

### Virtual Steps for VIMS Student Check-in

In response to COVID-19, the Office of Academic Studies has transitioned the student check-in process to be completed almost entirely virtually. We expect you to call or email the individuals listed below **in the order specified** as they have information to share or receive from you.

*Note: You may have already completed some of these steps. If you know that you have completed a step listed below then you do not need to re-contact that individual or re-submit a form.*

#### **Student Check-in Steps**

1. Contact your specific Department Financial Officer. They should provide you with your office location, phone extension number, and department specific briefings.
  - a. Aquatic Health Sciences – Mike Ivey. [mivey@vims.edu](mailto:mivey@vims.edu). (804)684-7229
  - b. Biological Sciences – Gina Burrell. [gina@vims.edu](mailto:gina@vims.edu). (804)684-7344
  - c. Fisheries Science – Cindy Forrester. [cforrester@vims.edu](mailto:cforrester@vims.edu). (804)684-7023
  - d. Physical Sciences – Cynthia Harris. [harris@vims.edu](mailto:harris@vims.edu). (804)684-7268
2. Contact Facilities Management about office keys, ID card access to VIMS buildings, and driver authorization.
  - a. Cindy Hornsby. [cindy@vims.edu](mailto:cindy@vims.edu). (804)684-7090 – Read “Section 2” of the attached VIMS Authorized Driver Info document. Submit a copy of your driver’s license (front & back) and the completed Driver Authorization Form to Cindy. *Complete this step if you think you will be driving a VIMS vehicle or your personally owned vehicle on college business.*
  - b. Mark Rogers. [mrogers@vims.edu](mailto:mrogers@vims.edu). (804)684-7092 – Submit your signed Key Request Form. Mark will provide you with your physical office keys and ID card access.
3. Contact the VIMS Receptionist to identify the name and phone number of an emergency personal contact to be kept on record.
  - a. Louise Lawson. [llawson@vims.edu](mailto:llawson@vims.edu). (804)684-7001
4. Complete the Student Directory Consent form and return it to the VIMS Registrar.
  - a. Jen Hay. [registrar@vims.edu](mailto:registrar@vims.edu).
5. The remainder of individuals responsible for student check-in participated in orientation, providing you with the information you need.

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**After you have completed the steps above**, you will then initiate the DocuSign form by entering your name and email address at this link:

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

Click “begin signing” to access the form. When you finish your section, the form will be routed automatically to the other individuals responsible for signing your form. When all parties have signed, you will receive a copy of your form, completing the student check-in process.