

STUDENT CHECK-IN FORM
SCHOOL OF MARINE SCIENCE, COLLEGE OF WILLIAM AND MARY

SMS

NAME _____ **EMAIL:** _____ **DATE:** _____

NOTE: This sheet must be signed by a representative of each area listed below.
Return completed form to SMS Graduate Registrar's Office, Watermen's 253.

DEPARTMENT

This student has been assigned & may be located at extension: _____

Name of
Advisor: _____

Building/Room Assignment, if known at check-in:

DEPARTMENT CHAIR

Dept. BUSINESS MANAGER
Travel Briefing, etc. w/Departmental Business Mgr

SAFETY OFFICE- CLAYTON ANNEX

Received required chemical hazard training

Worker's Compensation:
Briefing of rules

SAFETY OFFICER (Envir. Safety Office next to Clayton House)

Administrative Support Staff

WATERMEN'S HALL

CONSOLE ATTENDANT/RECEPTIONIST
Telephone usage briefing: ___ Yes ___ No
and locator listing update

Console Attendant/Receptionist (Lobby of Watermen's Hall)

MAILROOM:
Mailbox location/home address information

Postal Services Manager (Mail Room off Lobby of Watermen's Hall)

INFORMATION TECHNOLOGY & NETWORKING
___ Assignment of SMS email address

Systems Administrator (ITNS Dept., Room 218, Watermen's Hall)

CASHIER:
Petty cash advance, copying & other briefing information

Cashier, Watermen's Hall

LIBRARY:
Brief overview of facility

Librarian (lower level, Watermen's Hall)

CUSTOMER SERVICE CENTER

MAINTENANCE: Issuance of keys
VEHICLE POOL: Regulations briefing - use of State vehicles

Administrative Support Staff, Room 207, Customer Service Center

PROPERTY:
Property assignments briefing.

Property Supervisor or Shipping-Receiving Personnel (Ground Flr, Rm. 103)

HOXTON ANNEX

PAYROLL:
Processed for paying withholding forms, deductions. etc.

PAYROLL STAFF (Annex)

International Students must check in
with W&M International Student Advisor

Steve Sechrist or **Designee** (Annex)

RETURN COMPLETED FORM TO SMS GRADUATE REGISTRAR, WATERMEN'S 253

Rev. Feb. 2011