NPS REGISTRAR'S OFFICE
Student Checkout

Please log in to Python, click on Student Folio > Registrar Checkout *(accessible 30 days prior to your estimated departure date (EDD))* to complete the checkout process:

- ☐ Verify date of birth.
- ☐ Enter mobile phone number (U.S. Only) – *Digital delivery of diploma/certificate.*
- ☐ Specify how you would like your name to appear on your Diploma/Certificate.
- ☐ Enter your Diploma/Certificate mailing address – *Physical delivery of diploma/certificate.*
- ☐ Enter non-government (personal) email address – *Digital delivery of diploma/certificate.*
- ☐ Click the 'Complete Your Registrar Checkout' button to save.
- ☐ You will receive an auto-email confirming you have checked out with the Registrar's Office.

Frequently Asked Questions (FAQs):

When will I receive my diploma and/or academic certificate?

If you have met all graduation requirements and are nominated by your Department, graduate documents (diploma and/or certificate) will be distributed approximately **90 days** after the month of graduation. 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.

What if I require a certification of graduation before final graduation documents are sent?

If you require a certification of graduation before then, email registrar@nps.edu and a memo will be provided.

What if I depart with an Incomplete (I) grade on my transcript?

You have one quarter to resolve the incomplete. If it is not resolved within that one quarter, it will convert to a failing grade (X or F) & cannot be changed.

How long will I have access to email, the network & Python after departure?

1. **Graduated students** – So long as you log in to your account every 30 days, you will have access 90 days after checkout.
2. **Thesis extension students** – So long as you log in to your account every 30 days, you will have access until your one-year extension expires. If you experience login issues, email tac@nps.edu.

What is the process & deadlines for thesis extensions?

1. The first extension is due prior to your Estimated Departure Date or the Grad Ceremony date, whichever comes first.
2. Subsequent one-year thesis extensions must be approved prior to expiration of your current extension.
Note: Extensions not received by then will result in disenrollment from the program.

What if I need to update my contact information?

If you need to update your mailing address, personal email address or mobile number after departure, log into Python or email registrar@nps.edu.