

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 233). 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.

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.

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

_____, MAJOR PROFESSOR
NOTE: Major Professor 's Signature Mandatory before checking out with Safety Office.

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 (Envir. Safety Office next to Clayton House)

Worker's Compensation

Administrative Support Technician

WATERMEN'S HALL CHECKOUT

CONSOLE ATTENDANT/RECEPTIONIST
Returned telephone calling card

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

MAILROOM: Forwarding address

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

INTS: 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

PROPERTY: Vacated space, returned or transferred telephone, microscopes, other property.

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

HOXTON HALL & HOXTON ANNEX CHECKOUT

All outstanding work completed/picked up.

Publications Center Staff (Hoxton , 2nd Floor)

PAYROLL: Received final T&E sheet/final payment info

PAYROLL STAFF (Annex)

PERSONNEL: Exit interview, forwarding address

PERSONNEL STAFF (Annex)

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 _____

STUDENT'S SIGNATURE _____ DATE: _____

Attention Student: As part of your check-out, please go to *MyWM* to verify address information accuracy:

my.wm.edu

Next, make appropriate circle for addresses on the left which represent a change in your **mailing** and/or **permanent** address(es).

Indicate an effective date for each.

FINAL CHECK-OUT STEP FOR STUDENT:
Return this form to SMS REGISTRAR, WATERMEN'S HALL 233.

BOX BELOW IS FOR USE OF SMS REGISTRAR'S OFFICE:

_____ Signature of Dean of Graduate Studies, Graduate School Registrar or Designee		STAPLE
Notification made to the following offices:		STUDENT I.D. CARD
___ DEPT BUSINESS MGT (SMS/VIMS)		HERE
___ W&M PARKING SERVICES		
Deletion of vehicle registration		Check here if I.D. is Unreturned _____

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