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

All US Military Students

- Begin **Check-Out Sheet**
  - Turned in at Graduation Rehearsal
- Missing Graduation?
  - Submit **DOS Request Form**
  - Inform CoC, Program Officer & Service Rep.
- Staying in Monterey >7 Days after Graduation?
  - Submit **DOS Request Form**
  - Inform CoC, Program Officer & Service Rep.
- Require Thesis Extension?
  - Submit **Thesis Extension Request**
  - Inform CoC, Program Officer & Service Rep.

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
  - 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 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!!!
Questions

Email: sso@nps.edu
Call: 831-656-3816