

W&M's Batten School of Coastal & Marine Sciences & VIMS Degree-Seeking Graduate Student Checkout Process

The student checkout 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 checkout form in DocuSign:

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

Student Check-out Steps

1. **Verify forwarding mailing address in Workday** because electronic access to W-2s is lost upon assistantship termination. To change your mailing address, search in Workday for "change home contact information". Complete this step before initiating DocuSign form.
2. **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.
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 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.
5. **Contact VIMS IT** 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.
6. **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.
7. **Contact the Hargis Library** to verify that all library materials have been returned.
 - a. Kathleen McCallister. krmccallister@wm.edu. (757) 221-6451
8. **Schedule your exit interview before graduation or date of campus departure.** Exit interviews are a relaxed, low-pressure chance to share your experiences with the Associate Dean for Academic Affairs in your final semester at Batten School & VIMS. You'll have the opportunity to reflect on your journey here, talk about your time as a student, and share what's next for you. The conversation typically lasts about an hour and centers on these three themes.

Not required for an approved leave of absence.

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

BATTEN SCHOOL OF COASTAL & MARINE SCIENCES & VIMS
STUDENT CHECK-OUT FORM

This form is necessary to process your last paycheck (if applicable) and to finalize paperwork associated with graduation or official withdrawal from William & Mary's Batten School & VIMS.

Chart of Accounts: V	Banner ID	Degree Program	Date
First Name	M.I.	Last Name	Suffix
Reason for Departure	Graduation Month & Year	Date of Withdrawal or Dismissal	Assistantship Termination Date
Will you continue at VIMS in a different capacity or in an employee position? If yes, please provide details.			
VIMS Section	Name of Academic Program Advisor(s)		
Office Location (Bldg/Room)	Office Phone	VIMS Email Address	
Verify forwarding mailing address or change home contact information in WorkDay. Access to electronic W-2s is removed upon employment termination. Did you complete this step?			
Forward Mailing Address - Street Address			Effective Date of Move
City	State	Zip Code Postal Code	Country
Phone Number	Phone Type	Permanent Email Address	
I have read, understand, and completed the below check-out requirements.			
Student Signature		Date	
Academic Advisor			
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.		Signature, Major Advisor or MA Program Director	
		Signature, Co-Major Advisor (if applicable)	
Facilities Management Building – #U19 on Campus Map			
Safety Officer Safety file closed and confirmed no outstanding compensation claims		Signature, Safety Officer	
Facilities Management Completed check-out, returned keys and maintenance equipment; vehicle pool, etc.		Signature, Administrative Support Staff	
Davis Hall – Administrative Offices – #U10 on Campus Map			
Information Technology and Networking Services Returned manuals, closed and/or transferred files, student email accounts, etc.		Signature, Systems Administrator	
Watermen's Hall – Administrative Offices – #U7 on Campus Map			
OSP Clearance (Grant Activity):		Signature, Sponsored Programs Staff	
Hargis Library Returned all library materials		Signature, Librarian	
Completion of financial paperwork (i.e., student employment termination).		Signature, Academic Affairs Finance & Program Administrator	
Associate Dean for Academic Affairs Participated in exit interview to share feedback on degree program experience.		Signature, Associate Dean for Academic Affairs	

All signers of the form will automatically receive a PDF copy of the completed form via email, once all signatures have been received and the student check-out process is complete. Academic Affairs will maintain an official copy in student's record.