

Virginia Institute of Marine Science, School of Marine Science **Student Check-Out Form**

This form is necessary to process your last paycheck (if applicable) and to finalize paperwork associated with graduation, leave of absence, or official withdrawal from VIMS School of Marine Science. This form must be signed by a representative from each area listed below or an email approval may be submitted in lieu of a handwritten signature. Please return your completed form (with any original signatures) to the SMS Graduate Registrar to properly complete the student check-out process prior to your departure from campus. View Campus Map for Building Locations Referenced Below: http://www.vims.edu/about/contact_visit/campus_maps/index.php

Chart of Accounts: V	Banner ID	Degree Program	Date
Last Name	First Name	Middle	Suffix
Reason for Departure – Complete Appropriate Date Field →	Departure Effective Date (for Graduation or Withdrawal)	LOA from (mo/yr):	LOA to (mo/yr):
Department		Name of Major Advisor and Co-Major Advisor (if applicable)	
Office Location (Bldg/Room)	Office Phone	VIMS Email Address	

As part of your checkout process, please also go to myWM (<http://my.wm.edu>) to verify address and make changes as necessary.

Forward Mailing Address	Effective Date of Move
Phone Number	Phone Type
Forward Email Address	

I have read, understand, and completed the below check-out requirements.

Student Signature	Date
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Department

Arranged for the orderly termination of all research projects, laboratory materials, radioactive and hazardous, and/or publication of research data in accordance with policies of W&M and VIMS. Returned equipment, sampling gear and/or supplies as applicable.	Date	Signature, Major Advisor
	Date	Signature, Co-Major Advisor (if applicable)
	Date	Signature, Department Chair
	Date	Signature, Department Financial Officer
Completion of financial paperwork (i.e., student employment termination) with department. Location of SMS Financial Officers: AHS – Andrews Hall 430 Biol Sci – Andrews Hall 332 CCRM – Pollock House 104 Fish Sci – Andrews Hall 432 Phys Sci – Andrews Hall 208 ABC – Andrews Hall 414		

Safety – Clayton Annex (#U10 on Campus Map)

Safety Officer, Clayton Annex (7527 Spencer Rd - #B06 on Campus Map), 684-7147, safety@vims.edu • Safety file closed	Date	Signature, Safety Officer
Worker's Compensation, Libby MacDonald, Watermen's Hall 229, 648-7201, ehmacd@vims.edu • Confirmed no outstanding compensation claims	Date	Signature, Workers Compensation Rep

Customer Service Center – Facilities Management (#U3 on Campus Map)

Mailroom/Shipping & Receiving, Lower Level, Joy Klein, 684-7002, joyklein@vims.edu • Provided forwarding address	Date	Signature, Postal Services Manager
Facilities Management, 684-7090 • Completed check-out, returned keys and maintenance equipment; vehicle pool, etc.	Date	Signature, Administrative Support Staff

Davis Hall – Administrative Offices (#U11 on Campus Map)

Information Technology and Networking Services, Rm. 113, Chris Palmer, 684-7072, palmercd@vims.edu • Returned manuals, closed and/or transferred files, student email accounts, etc.	Date	Signature, Systems Administrator
Communications, Rm. 126, Chris Katella, 684-7062, cmkatella@vims.edu • Removed from Cascade directory listing	Date	Signature, Web Master

Sowers House – International Affairs (#U17 on Campus Map)

International Students Only – International Students, Scholars, and Programs, Reves Center • Completed check-out with W&M Int'l Student Advisor	Date	Signature, Reves Center Representative
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Watermen's Hall – Administrative Offices (#U8 on Campus Map)

Receptionist, Main Lobby, Louise Lawson, 684-7100, llawson@vims.edu • Updated or removed from directory listing	Date	Signature, Receptionist
Office of Sponsored Programs, Rm. 247 osp@vims.edu • Has fulfilled responsibilities for outstanding obligations to external funding agency or agencies	Date	Signature, Sponsored Programs Staff
Library, Lower Level, Carol Coughlin, 684-7114, coughlin@vims.edu • Returned all library materials	Date	Signature, Librarian
Associate Dean of Academic Studies, Rm 251, Linda Schaffner, 684-7105, ad-as@vims.edu • Participated in an exit interview and/or completed an SMS exit survey.	Date	Signature, Associate Dean of Academic Studies

Please return your completed form to the SMS Registrar, Watermen's Hall.