

# Student Check-Out Sheet

Naval Postgraduate School

Privacy Act Information must be handled accordingly.

Name \_\_\_\_\_ Rank \_\_\_\_\_ Military Branch \_\_\_\_\_ Curriculum Code \_\_\_\_\_  
 Note: Remember, Student Service Office will be your last stop Circle: GSBPP / SIGS / GSOIS / GSEAS

**Step I – All Students**

**Library - Circulation Desk**

No checked out materials

Completed: \_\_\_\_\_  
656-2947

**Step II – All Non-Navy Students**

**Administrative Support Units – Travel Documents – Bring Green Sheets**

USA	Contact: Mr. Sample	Fort Jackson		1-800-856-3801
	<b>COL Robert Burks</b>	<b>Glasgow Hall</b>	<b>GL-220A</b>	<b>656-3116</b>
USAF	MPE	Presidio of Monterey	Bldg. 616, Rm223A	242-5052
	<b>Lt Col Patrick Whelan</b>	<b>Herrmann Hall</b>	<b>HE-043B</b>	<b>656-2873</b>
USMC	MARDET	Presidio of Monterey	Bldg. 629B	242-5407
	<b>Lt Col Vaughn Pangelinan</b>	<b>Herrmann Hall</b>	<b>HE-043A</b>	<b>656-3386</b>
USCG	YN1 Dodge	Alameda Coastguard Station		1-510-437-3751/5767

Completed: \_\_\_\_\_

**Step III – Students staying in local area more 30 days after graduation**

<b>Computer Help Desk</b> - Phone calls accepted	Ingersoll Hall	IN-151	Completed: _____
(Also if you're in possession of a "Thesis 1-yr Extension" form)			656-1046
Student Services Office (SSO)	Herrmann Hall	HE-039	Completed: _____
			656-3815

**Step VI – All U.S. Students**

**Government Travel Cards**

<b>NPS Travel Office</b>	Detach from DTS	Herrmann Hall	HE-038	Completed: _____
<b>USN/USMC/USA:</b> Bring current travel card		<b>USAF:</b> Go to the AFIT website		656-3211

Completed: \_\_\_\_\_

**Step VII – All U.S. Students**

<b>Security Manager's Office</b>	Glasgow Hall Basement	GL-B13	Completed: _____
- Security Clearances - All SCI Indoctrinated Students will also need to check with the Special Security Officer			656-2450

**Step VIII – All U.S. Students**

<b>Medical Clinic (Bring a copy of your Orders)</b>	Presidio of Monterey	POMAHC	Completed: _____
- Check-out times M-W, F: 0900-1130, 1300-1600; Th: 0900-1030			242-7566
- Dependent Records must be picked up at POMAHC. USN and USMC may only pick up dependent records (13 and older) if the dependent has given written permission. Arrangements for Pediatric records must be made at least a week prior to departure.			

**Step IX – All U.S. Students**

<b>Dental Clinic (Mon-Thu: 0700-1630, Fri: 0700-1200)</b>	Herrmann Hall	HE-419	Completed: _____
			656-2477

**Step XII – All U.S. Students**

<b>NPS Post Office/Mail Room (If necessary)</b>	Post Office	Bldg-260	Completed: _____
- Complete card to change your ADDRESS			656-7653

**Step XIII – All Students**

**Education Technician** – Check out with your Ed Tech (Program Mgr's Office) before checking out with Student Services  
 Completed: \_\_\_\_\_

**Step XIV – USN Students**

<b>Command Fitness Coordinator</b>	LT Jean Hyde or CS2 Ben Gregoire		Completed: _____
Naval War College	Rose Drake		656-2906 or 656-2080

**Step XV – All Students**

<b>Registrar's Office</b>	Herrmann Hall Basement	HE-022A	Completed: _____
- Confirm & Provide thesis/diploma mailing address			656-2591

**Step XVI – ALL STUDENTS (Attach Copy of Green Sheet, or 1yr Extension, to this Sheet & bring in) Completed: \_\_\_\_\_**

**\*\*STUDENT SERVICES OFFICE** Mon-Thu: 0730-1600; Fri: 0730-1400 Herrmann Hall Basement HE-039 656-3812/ 3/ 5  
 \* SEE Reverse Side of this sheet for Detaching info to be entered in PYTHON -- Complete & turn-in 24 hrs before Check-Out.  
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**Step XVII – USN Students only**

<b>Student Services Office</b>	Mr. Mario Salim	Herrmann Hall Basement	HE-039	Completed: _____
* Transfer Packets & FITREP must be picked up on the day of departure. Weekend departures will need to pickup their packages on Friday.				656-3815



# DETACHING???

## Make sure you complete the following before checking out of NPS with the Student Services Office:

1. If you completed a Thesis: staple a copy of your GREEN SHEET to the back of your completed Check-out Sheet)  
If your Thesis is not completed: bring in a copy of your signed 1-yr Thesis Extension (stapled to the back of your completed Check-out Sheet & don't forget to contact the Computer Help Desk for an extension of your NPS account access)
2. **Complete the following in PYTHON:**
  - a) Under the Family Members tab, add the following addresses (do not delete your current address):
    - click on ADD ADDRESS
    - select: **THESIS/DIPLOMA MAILING**
      - select: OTHER
      - Enter your diploma mailing ADDRESS, same as what you gave Registrar office
    - select: **WORK (after Grad)**
      - select: OTHER
      - Enter the ADDRESS of your **NEW COMMAND assignment on your PCS ORDERS**
    - select: **HOME (after Grad)**
      - select: OTHER
      - Enter the ADDRESS of your **NEW** home/residence, if you have one
    - Enter EMAIL address you will be using once your NPS email account (@nps.edu) expires (in the event we need to contact you after you've departed, email will be our preferred method of contact)
  - b) On your (gray) **permissions bar** (left of screen), **click on Student Folio, click on My Matrix**
    - select: the **Student Information** tab and add the following information:
      - click on **Diploma Name Format:** enter your name as you want to see printed on your DIPLOMA (same as you indicated to your Ed Tech ), click Update
      - click on **Thesis Information:**  
enter your Thesis title in the appropriate box, click Update
      - click on **Education History:**  
if not already completed, enter data regarding your undergraduate education, click Update
3. REMEMBER, once you detach, your NT account will remain active for 30 days. If you require additional time, submit your request through the ITAC office located in Ingersoll Hall, Room 151 and have them sign off on the front of this form.