



***Did I enter the following information in Python?***

1. "Transcript, Diploma/Certificate Mailing Address" – ***Your final documents will not be mailed to any other address type.***
2. "Diploma Name Format" – ***If blank, your official name as listed in Python will be used.***

If you need to update this information after departure, log into Python or email [registrar@nps.edu](mailto:registrar@nps.edu).

***When will I receive my final transcripts, diplomas and/or academic certificates?***

Final documents are mailed approximately three (3) months after graduation. Timeline is as follows:

1. Graduation nominations are approved by The Academic Council and President approximately one month after graduation.
2. It takes an additional two months for the Registrar's Staff to independently verify, update each nominee's academic record, print and send final transcripts, diplomas and/or academic certificates via U.S. Postal mail.

If you do not receive your documents by the end of month four (4), please email [registrar@nps.edu](mailto:registrar@nps.edu).

***What if I have an upcoming board?***

Email [registrar@nps.edu](mailto:registrar@nps.edu) - include your pertinent information as well as your board deadline date.

***How do I order Additional Official Transcripts?***

1. Go to <http://my.nps.edu/web/registrar/transcripts>
2. Click on "Alumni Transcripts (Graduates from 1988-Present)"
3. Then click on "Parchment.com"

***NOTE:*** Degree/certificate completions will be posted to transcripts approximately three months after graduation.

***What is the process & deadlines for thesis extensions?***

1. Your approved one year thesis extension must be submitted to your Program Office prior to your departure from NPS. – ***Extensions not received by then will result in disenrollment from the program.***
2. A copy will be provided to the Registrar's Staff who will annotate your approved one year thesis extension and extend your email, network & Python access.
3. Subsequent approved one year thesis extensions must be submitted to your Program Office prior to expiration of your current extension. – ***Extensions not received by then will result in disenrollment from the program.***

***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'll have access 90 days after check-out.
2. **Thesis extension students** – So long as you log in to your account every 30 days, you'll have access until your one year extension expires. If you experience login issues, email [tac@nps.edu](mailto:tac@nps.edu).

***The Registrar's Staff would like to wish you...***

Fair winds and Following Seas! For future inquiries or assistance, feel free to contact us.