

Naval Reserve Officers Training Corps Check-In Sheet
Freshman & Transfers

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 PRIMIS

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

Naval Reserve Officers Training Corps Check-Out Sheet

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 PRIMIS