Distance Learning Handbook

For Students
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Quick-Start Guide

Access Naval Postgraduate School (NPS) Operating Systems:

- Go to https://www.nps.edu
  - Select DoD Certificates under the Technology tab near the top of the screen, and follow the instructions
    - MAC instructions are located at the bottom of the page
- Return to the main page and select the Technology tab again
  - Go to Remote Access
  - Follow directions for using NPS Cloudlab or VPN
- Go to O365.nps.edu
  - Use the NPS login firstname.lastname
  - Use Temporary password provided
- A dialog box will pop up with the following
  “Your organization requires you to setup the following methods or proving who you are”
- Click next and it will require you to download the Microsoft authenticator app and follow the process to register your username and password.

Multi-Factor Authentication (2FA)

Multi-factor authentication (MFA) is a security measure that offers an additional level of protection for accessing your personal information and sensitive university data by requiring an additional form of identification at login. There are three forms of authentication (Something you: Have, Know, or Are), two of which we employ at NPS:

**Something you know:**
- Password/Pass phrase (i.e., NPS Username / Password)
  **Something you have:**
- Security Token or App (e.g., Cellphone with Microsoft Authenticator)
- Verification Text, Office Phone Call, Email
- Smart Card (e.g., Government-issued CaC card)

**NPS requires that our users select two methods: one from each of the following groups:**
- (Group 1) Authenticator App (Recommended), Phone
- (Group 2) Office Phone, Email

**Final To-Do’s**

- Go to https://my.nps.edu/group/mynps
  - Login with your NPS credentials
  - Click on Python located in the tool bar on the left side of the screen
♦ If not visible, click on View More/Settings
  ▪ Login with your NPS credentials
  ▪ Click on My Profile in the tool bar on the left side of the screen
    ➢ Confirm information is correct and edit if needed
    ➢ Click on Addresses and Family
    ➢ Confirm information is correct and update if needed

  o Return to the main screen and click on Web Mail
    ▪ Login with your NPS credentials
    ▪ Check for any email messages

  o Return to the main screen and click on Sakai
    ▪ Select NPS Users Click Here to Login
    ▪ Login with your NPS credentials
Academics

Academic Calendar

NPS Academic Calendars contain dates for the first day of classes, federal holidays, final exams, and graduation.

Academic Catalog

The NPS Academic Catalog is the official source of graduate academic program information.

Academic Honor Code

https://my.nps.edu/web/nsa/academic-integrity

Students must always follow the Academic Honor Code (NPS instruction 5370.4 series). 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 and projects should rightly 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 cited as 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 re-grading; 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 attributing 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.

5. **Aiding and Abetting Academic Dishonesty**: Providing material, information or other assistance to another with knowledge such aid could be used in any of the unacceptable behaviors described above.

6. **Double-submission**: Submitting a single paper to satisfy the requirements of two separate courses without notifying the instructor(s) of the overlap.
7. **Failure to Address Observed Violations of this Code**: Upon witnessing a suspected Honor Code violation, an individual is honor bound to report it through the proper channels. Failure to do so is itself a violation of the Honor Code.

Finally, any act or attempt at retaliation against a student, staff member, or faculty member for raising an Honor Code issue, whether the report results in any formal action, will not be tolerated.

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.

This code is applicable to both resident and distance learning students.

**Academic Policies**

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](#), for information regarding student records, grading procedures, course withdrawals, incomplete courses, extended absences, and other such policies.

**Academic Probation/Disenrollment**

Disenrollment may be voluntary, disciplinary, or because of 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 continue probation, be recommended for disenrollment, or be removed from probation. The Program Officer will counsel students as required and forward the request through the Military Associate Dean for delivery to the Dean of Students.

**Add/Drop/Withdrawal Process**

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

*Note: Add/Drop/Withdraw deadlines can be found on the Python home page. Each student is responsible for adhering to these deadlines.*

After approval has been granted, contact the Education Technician or the POC for your program to begin the process.
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 need to be muted or secured during all class or lab instruction periods to minimize disruptions.

During lectures and labs, questions are expected, both directly in resident and VTE situations, and 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 or 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, it is the responsibility of the student to view all lectures in accordance with the stated course schedule.

Course Schedules

To view a course schedule in Python:

- Go to Python
- Click on the Student tab
- Enter your last name
- Click on Matrix to the left of your name
- Select the magnifying glass icon to the left of the course listing
  - A new window will open with the course and textbook information
  - If your course schedule still reads “Schedule TBD by Department,” check back on a regular basis

Graduation

The NPS Graduation website provides information about rehearsal and graduation times, appropriate attire, directions to NPS, gate access, and more.

Chapter 7 of the NPS Academic Policy Manual specifically addresses the Degree Completion process; Chapter 9 addresses the Academic Certificate Completion process: https://www.nps.edu/Academics/PolicyManual/1541.htm

Students who do not finish a degree or certificate program with a minimum GQPR of 3.0 and a minimum CQPR of 2.75 will not graduate.

Future Graduation Dates can be found on the Academic Calendar
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, led 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.

*For further explanation on various roles and responsibilities NPS-wide, visit https://my.nps.edu/group/mynps/resources*

Textbooks

Students can view textbook requirements in Python two weeks before the start of quarter

- Go to Python
- Click on the Student tab
- Search using last name
- Click on Matrix located on left side of your name
- Select the magnifying glass icon to the left of the course listing
- A new window will open up and display the courses and textbooks for that AY/Qtr

*Please reach out to your Program Administrator, Program Manager, Student Services Coordinator, or Education Technician for any additional information regarding course material requirements*
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 are granted flexibility in completing 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.

- Time Off or 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 your absence will cover. Failure to do so could result in a drop from the class or an incomplete grade.

Sakai

NPS utilizes the Sakai Collaborative Learning Environment (CLE) --an open source, web-based learning management system that allows instructors and students to communicate, store and retrieve course material, and track progress throughout the course. In addition to course sites, the CLE can host project sites wherein members are able to collaborate and share documents. The CLE is accessible from any web-connected device using your NPS username and password.

- To access Sakai:
  - Follow the link https://cle.nps.edu
  - Login using your NPS credentials
  - If you cannot login – contact TAC

All distance learning students will receive an NPS e-mail account regardless of their program. Students that started prior to AY18Q1, and who do not have an NPS e-mail account, may contact TAC to have one created. This will be your primary email for communications regarding NPS.

Synchronous

Students and instructors can interact in real time. These tools allow everyone in a class to interact as if they were sitting in the same room.

Video Tele-Conferencing (VTC)

VTE classes are delivered using live video-teleconferencing (VTC) and allow for effective two-way communication between instructor and students during class periods.

VTE courses are recorded, and with instructor approval, are available for review at https://podcast.nps.edu. Recordings are posted within 24 hours after the event and are available for viewing until the end of the quarter.
Students can stream or download Podcast videos for viewing offline:

- Visit [https://podcast.nps.edu](https://podcast.nps.edu)
- Log in with your NPS credentials
  - Click on the “Current” tab
  - Choose the desired course session

*Recordings are available for your convenience and are NOT authorized for distribution to anyone or any media outside of the course*

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**VTC Location Change**

If for any reason, permanent or temporary, a VTC site must be changed, it is imperative that the NPS VTC Coordination team be notified in a timely manner, as they will no longer open ports that have not been confirmed in advance.

To register a new site, email the NPS VTC Coordinator at vtc@nps.edu, and provide the following information:

- Name of base
- Your name
- Your email address
- Your phone number
- The name of the VTC staff at your location
- The email of the VTC staff at your location
- The phone number of the VTC staff at your location
- Your class number and/or instructor’s name

Failure to provide this information may result in an inability to attend class as scheduled

For additional questions or concerns, call the NPS VTC Coordinator at (831)656-2315 (commercial) or 756-2315 (DSN)

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**FAQs**

**What time can I connect to my VTC Class?**

You may connect ½ hour prior to the class start time.

**Who do I contact if I have problems connecting?**

Call the NPS VTC Office for connectivity issues. Call 831-656-2315 Commercial, or DSN 756-2315. If it is determined that there are equipment issues in your room, you will be asked to contact the VTC Technician in your area.
Should we perform a connection test prior to the class start date?
Yes. Contact the VTC Technician in your area to set up a connection test with NPS VTC staff. This will determine if the equipment in your classroom is in operational order.

What if I am in an area that does not have a VTC facility?
Notify your Instructor and Program Manager or contact the NPS VTC Office. We will suggest another way to attend or have you call into class by telephone.

What if I miss class due to an emergency?
A recorded version will be available at https://podcast.nps.edu

What if my login password is not working?
Utilize the NPS Self-Service Password Manager: https://npspassword.nps.edu

MS Teams
Microsoft Teams is a messaging platform for your class, group, team, or department. It provides a workspace for real-time collaborations and communication, meetings, file and app sharing, and even the occasional animated gif! All in one place, all in the open, all accessible to everyone. Microsoft Teams Page

ZoomGov
Zoom is a cloud video conferencing tool that works from either an installed client or from within your browser. It is another web conferencing tool we are adding to enhance teaching and learning at NPS.

By default, students and guests do not need a Zoom account, but instructors will need to have an NPS-associated account set up to create and administer Zoom meetings. If you would like a Zoom account, please contact the CLE helpdesk at clehelp@nps.edu. For more information, please call the CLE helpdesk at 831-656-2020.

FAQs
Do I need a microphone and camera for my DL class?
You will need to have either a microphone attached to your computer or the ability to use your phone to dial into the session. This allows students to participate fully in synchronous DL classes. The use of a microphone-headset combination is highly recommended. Video camera requirements vary from instructor to instructor.
Will my instructor be using Collaborate or Zoom for my DL course?

Collaborative learning platform use is left to the instructor’s discretion. They will let you know which tool to use in order to connect to your classes.

Is personal guidance or orientations available for Sakai, Teams, or ZoomGov?

Yes, please email clehelp@nps.edu or call (831)656-2020, M-F, 0700-1700, to set up a time with a technician.

What are the hardware and software requirements?

**OS** - Any Windows or Macintosh computer can work with MS Teams and Zoom as long as you have a stable network connection.

- IOS or Chrome OS, including iPad, iPhone, Android or Chromebooks, are not recommended or supported by Sakai technicians. While some people have had success in using these, testing indicates that the results are inconsistent at best.

**Hardware** – A microphone is required for classroom participation. Video camera requirements vary by instructor.

**Browsers** - Internet Explorer tends to be problematic with the collaborative learning platforms that NPS supports. It is recommended that these platforms be launched using Chrome or Firefox.
Registrar

Academic Records

The Registrar maintains the school’s official academic records. Students are responsible for meeting all deadlines for adds, withdrawals, incompletes, thesis submissions, etc.

A student’s academic record is his/her own responsibility, and it must not be assumed that professors, Education Technicians, Academic Associates, Program Officers/Program Managers, or others are taking care of these matters.

Diplomas, Certificates, and Transcripts

Diplomas and Certificates are mailed approximately 90 days after the month of graduation or completion of the Certificate Program. Please ensure that your correct Diploma/Certificate mailing address is updated in Python before your final quarter at NPS. Once graduate documents are available, an email will be sent from Parchment to the personal email address you entered in Python, with instructions on how to download your digital documents and when printed copies will be mailed. Official transcripts can also be requested through Parchment at that time. See our website for more info – https://nps.edu/web/registrar/transcripts.

Students can make changes to their mailing address and may designate how they would like their name to appear on a Diploma or Certificate:

- Diploma name format (under ‘Student Folio’, select ‘Student Information’). If left blank, the standard Python name format will be used.
- Diploma/Certificate mailing address and Non-Military/Government email address (under ‘Student Folio’, select ‘Addresses & Family’). If left blank, your documents will not be sent until you submit an updated address to registrar@nps.edu.
- Enter Cellular Number (under ‘My Profile’, ‘Personal Information’ section, select ‘Edit This Section’). A new delivery method will be available in the near future.

To request a certification of graduation before the final graduation documents are sent, email Registrar@nps.edu and a memo will be provided.

To request additional copies of transcripts, visit the website at: https://www.nps.edu/Academics/Admissions/Registrar/Transcripts/Transcripts.html

Students can access and print unofficial transcripts by selecting the Student Folio tab in Python and clicking on the My Transcript (Unofficial) link.

Emails and Outreach

Students can expect to receive automated e-mail reminders and instructions often throughout the quarter. These messages will be sent from “NPS Registrar’s Office,” an indication that the subject is Registrar-related, and pertains to deadlines, adds/drops, course evaluation forms (CEFs), etc.
Course Evaluation Forms (CEFs)

All students must submit CEFs to the Python Student Information System each quarter. The CEF window opens two weeks before the end-of-quarter and must be submitted no later than the Sunday after the graduation ceremony date by midnight PST. For security reasons, Python can only be directly accessed through the NPS Intranet Homepage from computers connected to the VPN. If you are connecting to this page from off-campus, such as from your home or workplace, please refer to the following instructions for Remote Access.

- Gain remote access to Python
  - Refer to the section on Remote Access to NPS Networks
- Once in Python:
  - Click on the Student Folio tab
  - Select My Matrix
    - Choose the current quarter and course number for which you would like to complete a CEF
    - **Note:** If one or more of your courses show an ABC button, either a CEF is not required for the course, or your instructor has not yet submitted a grade.
  - Click on the CEF button
    - Click on the Select button
    - The Course Evaluation Form (CEF) window will appear.
      - Answer questions by clicking on the appropriate radio button.
      - Enter any comments (optional)
      - Select Submit CEF Responses button when finished

- Once you select Submit CEF Responses, you cannot undo what has been entered; make certain that your responses pertain to the correct course and instructor.

- A CEF confirmation window will appear
  - If you have another CEF to complete, or if there are multiple instructors, click on the CEF buttons to go through the steps again

FAQs

**When Can I View My Grades?**

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

**What if I am late?**
Log into Python with NPS credentials
- Click on Student Folio tab
- Click on My Matrix
- Look for the current quarter and course number for which you would like to complete a CEF
  - If one or more of your courses show an ABC button, either a CEF is not required for the course or your instructor has not yet submitted a grade.
- Click on the Late CEF button

How Can I Find My Curriculum Code?

To find your curriculum code:
- Go to Python
- Click on Student Folio tab
- Click on Student Information
- Your curriculum number will be listed in the Curriculum Assignments section

What about Other Web Browsers?

We recommend that you use Google Chrome or Internet Explorer browsers.

I’m having technical issues logging in to Python. How Can I Enter My CEF?
- CEFs can only be completed via Python. Refer to Remote Access to NPS Networks for more information

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

Technology Assistance Center (TAC)

The Technology Assistance Center (TAC) provides a self-help site to allow students, faculty and staff to perform many computers 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.

NPS Network Accounts

All NPS students will receive an NPS email and NPS network account. Account usernames and passwords (credentials) are for accessing the student management system, Python, NPS email accounts, Sakai CLE for course material, ITACS software download, and the NPS Dudley Knox Library.

If you experience trouble logging in, or have lost your information, contact the NPS Technology Assistance Center (TAC) at tac@nps.edu or 831-656-1046 / DSN 756-1046.

After 30 days of inactivity, an NPS account will be disabled. Contact TAC to re-enable, and once it is re-enabled, the user has until 0600 PST the next morning to log in. Otherwise, the account automatically becomes disabled again and the user will have to contact TAC and submit another request.
NPS Password Manager

This allows students, staff, and faculty members to reset or change passwords and unlock their accounts. The password manager uses a question-and-answer-based security system for authentication and takes only a few minutes to set up.

Be certain to remember your answers to the three security questions during setup; these will be required for you to use the password manager henceforth

Step 1. To access this site type or select https://npspassword.nps.edu in your web browser. (Internet Explorer 7+, Mozilla Firefox 4+, Safari, Google Chrome, Opera).
Step 2. Enroll by creating your password profile.
Step 3. Manage forgotten or locked accounts by simply supplying the answers from your password profile.

For issues relating to your password, contact the NPS Technology Assistance Center (TAC).

E-mail

- Visit https://mail365.nps.edu
- Login with your full NPS email address (username@nps.edu) and your NPS password

Once a student’s account exists in the NPS network, their email address becomes the primary means of communication by which staff and faculty will inform and attempt to reach them.

*Please be sure to check and answer emails often*

Remote Access to NPS Networks

NPS CloudLab

The NPS CloudLab enables users to access various internal websites and applications including the NPS Intranet, Matlab, Python, SharePoint, Student Muster, Course Evaluation Forms (CEFs), and more, while off-campus. This virtual desktop requires only a web browser and an internet connection.

To use NPS CloudLab:

- Visit https://cloudlab.nps.edu
- Select CloudLab HTML Access for Online Virtual Desktop OR
- Select Install CloudLab Client to download VMware client (Windows or Mac) or mobile application (iOS, Android)
- Enter your NPS username and password

For additional details regarding NPS Cloudlab and other remote access options, or to
download the DoD Root Certificates, please visit:
https://www.nps.edu/Technology/RemoteAccess/index.html

Non-supported web browsers, click here for instructions

For issues relating to NPS Cloudlab, contact the NPS CloudLab Support

**Virtual Private Network (VPN)**

A **Virtual Private Network (VPN)** creates a secure connection to the NPS internal network. NPS supports connections from the Palo Alto Networks GlobalProtect (SSL) VPN client, and from the GlobalProtect VPN (IPSec) client. GlobalProtect uses Duo Security’s two-factor authentication to connect.

Either client will allow you to:
- Access internal websites/applications including, but not limited to, the Intranet, Python, Student Muster, and Student Option Forms.
- Map network drives (including your "H" drive).
- Remote desktop over to computers located on campus.

Since your remote computer will be connected to the NPS network, it must meet our security requirements. Operating system security patches must be applied, and anti-virus software must be installed and kept up to date.

The Palo Alto Networks GlobalProtect client allows you to connect your home computer to the NPS network. Many handheld devices, including the iPad and iPhone, have native support for the GlobalProtect VPN (IPSec) Client. Below are the pages to instructions and information regarding Duo and GlobalProtect (SSL and IPSec). NPS Login is required to access these pages.

**SECURE YOUR ACCOUNT with MFA GlobalProtect VPN**

- **NPS Login is required to access these pages.**

**Python**

Python is the official student-management system. It is used to maintain your academic record while at NPS. Through it, students can do the following:

- Update personal information (e.g., changes in rank, address changes, your name, etc.)
- Access your academic record to view grades and print unofficial transcripts
- Submit quarterly Course Evaluation Forms (CEFs)
- Request to add, drop or withdraw from a course

**Python Access**

- Select Python, found under My Quick Connect
  - If Python is not visible here, select View More/Settings

Additional options for accessing Python are located on the Technology web page at
https://nps.edu/web/technology/remote-access

- Navigate down to Additional Resources and select the NPS Intranet Homepage link
- Login with your NPS credentials

For any additional problems, contact the NPS Technology Assistance Center (TAC)

It is very important that you keep your student information up to date in Python. Each time you relocate, change a phone number, mobile number, email or shipping address, you must make these updates in Python.

- Enter your last name
- Select StuInfo to the left of your name
- Click on appropriate pencil icons to update fields
- Remember to Save Changes

Software Library

Application software (i.e. MS Office, Visio, Project etc.) is available for download from the NPS Remote Software website. You will be required to enter your NPS credentials when accessing this page.

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.

Software Requirements

Most instructors use MS Word documents to distribute information. As such, it is recommended that you can open MS Office documents, as well as Adobe Flash player v7, or later.
Library Services

The Naval Postgraduate School’s Dudley Knox Library supports your learning and research by providing access to relevant, high-quality scholarly resources, tools, and services. Follow the links below to learn more.

**Get a library account**
- View & renew items
- Place holds and recalls
- Change your contact info
- Set favorites, save searches
- Get remote access to NPS-licensed resources

**Get remote access**
- Use CloudLab or VPN
- Login with your library credentials

**Get a quick start on your research**
Find top choice article datab
- Systems Engineering
- Homeland Security
- Business, Management &
- See all Research Guides

**Find NPS theses, ebooks & more**
- Public and restricted theses
- Project reports (capstones)
- EMBA project reports
- Books, ebooks, and more

**Request article or book**
Request what you need and we’ll send it to you

**Have a research question? Ask a Librarian**
- Search the FAQ
- Call, email, chat, text, book a librarian, tutorials

In order to access all Dudley Knox Library resources, use VPN or log in with your NPS credentials.

- See the [Library's Remote Access Information](#) page for more information.
Graduate Writing Center

The Graduate Writing Center (GWC) teaches you how to think and write more academically, professionally, and efficiently—whether for a class paper, lab report, exam, or thesis. Our services span the complete writing process and more:

- brainstorming
- researching
- outlining
- organizing
- drafting
- citing
- revising
- reading efficiently
- taking notes
- managing academic projects
- developing and delivering presentations
- assessing sources
- reading efficiently
- taking notes
- managing academic projects
- developing and delivering presentations
- assessing sources

We offer one-to-one coaching for publicly releasable, CUI, and classified papers; specialized workshops; and a wide range of online resources. Our writing coaches are experts in academic and technical writing and critical thinking.

You can email us for assistance at writingcenter@nps.edu or visit our website at nps.edu/web/gwc.

We coach students seven days a week, with hours that accommodate students who have day jobs or are in different time zones.

Coaching

One of the best ways to improve your writing is to receive regular, constructive feedback that focuses on your needs and progress, regardless of where you start as a writer.

With live coaching, you and a coach meet to discuss your ideas, outlines, and drafts via Zoom or MS Teams, or over the phone.

With asynchronous coaching, the coach emails you feedback on your written draft.

Coaches do not replace the guidance of professors, nor do they edit or proofread your work. Instead, they help identify your strengths as a writer as well as your writing patterns that need improvement.

Register with our appointment system, WCOnline, to sign up for coaching appointments.

Self-Paced Learning Resources on Our Website

Visit our expanded writing-resources repository: https://my.nps.edu/web/gwc/resources

You’ll find sage advice, comprehensive writing guides, videos, and handouts on nearly 40 different writing-related topics, from active voice to Zotero.

Our Quick Clips & Tips page provides short videos and infographics that discuss common concerns.

Citation Help
For help with citations, your new best friend is the library’s Citation Guide. This page has tabs for commonly used citation styles at NPS. For each style, it provides an array of examples for sources commonly cited in NPS work, and some of the most important rules.

Upon request, writing coaches can run your draft papers through iThenticate, a plagiarism-checking software. We review the program’s report and guide you through corrections. Just ask for this service when making an appointment with a writing coach.

For more information, see our iThenticate FAQ.

GWC FAQs

How Do I Get Coaching on My Writing?

See our video tutorial or follow the steps below.

1. Complete a simple, one-time registration at WCOnline: https://nps.edu/web/gwc/wconline-redirect
   • Your NPS email account must be used as the login, but you are welcome to communicate with your coach through an alternate email address
   • WCOnline is used to make, edit, or cancel appointments; use email to communicate and share files with your coach
2. Log into WCOnline (automatic after registering)
3. WCOnline opens to the current week’s coaching calendar. To make future-week appointments use the Next Week button at the top
4. Click on a white square on the calendar to make an appointment with a writing coach (times are Pacific Time Zone)
5. In the appointment pop-up, fill out the page as completely as possible, and let us know what you want to accomplish in the session
   • Appointments are 30 minutes by default but can be extended to 60 minutes
   • Let us know if you prefer to use MS Teams, Zoom, or phone for your session
6. Click the Save Appointment button and you will receive an auto-email confirmation
   • After you make an appointment, your calendar square will show as yellow
7. Appointments can be canceled in the same way
   • Click your yellow square to open the appointment form, then select Cancel This Appointment
   • If canceling, please try to do so as far in advance as possible to give other students a chance at the appointment
How Do I Prepare for the Appointment?

1. Email your assignment prompt and your outline or paper to your coach 24 hours ahead of a live session or 48 hours ahead of an asynchronous session, if possible
   • Sending just the paper is also fine
   • If you simply want to talk about getting started, the writing process, writer’s block, or graduate school expectations, no paper is needed

2. For live appointments:
   • If you send in a paper, the coach will mark it up and email you the mark-up before the coaching session
   • The coach will then phone you (or send you a Zoom or Teams invitation) at your appointment time, and you will consult the paper together
   • After the session, the coach will email you any additional notes or resources

3. For asynchronous appointments: the coach will review and comment on your paper and email it to you by 1700 Pacific Time on the day of your session

Under normal conditions, if you are in Monterey, please visit the GWC on the second floor of the Dudley Knox Library for a drop-in or scheduled appointment.
Thesis Processing Office

If your curriculum requires a thesis or final research paper, please visit the Thesis Processing Office (TPO) website at least two quarters before you intend to graduate: https://nps.edu/web/thesisprocessing

The site includes step-by-step instructions for the thesis process, FAQs, and information on citing responsibly, distribution statements, and a myriad of resources to ensure your thesis or final research paper reflects your hard work and NPS’s style.

Thesis Processing Guidelines

To graduate on time, distance learning and resident students follow the same guidelines and due dates for submitting their documents to the TPO for publication. Your degree program may have additional guidelines, milestones, and due dates, which may be earlier than those established by the TPO.

You are required to use your Python Thesis Dashboard to designate your advisors and route your Thesis Proposal Form (TPF) several quarters before you graduate, and to complete your thesis processing requirements in your final quarter. To help you plan, your thesis dashboard contains milestones with corresponding due dates.

During your final quarter, attend the mandatory Thesis Brief or watch the video. The brief will answer many of your questions regarding the submission process, thesis template, final approvals, and important due dates.
**Miscellaneous**

**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 [https://www.nps.edu/Alumni/index.html](https://www.nps.edu/Alumni/index.html), where you’ll find alumni news and notes, profiles of successful alumni, and news of NPS programs and activities.

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.

**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.
Contacts

Admissions
https://www.nps.edu/Academics/Admissions/Index.html
Naval Postgraduate School
1 University Circle, Herrmann Hall, 061A
Monterey, CA 93943-5100
831-656-3093 or DSN 756-3093
admissions@nps.edu

Registrar
https://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)
https://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
tuition@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:
https://www.nps.edu/web/dl

Distance Learning (DL) Student FAQ:
https://www.nps.edu/web/dl/students-faqs
Visiting NPS
https://www.nps.edu/Visitors/Index.html

About NPS
NPS Information and History
https://www.nps.edu/About/NPSHistory/History.html