

[Privacy Act Information must be handled accordingly]

## NPS Student Check-Out

**\*All Students are required to complete and return this form to STUDENT SERVICES prior to departure**

Name \_\_\_\_\_ Rank \_\_\_\_\_ Military Branch \_\_\_\_\_ Curriculum Code \_\_\_\_\_

Circle: GSBPP / SIGS / GSOIS / GSEAS / Provost

Area Code (831) for 656-xxxx & 242-xxxx [POM]

Report and Check-Out	POC	Building	Room	Phone #	Initial
Dudley Knox Library	Information Desk	DKL-339	N/A	656-2947	
Travel Office/APC - (All U.S. Military) Go to: <a href="https://www.nps.edu/travel">https://www.nps.edu/travel</a>	Travel Assistant	Herrmann Hall Basement	HE-038B	656-7873	
Command Security Manager - (All U.S. Personnel)	Security Assistants	Glasgow Hall Basement	GL-B13	656-2450	
Naval War College (If you had taken JPME course(s) / Book Rtn)	NWC Admin Desk	Halligan Hall	HA-253	656-2118	
Registrar's Office: (Verify thesis/diploma mailing address)	Front Desk	Herrmann Hall	HE-022A	656-2591	
Command Fitness Coordinator (USN Only) Email <a href="mailto:bcx@nps.edu">bcx@nps.edu</a> : "CFL Check-Out", Student/Staff, Name, Rank, DoD ID			GL-231	656-2191	
Motorcycle Safety Check-Out (N/A if you never checked-in)	LT Clifford	Herrmann Hall	HE-039	656-2266	

### Administrative Support Units by Service

Service	POC	Building	Room	Phone	Initial
US Army - Fort Jackson • USA Senior Rep - AER, etc.	Visit: <a href="https://usasd.armylive.dodlive.mil/out-processing/">usasd.armylive.dodlive.mil/out-processing/</a> COL Lamar Adams	USASD-Ft Jackson SC Glasgow Hall	N/A GL-230	803-751-3795 656-3962	
USAF - (Mil Personnel / Finance) • NPS AF Element Commander	Presidio of Monterey Lt Col Jorge Jaramillo	Presidio of Monterey; Bldg. 834 Herrmann Hall Basement	202 HE-043	242-7485 656-2873	
USCG - Alameda CG Station	YN3 Kari Davis, Base Alameda Admin	Alameda Coast Guard Island, CA	N/A	510-437-3797	
USMC - MARDET • USMC Senior Rep./ NPS Deputy	Presidio of Monterey Col Todd Lyons; Maj. David Forbell	POM, Bldg 629B; Rifle Range Rd Herrmann Hall	N/A HE-116	242-5407 656-3386 656-2794	
FAO Chairperson	Vacant	Glasgow Hall	GL-334	656-7753	

### All Students (Check out with your Education Technician)

Curriculum (Circle One)	"Ed Tech"	Building	Room	Phone #	Initial
308, 316, 364, 366, 563, 570, 573, 580, 591, 597, 522	Susan Lichtenwalter	Watkins Hall	WA-115	656-2491	
274, 372-4, 440, 525-526, 533-535	Julie Wanda	Spanagel Hall	SP-304	656-2044	
200, 280, 283-288, 290-297, 380, 381, 590, 592-594	Cheryl Southern	Spanagel Hall	SP-402	656-1155	
698-699	Janet Borchardt	Glasgow Hall	GL-219A	656-3243	
234, 262, 281, 289, 358-363, 379, 368, 399 (CS/MOVES)	Erin Field	Glasgow Hall	GL-235	656-1021	
326, 336, 356, 365, 370, 386, 474, 475, 595-6	Maricel Eddington	Glasgow East Hall	GE-308	656-7981	
245-249, 251, 681-685, 688, 691, 693, 694	Heather Eldridge or Myrna Hill	Glasgow Hall	GL-338	656-2935	
		Glasgow Hall	GL-340	656-2521	
8xx (All 800 Curriculums)	TBD (see CDR Colleen Jackson)	Ingersoll Hall	IN-288	656-6230	

### All U.S. - Medical / Dental / UPC

Service	POC	Building	Room	Phone #	Initial
Dental (Bring Orders to hand carry records)	Dental Clinic M-Th: 0700-1200, 1300-1600 F: 0700-1200	Herrmann Hall	HE-419	656-2477	
Medical (USA, USN, USMC, USCG) • Pediatric records require one week notice • (Must have orders with you) • USAF: w/Dependents or OCONUS	Medical Readiness Center Presidio of Monterey, Bldg. 267 Pvt Bolio Rd Capt Stuessy / SSgt Yoon	POM, Bldg. 267 POM, Bldg. 830	N/A Room 201	(866) 957-2256 242-5026	
UPC (Urinalysis) - (U.S. Military Only) • (72-48 Hours prior to detach date)	(Sign out on Urinalysis computer) / Coordinator: ETV1 Ding	Herrmann Hall	HE-039	656-3980	

### ALL Students Mandatory Last Stop

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Do not detach unless you complete the items below

Service	POC	Building	Room	Phone #	Initial
Student Services: Check out of PYTHON • Turn in completed Check Out sheet	Student Services Assistants	Herrmann Hall Basement	HE-039	656-3816	
USN ONLY • Sign FITREP & Pickup Transfer Package	Student Services Assistants / Administrator	Herrmann Hall Basement	HE-039	656-3816	

# DETACHING NPS???

You must complete the following, before checking out of NPS

Complete the following in PYTHON:

1. Under the '[Addresses amd Family](#)' tab, add the following addresses (**do not delete your current address**):
2. Under the Address Type:
  - a. Next Select: Home (after Grad)
    - i. Next to **Housing Area**, select: Other
    - ii. Enter the **ADDRESS of your residence at your PCS location** (if you have one)
    - iii. Enter an **EMAIL address you will be using** once your NPS email account (@nps.edu) expires
      1. i.e. xxxxx@gmail.com (in the event we need to contact you after you've departed)
  - b. Next Select: Transcript/Diploma/Certificate Mailing
    - i. Next to **Housing Area**, select: Other
    - ii. Enter your **Diploma Certificate Mailing ADDRESS** (you will give this same address to the Registrar office when you check out with them.)
  - c. Next Select: Work (after Grad)
    - i. Next to **Housing Area**, select: Other
    - ii. Enter your **NEW COMMAND - PCS assignment as indicated on your ORDERS** (No Address, just your next PCS assignment/command)
3. On the left of screen, click on **Student Folio**, then click on **My Matrix**
4. Click on the '[Student Information](#)' tab (at the top of the screen) and add the following information:
  - a. Update the **Diploma Name Format** section:
    - i. Enter your name as you want to see printed on your DIPLOMA (same as indicated to your Ed Tech)
  - b. Click Update
5. Review the **Thesis Information** section:
  - a. If you completed your Thesis, and submitted it through the required personnel, you should have a "Y" indicated in the "Final Approved" box.
  - b. If your Thesis is not completed, bring in a copy of your signed **Thesis Extension** (stapled to the back of your completed Check-out Sheet). This affects your final FITREP. Also, coordinate with your Ed Tech and the Computer Help Desk for a 1-year extension of your NPS account access.
  - c. Enter your **Thesis Title** (final rendition) in the appropriate box, click Update.
  - d. Click on **Education History**: If not already completed, enter data regarding your undergraduate education
  - e. Click Update

## REMEMBER

Once you detach, your NT and email accounts will remain active for **90 days**.

If you require additional time, submit your request through the ITAC office via [accounts@nps.edu](mailto:accounts@nps.edu).

Located in Ingersoll Hall, Room 151 (831-656-1046)