[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 circdesk@nps.edu	Information Desk	DKL-339	N/A	656-2947	
Travel Office/APC - (All U.S Military) Go to: https://www.nps.edu/travel	Travel Assistant	Herrmann Hall Basement	HE-038B	656-2041	
Command Security Manager – (All U.S. Personnel) securitymgr@nps.edu	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* dishan.romine@nps.edu: *"CFL Check-Out", Student/Staff, Name, Rank, DoD ID*		HE-046	656-3345		
Motorcycle Safety Check-Out (N/A if you never checked-in)	YN2 Reyes	Bldg 277	Bldg 277	656-3815	

Administrative Support Units by Service

Service	POC	Building	Room	Phone	Initial
US Army - Fort Jackson	Visit: usasd.armylive.dodlive.mil/out-processing/	USASD-Ft Jackson SC	N/A	803-751-5390/5381	
• **USA Senior Rep – AER, etc.**	COL Lamar Adams	Glasgow Hall	GL-236	656-3962	
USAF - (Mil Personnel / Finance)	Presidio of Monterey	Presidio of Monterey; Bldg. 834	202/201	242-7485	
• **NPS AF Element Commander**	Lt Col Matthew Garvin	Herrmann Hall Basement	HE-043	656-2873	
USCG - Alameda CG Station	YN3 Kari Davis, Base Alameda Admin	Alameda Coast Guard Island, CA	N/A	510-437-3797	
USMC – MARDET	Presidio of Monterey	POM, Bldg 629B; Rifle Range Rd	N/A	242-5407	
• **USMC Senior Rep./ NPS Deputy**	Col Randolph Pugh; LtCol David Forbell	Herrmann Hall	HE-116	656-3386 656-2794	
FAO Chairperson	COL John Zavage / CAPT Bernard Wang	Glasgow Hall / Hermann Hall Westwing	GL-334 / HE-412	656-2067 / 3782	
• **FAO Deputy Chairperson**	Lt Col Michael Lee	Glasgow Hall	GL-317	656-3294	

All Students (Check out with your Education Technician) (Ed Tech will not sign check out sheet until thesis is complete)

Curriculum (Circle One)	"Ed Tech"	Building	Room	Phone #	Initial
308, 316, 364, 366, 563, 570, 573, 580, 591, 597, 609, 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	Julie Samples	Spanagel Hall	SP-402	656-1155	
360-362, 698-699	Karina Lucero	Glasgow Hall	GL-235	656-1021	
326, 327, 336, 356, 357, 365, 368-370, 376-378, 384-386, 398, 399, 473-475, 595	Ashley Buckley	Glasgow Hall	GL-237	656-2827	
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)	Yueying (Ewing) Mao	Ingersoll Hall	IN-270	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)**	U.S. Army Health Center Presidio of Monterey, Bldg. 422 Cabrillo Rd	POM, Bldg. 422	N/A	(866) 957-2256	
• **USAF:**	As per 517th out-processing checklist				
UPC (Urinalysis) - (U.S. Military Only) • **(72-48 Hours prior to detach date)**	Sign out on Urinalysis computer in HE-039	Herrmann Hall	HE-039	656-3980	

ALL Students Mandatory Last Stop

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	656-2266	
USN ONLY • **Sign FITREP & Pickup Transfer Package**	Student Services Assistants / Administrator	Herrmann Hall Basement	HE-039	656-2266	

DETACHING NPS???

You must complete the following, before checking out of NPS

Complete the following in PYTHON:

1. Under the '**Addresses & Family**' tab, edit the following addresses (do not delete your current address):

2. Edit these ADDRESSES
   a. 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, i.e. xxxxx@gmail.com (in the event we need to contact you after you've departed)
      iv. Click 'Save Changes'.
   b. 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)
      iii. Click 'Save Changes'.
   c. Transcript/Diploma/Certificate Mailing
      i. Next to **Housing Area**, select: Other
      ii. Enter your Transcript/Diploma/Certificate Mailing ADDRESS (Final documents will be mailed approximately 90 days after graduation or completion of certificate program)
      iii. Click 'Save Changes'.

3. On the left of the screen, click on Student Folio, then '**Student Information**'
   a. Click on the 'Edit This Section' button on the upper right of the page. Update the 'Diploma Name Format' (Enter your name as you want to see printed on your DIPLOMA/CERTIFICATE, same as indicated to your Ed Tech).
   b. Click 'Save Changes'.

4. Remaining on the **'Student Information'** tab, review the Thesis Information section:
   a. If you completed your Thesis, and submitted it through the required personnel, you should have a "Yes" indicated under the "Final Approved" column.
   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, once your Ed Tech forwards a copy of the Thesis Extension to the Registrar's Office, your Python record will be updated to ensure you have a 1-year extension of your NPS network account access.
   c. Review your Education History: If there is missing or incorrect information, email Admissions@nps.edu immediately.

REMEMBER
Once you detach, your network username and email account will remain active for **90 days**.

If you require additional time, submit your request through the ITAC office via accounts@nps.edu.
Located in Ingersoll Hall, Room 151 (831-656-1046)