General Student Requirements:
1.) Obtain Student ID Card
2.) Attend NROTC Orientation and University/College Orientation
3.) Sign NROTC Photo Release Form
4.) Go by Registrar’s Office to confirm transfer of credit.
5.) Schedule an appointment with NROTC Academic Advisor & Commanding Officer.
6.) Purchase parking permit. (optional)
7.) Login to CIS
8.) Sign up for Campus Alert, through CIS.
9.) See CFL, add to PRIMS

NROTC Procedures:
1.) Check-in with Administrative Assistant, Mrs. Oakes
   a. Westminster Students, receive Utah Student ID Card information
   b. Westminster Students, receive CIS login information.
   c. Sign NROTC Photo Release form
   d. Activation of Naval Science Building Access *Must have uCard*
   e. Naval Science Course transfer credit verification
2.) Check-in with Human Resources, Mr. Zalanka
   a. Travel claim
   b. DTS
   c. Security Clearance Procedures (scholarship only)
   d. Administrative Documentation

University/NROTC Requirements:
1.) Check-out with Administrative Assistant Mrs. Oakes
   a. Receive Graduation Clearance Letter
      i. Follow instructions, and return prior to graduation.
   b. Schedule an appointment with the CO
2.) Check-out with Human Resources, Mr. Zalanka
   a. Paperwork
   b. DTS
3.) Check-out with the Supply Officer, Mr. Haygood
   a. Receive Orders
   b. Transfer Medical Screening
   c. Turn in Uniforms
   d. Leave Dates
   e. Check-Out Dates
4.) Battalion:
   a. Make sure all duties have been transferred over.
   b. Make list of where items are located.
   c. Password/Login information for battalion programs needs to be provided to the current BNCO and Administrative Assistant.
   d. See CFL, remove from PRIMS