Pre-Graduation Brief
Student Services Office
All US Military Students

• Begin **Check-Out Sheet**
  – Turned in at Graduation Rehearsal

• Missing Graduation?
  – Submit **DOS Request Form**

• Staying in Monterey >7 Days after Graduation?
  – Submit **DOS Request Form**

• Require Thesis Extension?
  – Submit **Thesis Extension Request**

Additional for USN Students

• **Orders** will be emailed once received
  – Emailed from YN2 Freeman/YN3 Bair
  – No orders? Contact CoC starting with Program Officer

• Pick-up **Transfer Information Sheet (TIS)**
  – Directed by YN2 Freeman/YN3 Bair
  – Requires expedited completion for transfer FITREP to be written

• Respond to any emails from:
  – YN2 Freeman/YN3 Bair, Sonya Solomon,
    Beth Jensen, Cindy Bacus, Katerina Biagi
  – More than likely its something important

Awards & Graduation Schedule of Events/Info

• **Schedule / Info**

• Graduation Rehearsal: List of names will be placed on the columns found in the breezeway of Root Hall. Please congregate by your appropriate list.
• **Check-Out Includes:**
  - Library (All)
  - Travel Office (All)
  - Command Security (All)
  - Registrar Office (All)
  - Admin Units (All)
  - Ed-Tech (All)
  - Dental/Medical (All)
  - Urinalysis, **1-3 days out** (All)
  - Student Services (All)
  - Naval War College (JPME)
  - Motorcycle Safety (Some)
  - Command Fitness (USN)
  - FITREP (USN)
Common Friction Points

• **Last minute requests**
  – Missing Graduation
  – Thesis Extensions
  – Staying >7 Days after Graduation
  – Distance Learning Students request to Walk at Graduation

• Communicate EARLY with your Program Officer!!!
Transfer Resources

- Designated times for transfer paperwork and questions
  - Thursday 0900-1100
  - Thursday 1300-1500
  - Friday 0830-1100

- If you have questions or need assistance with transfer paperwork outside of those times:
  - You can schedule an appointment by emailing sa@nps.edu
  OR
  - Email questions concerning transferring to sa@nps.edu and we will respond.
Email: sa@nps.edu
Call: 831-656-3980