Pre-Graduation Brief
Student Services Office
What to Do & Expect

All US Military Students

• Begin Check-Out Sheet
  – Turned in after 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
  – Route through CoC, PO, Service Rep, etc.

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
• Outstanding Thesis recipients not recognized at Awards Ceremony
• 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 Sheet

• 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.

• Route extension requests early
  – New approved transfer dates require a new TIS and other transfer documents required by PSD Lemoore and NAVPTO Bangor
• NO hand carry of medical records with the following exceptions:

(1) Service members traveling overseas on permanent change of station orders

(2) An MTF commander determines that it is in the best interest of patient care to allow for hand-carrying of paper medical records.

(3) Service members performing temporary duty where the full medical record is required.

(4) If the service member can provide documentation (i.e. orders) stating they need to hand carry records they will be able to.
Questions

Email: sa@nps.edu
Call: 831-656-2266