

VIMS Student Check-Out Process

The student check-out process can be completed almost entirely virtually except for returning keys and equipment. We expect you to contact the individuals listed below as they have information to receive from or verify with you.

Don't forget to initiate the actual student check-out form in DocuSign:

<https://wmdocusign.wm.edu/url/go/vimsstudentcheckout>

Student Check-out Steps

1. **Contact your Advisor(s)** to arrange for the successful termination of all research projects and verify the return of all equipment, sampling gear, and supplies.
2. **Contact the Safety Office** to close your safety file and to confirm that you have no outstanding worker's compensation claims.
 - a. Eric Fidler. safety@vims.edu. (804) 684-7322.
3. **Contact Facilities Management** to return issued keys and maintenance equipment, vehicle pool, etc.
 - a. Cindy Hornsby. cindy@vims.edu. (804) 684-7090.
4. **Contact ITNS** to close email accounts and files.

If you are departing campus for an approved leave of absence, you may keep your VIMS email account active during the leave period.

 - a. Chris Palmer. palmercd@vims.edu. (804) 684-7020.
5. **Contact the Office of Sponsored Programs** to verify that you have fulfilled all outstanding responsibilities and obligations to external funding agencies.
 - a. osp@vims.edu.
6. **Contact the Hargis Library** to verify that all library material has been returned.
 - a. Kathleen McCallister. krmccallister@wm.edu. (757) 221-6451
7. **Update or remove your VIMS directory listing.**

Not required for an approved leave of absence.

 - a. Suzanne Pitsillides. skpits@vims.edu. (804) 684-7036.
8. **Contact the Associate Dean for Academic Affairs** to schedule your exit interview.

Not required for an approved leave of absence.

 - a. Sid Mitra. mitras@vims.edu. (804) 684-7704.