



Instructions: Based on the completion of this form and required signatures, the Registrar's Office will enroll you into the course(s) via Python. If you do not have NPS network access, email THelp@nps.edu. Completed forms may be emailed to Registrar@nps.edu.
Deadline to this submit form is by the Add/Drop Deadline (10 business days from the day instruction begins). For current and future quarter dates, refer to the Academic Calendars website. For NPS Civilian Employees only, refer to the NPS Civilian Academic Program instruction.

For inquiries regarding the application process for a degree/certificate program, visit the [Admissions website](#) or email Admissions@nps.edu.

Section 1 – Applicant Information (Only local federal employees are eligible. DoD Contractors are excluded. For inquiries, email Admissions@nps.edu.)

Date (MM/DD/YYYY):

Last Name:		First Name:		Middle Name:	
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E-Mail:

Phone:

Section 1a. – NPS EMPLOYEES ONLY

Dept of Employment:		Job Title:	
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If Military, provide Service/Rank:		If Civilian, provide Grade/Series:	
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Dept Supervisor Name:		Dept Supervisor Signature:	
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Section 1b. – LOCAL TENANT COMMANDS ONLY

Local Tennant Command Name:		Job Title:	
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If Military, provide Service/Rank:		If Civilian, provide Grade/Series:	
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Dept Supervisor Name:		Dept Supervisor Signature:	
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Section 2 – Course Information

Academic Year:		Academic Quarter:	<input type="checkbox"/> Fall-1 (Oct-Dec)	<input type="checkbox"/> Winter-2 (Jan-Mar)	<input type="checkbox"/> Spring-3 (Apr-Jun)	<input type="checkbox"/> Summer-4 (Jul-Sep)
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Course Number	Segment #	Scheduled Days/Hours (M/W 0800-1000)	Print Instructor's Name	Instructor's Signature
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NPS EMPLOYEES ONLY – Second level Department Supervisor signature is required for enrollment into a second course.

Second Level Dept Supervisor Name:		Second Level Dept Supervisor Signature:	
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2.			
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Section 3 – Civilian Training Officer's Signature – NPS EMPLOYEES ONLY (Training Officer's signature not required for Active Duty)

Contact: TrainingOfficer@nps.edu	
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Section 4 – Applicant's Signature

Applicant's Signature of Acknowledgment:	
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Section 6311 Title 5 of the U. S. Code authorizes collection of this information. Your personal information will be safeguarded pursuant to the Privacy Act of 1974. The purpose is to gather information the Naval Postgraduate School needs to communicate with you and to establish your registration record, transcript, and network access account. This information will be used by Admissions, Registrar, and Information Technology support personnel. Disclosure of this information is voluntary; however, failure to provide this information can delay processing your application. For questions, please contact Registrar@nps.edu.