

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

**NAME** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Bldg & Rm** \_\_\_\_\_  
**DATE** \_\_\_\_\_

**REASON:** (1) \_\_\_ GRADUATION **Month/Year:** \_\_\_\_\_  
 (2) \_\_\_ WITHDRAWAL **Effective Date:** \_\_\_\_\_  
 (3) \_\_\_ LEAVE OF ABSENCE **FROM: (mo/yr):** \_\_\_\_\_ **TO: (mo/yr):** \_\_\_\_\_

**INSTRUCTIONS:** This sheet must be signed by each person listed below and returned to the SMS Graduate Registrar's Office (Watermen's 253). The form is necessary to process your last paycheck (if applicable) and to finalize paper work associated with graduation, leave of absence or official withdrawal from SMS/VIMS/W&M.

**DEPARTMENT CHAIR** (Exit Interview)

\_\_\_\_\_

Signature of Department Chair

**MAJOR PROFESSOR:**

Arranged for the orderly termination of all research projects, laboratory materials, radioactive & hazardous, and/or publication of research data in accordance with policies of the College of Wm & Mary, Virginia Institute of Marine/School of Marine Science.

\_\_\_\_\_, MAJOR PROFESSOR

**NOTE: Major Professor 's Signature Mandatory before checking out with Safety Office.**

Returned equipment, sampling gear and/or supplies as applicable.

**ASSOCIATE DEAN OF GRADUATE STUDIES**  
 (Exit Interview)

\_\_\_\_\_

Signature of Associate Dean ( Watermen's 251)

**BUSINESS MANAGER**

Completion of financial paper work with Department.

\_\_\_\_\_

Dept. BUSINESS MANAGER (See list on reverse side, bottom of page)

**SAFETY OFFICE, Clayton Annex:**

Safety file closed

\_\_\_\_\_

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

Worker's Compensation

\_\_\_\_\_

Administrative Support Technician

**WATERMEN'S HALL CHECKOUT**

MAILROOM: Forwarding address

\_\_\_\_\_

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

ITNS: Returned manuals, closed and/or transferred files.

\_\_\_\_\_

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

SPONSORED RESEARCH: Has fulfilled responsibilities for outstanding obligations to external funding agency or agencies

\_\_\_\_\_

SP Staff (Rm 245/246 -WH)

CASHIER: Acct'd for petty cash, personal copying

\_\_\_\_\_

Cashier, Watermen's Hall

LIBRARY: Returned all library materials

\_\_\_\_\_

Librarian

**CUSTOMER SERVICE CENTER CHECKOUT**

**VEHICLE POOL** Paper work /check-out completed  
**MAINTENANCE:** Returned keys, maintenance equipment, etc.

\_\_\_\_\_

Administrative Support Staff, center, back office CSC

**International Students** must check out  
with W&M International Student Advisor

Steve Sechrist (Annex)

STUDENT: \_\_\_\_\_

Please print name

STUDENT'S FORWARDING/MAILING ADDRESS:

Circle one: New Address No Change

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

AREA CODE/PHONE NUMBER: \_\_\_\_\_

**PERMANENT ADDRESS:**

Circle one: New Address No Change

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_

AREA CODE/PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

temporary and/or permanent

STUDENT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**Attention Student:** As part  
of your check-out, please go to  
*MyWM* to verify address &  
make changes as necessary.

my.wm.edu

Next, make appropriate circle  
for addresses on the left  
which represent a change in  
address(es).

Indicate an effective date  
for each.

**FINAL CHECK-OUT STEP FOR STUDENT:**  
Return this form to SMS GRADUATE REGISTRAR, WATERMEN'S HALL 253.

LOCATIONS OF SMS BUSINESS MANAGERS

BIOLOGICAL SCIENCES - Andrews Hall 331  
ENVIRONMENTAL SCIENCES - Andrews Hall 430  
FISHERIES SCIENCE - Andrews Hall 432  
PHYSICAL SCIENCES - Andrews Hall 208