through 5 again

When Can I View My Grades?

Students will not be able to view grades in Python until SOFs have been completed and the instructor has submitted all grades. Instructors will not be able to view SOF results in Python until all grades have been submitted, AND the grading window has closed.

What if I am late?

- Nonresident students ONLY: E-mail registrar@nps.edu for instructions
- All late SOFs are outsourced for manual processing. Therefore, it may be week-three of the new quarter before your grades can be viewed in Python. Do not contact the Registrar's Office about viewing grades before week-three of the new quarter

How Can I Find My Curriculum Code?

You may need to know your curriculum code for password purposes. Please contact the TAC, if you are unsure of your curriculum code (a three digit number). For example, the Master of Science in Systems Engineering curriculum is 311. If you are enrolled in multiple curricula, your curriculum code will be your primary curriculum. You can put a link here to the Master Curricula Chart

What About Other Web Browsers?

We recommend that you use the Internet Explorer Web browser because certain interface elements of Python will not be visible in other browsers.

I Do Not Have an Internet Connection. How Can I Enter My SOF?

Please phone the Registrar's Office at (831) 656-2591 to discuss other options, if you fall into this category.

For Python-specific issues, such as incorrect data, please be sure to contact your appropriate NPS Program Officer or Program Manager for assistance.

Thesis Processing Guidelines

This site was developed to provide you with information needed to submit your thesis electronically and completing the process for your degree requirements. Information is also provided on the thesis template, forms needed for signatures for green card and where to go for help.

<http://www.nps.edu/research/research1.html>

The Distance Learning PowerPoint presentation is also available on this site.

http://www.nps.edu/research/documents/etdfin_DL.ppt

For specific guidelines go to: http://www.nps.edu/research/documents/DL_guidelines.doc

Graduation

The [NPS Graduation Web site](#) provides information about rehearsal and graduation times, appropriate attire, directions to NPS, gate access, and much more.

Chapter 7 of the NPS Academic Policy Manual specifically addresses Degree Completion process.

<http://www.nps.edu/Academics/PolicyManual/1541.htm>

Future Graduation Dates can be found on the [Academic Calendar](#).

Alumni

We invite you to stay connected to NPS and your classmates by joining our Online Community. It's free, and it only takes a few moments to create an account. Keep in touch and keep us informed when you move, change jobs, or reach new milestones in your life and career. Keep up to date by visiting the Alumni website www.nps.edu/alumni, where you'll find alumni news and notes, profiles of successful alumni, and news of NPS programs and activities. Or contact us at the Alumni Relations Office at (831) 656-2077.

NPS alumni can influence generations to come by providing inspiration, mentoring opportunities, and continued support of graduate education. Your involvement as one of our alumni enhances our reputation and strengthens the Naval Postgraduate School's programs and research.

Services and Benefits

Disability Services

If you are a prospective student with a disability that requires a reasonable accommodation, please contact your servicing Human Resources Office Specialist and your NPS DL POC for coordination of your needs with the NPS HR/EEO Disability Coordinator. Every effort will be made to provide your requested accommodation.

GI Bill Benefits

Veterans attending NPS as distance learning students may be entitled to educational benefits using the Montgomery GI Bill (MGIB) and Post 9/11 GI Bill. For the most up-to-date information and requirements, go to: http://www.nps.edu/Students/Prospective/GI_Bill_Benefits_NPS.html.

Definition of Terms

Academic Associate

Faculty member assigned by the Provost to work with the Curriculum Primary Sponsor, Dean, and Department Chair to develop academically sound programs and to counsel students on academic matters.

Academic Council

Body of faculty members assigned to approve curricula for degree credit, consider nominees for degrees, recommend to the President candidates for degrees, establish scholastic standards and policies, and consider other such academic matters that are brought to its attention.

Associate Chair for Distance Programs and Outreach

The Associate Chair is responsible for oversight of all department sponsored and tuition-based educational programs, as designated by the Chair, and for associated outreach efforts to ensure such programs meet department strategic program goals and objectives.

Command/Company Sponsor

A Command/Company Sponsor is the representative of an applicant's organization, usually a supervisor or manager, who has the authority to approve student participation in an NPS DL program, and grant permission for student to change, retake or withdraw from a course or program.

Curricular Programs

Programs developed by Department Chairs, Program Officers and Academic Associates to meet specified Curriculum Primary Sponsor needs and standards of academic excellence. The curriculum is identified by a unique number and is defined by a documented set of Educational Skill Requirements (ESRs). The academic course plans for students are developed by mapping from the ESRs in order to meet the Curriculum Primary Sponsor needs.

Curriculum Primary Sponsor

Organization that develops the needs for their specific curriculum, specifies billets for utilization of program graduates, and provides oversight and support for their curriculum. The organization is usually an OPNAV office, Navy System Command headquarters, or other headquarters or staff activity.

Department Chairperson

The Department Chair plans and administers the educational, personnel, and financial activities of the department.

Educational Technician

The Educational Technician (Ed Tech) is an NPS administrator who assists Academic Associates, Program Officers and students with day-to-day academic operations.

Program Administrator

The Program Administrator provides administrative and logistical support to Distance Learning students.

Program Manager

The Program Manager (PM) is the faculty member who initiates, leads, and oversees the entire life-cycle of a sponsored or tuition-based educational program or group of programs.

Program Officers

The Program Officer (PO) works directly with students, in conjunction with the Academic Associate and Ed Tech, to oversee the proper performance of academic study.

Student Support Services (Distance Learning)

Student Support Services provides administrative and logistical support to Distance Learning students

Curricula and Support Contacts List

Curric	DL Program Name	School	Academic Associate	Ed Tech	Program Administrator/ Student Support
210	Stability, Security and Development in Complex Operations Certificate (Hybrid/DL & Res)	GPPAG	Bob McNab	Amy Thurman	
211	Advanced Acquisition Program Certificate	GSBPP	John Dillard	Claire Fess	Ronda Spelbring
212	Acquisition Management DL Program Certificate	GSBPP	Wally Owen	Claire Fess	Ronda Spelbring
256	Cyber Security Fundamentals	GSOIS	Tom Otani	Maricel Eddington	
258	Cyber Security Defense	GSOIS	Tom Otani	Maricel Eddington	
260	Cyber Security Adversarial Techniques	GSOIS	Tom Otani	Maricel Eddington	
262	Human Systems Integration Certificate	GSOIS	Lawrence Shattuck	Lisa Puzon	CED3 Student Coordinator
265	Modeling and Simulation Management Certificate	GSEAS	Eugene Paulo	Heather Hahn	CED3 Student Coordinator
270	Information Systems Security Engineering Cert	GSOIS	Tom Otani	Maricel Eddington	
271	Information Systems & Operations Certificate	GSOIS	Steve Iatrou	Steve Iatrou	CED3 Student Coordinator
272	Information Systems Technology Certificate	GSOIS	Steve Iatrou	Steve Iatrou	CED3 Student Coordinator
273	Space Systems Certificate	GSEAS	Joe Welch	Joe Welch	CED3 Student Coordinator
274	Anti-Submarine Warfare Certificate	GSEAS	Daphne Kapolka	Eva Anderson	CED3 Student Coordinator
275	Software Engineering Certificate	GSOIS	Tom Otani	Maricel Eddington	
277	Knowledge Superiority Certificate	GSOIS	Mark Nissen	Mark Nissen	CED3 Student Coordinator
279	Engineering Modeling & Simulation Certificate	GSEAS	Joshua Gordis	Sandra Stephens	
281	Systems Analysis Certificate	GSOIS	Steve Pilnick	Lisa Puzon	CED3 Student Coordinator
282	Systems Engineering Certificate	GSEAS	Eugene Paulo	Heather Hahn	CED3 Student Coordinator
284	Guidance, Navigation & Control Systems Cert	GSEAS	Monique Fargues	Alice Lee	
285	Fault Tolerant Computing Certificate	GSEAS	Monique Fargues	Alice Lee	
286	Reconfigurable Computing Certificate	GSEAS	Monique Fargues	Alice Lee	
287	Digital Communications Certificate	GSEAS	Monique Fargues	Alice Lee	
288	Cyber Warfare	GSEAS	Monique Fargues	Alice Lee	
289	Cost Estimating and Analysis Certificate	GSOIS	Kevin Maher	Lisa Puzon	CED3 Student Coordinator
290	Signal Processing Certificate	GSEAS	Monique Fargues	Alice Lee	
291	Electric Ship Power Systems Certificate	GSEAS	Monique Fargues	Alice Lee	
292	EW Engineer Certificate	GSEAS	David Jenn	Alice Lee	CED3 Student Coordinator
293	Journeyman EW Engineer Certificate	GSEAS	David Jenn	Alice Lee	CED3 Student Coordinator
294	Senior EW Engineer Certificate	GSEAS	David Jenn	Alice Lee	CED3 Student Coordinator
295	Network Engineering Certificate	GSEAS	Roberto Cristi	Alice Lee	
296	Cyber Systems	GSEAS	Roberto Cristi	Alice Lee	
297	Wireless Network Security	GSEAS	Monique Fargues	Alice Lee	
311	Systems Engineering	GSEAS	Eugene Paulo	Heather Hahn	CED3 Student Coordinator
316	Space Systems Operations	GSEAS	Mark Rhoades	Mark Rhoades	CED3 Student Coordinator
357	Computing Technology	GSOIS	Loren Peitso	Maricel Eddington	CED3 Student Coordinator
359	Human Systems Integration	GSOIS	Lawrence Shattuck	Lisa Puzon	CED3 Student Coordinator
363	Systems Analysis	GSOIS	Steve Pilnick	Lisa Puzon	CED3 Student Coordinator
369	Software Engineering	GSOIS	Tom Otani	Maricel Eddington	
376	Computer Science	GSOIS	Tom Otani	Maricel Eddington	
377	Identity Management and Cyber Security	GSOIS	Tom Otani	Maricel Eddington	
379	Cost Estimating and Analysis	GSOIS	Kevin Maher	Lisa Puzon	CED3 Student Coordinator
535	Underwater Acoustic Systems	GSEAS	Daphne Kapolka	Eva Anderson	
571	Reactors – Mechanical/Electrical Engineering	GSEAS	Joshua Gordis	Sandra Stephens	
572	Mechanical Engineering for Nuclear Trained Officers	GSEAS	Joshua Gordis	Sandra Stephens	
581	Systems Engineering PhD (Hybrid/DL & Res)	GSEAS	Eugene Paulo	Heather Hahn	CED3 Student Coordinator
592	Electronic Systems Engineering	GSEAS	Roberto Cristi	Alice Lee	CED3 Student Coordinator
721	Systems Engineering Management	GSEAS	Tom Huynh	Heather Hahn	CED3 Student Coordinator
805	Executive Master of Business Administration (Mil)	GSBPP	John Mutty	Claire Fess	Houda Tarabishi
807	Executive Master of Business Administration (Civ)	GSBPP	John Mutty	Claire Fess	Cindy Kohatsu
835	Contract Management	GSBPP	Corey Yoder	Claire Fess	Ronda Spelbring
836	Program Management	GSBPP	Brad Naegle	Claire Fess	Ronda Spelbring

Other Useful Contacts

Admissions

<http://www.nps.edu/Academics/Admissions/Index.html>

Naval Postgraduate School
1 University Circle, Herrmann Hall, Rm 022
Monterey, CA 93943-5100
831-656-3093 or DSN 756-3093
grad-ed@nps.edu

Registrar

<http://www.nps.edu/Academics/Admissions/Registrar/index.html>

Code 01C1
1 University Circle, Herrmann Hall, Rm 022
Monterey, CA 93943-5100
831-656-2591 or DSN 756-2591
registrar@nps.edu

Technology Assistance Center (TAC)

<http://www.nps.edu/Technology/Help/Help.html>
Monday–Friday, 0730–1700 PST (Except Holidays)
Closed Thursdays from 1315–1445 PST for training
831-656-1046
tac@nps.edu

Thesis Processing

<http://www.nps.edu/Research/research1.html>
Monday–Friday, 0700–1700 PST (Except Holidays)
699 Dyer Road, Halligan Bldg, Room 236
Monterey, CA 93943-5138
(831) 656-2762 or DSN 756-2762
thesisdraft@nps.edu

Tuition

CED3Bursar@nps.edu

VTC Office

Naval Postgraduate School
589 Dyer Road, Root Hall, Room 266A
Monterey, CA 93943-5100
831-656-2315 or DSN 756-2315
vtc@nps.edu

Online Resources

Distance Learning (DL) Home Page:

<http://www.nps.edu/dl>

Distance Learning (DL) Student FAQ:

<http://www.nps.edu/DL/info/faq.html>

Visiting NPS

<http://www.nps.edu/Visitors/Index.html>

About NPS

NPS Information and History

<http://www.nps.edu/About/NPSInfo/info.html>

Degree and Certificate Student Checklist

- Ensure NPS has received funding/tuition (if required)
- Attend Orientation (if announced)
- Test Elluminate / VTE connection (for programs that include synchronous courses)
- Log in to your NPS Network Account and change your temporary password
- Log in to Python
- Verify matrix (Note: Your courses may not appear until Python is opened for scheduling approximately 1 week prior to the start of the quarter)
- Verify personal information
- Add/Verify work address (If outside U.S., please include APO, Zip and Country)
- Log in to Sakai
- Ensure courses are listed (E-mail instructor if classes do not appear two days prior to class start date)
- Verify that Sakai CLE has your correct email address (which should be your username@nps.edu email address if assigned, or your preferred home or work email if you are not required to use an nps.edu email account.) Send an email to [CED3 Student Coordinator](#) if Sakai does not have your correct email address.
- Log in to Webmail (if you have an nps.edu account)*
- Purchase Course Materials
- Course Materials received (for those whose command/company has included funding for course materials)
- Attend Classes
- Learn Thesis Processing Guidelines - <http://www.nps.edu/research/research1.html> (Applies to degree programs requiring a thesis.)

*Note: Certificate students will not receive an NPS e-mail account. MSA students will only receive an nps.edu email account upon request to the tac@nps.edu.