

Top 10 Tips from the Thesis Processing Office

1. Watch the recorded [thesis brief](#) the quarter before you graduate.
2. Don't struggle to make the template work for you; if you have questions, make an appointment with a processor: thesisprocessingoffice@nps.edu.
3. [Set up](#) the template on every computer you use and ensure all coauthors set up the template as well. And download a new template from our website when you first need it; don't accept one as a gift from a well-meaning colleague or advisor.
4. Learn how to use both [SharePoint and Python](#) student information system.
5. Study the [NPS Citation Guide](#); it is the number one tool to get your references right.
6. Work with a [GWC coach](#) early in your career in NPS to improve your writing and ensure responsible citation.
7. Understand the [due dates and deadlines](#) for your [graduation quarter](#).
8. Understand the [minimum requirements](#) for initial review submission (and make an appointment with the Thesis Processing Office for any questions) and follow the [submission steps](#) specific to you.
9. If you are using LaTeX, check out our [wiki](#) and the [LaTeX Ask Us! Teams site](#).
10. Always ask **us** questions. Don't wait, don't ask your buddy. Reach out to us and get the right answer!

