

VIMS Student Check-Out Process

The student check-out process can 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 receive from or verify with 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.

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 your Sr. Financial Officer (MS or PhD students) or the Graduate Program Business Manager (MA students) to complete financial and student employment termination paperwork.
 - a. Coastal & Ocean Processes – Cynthia Harris. harris@vims.edu. (804) 684-7268.
 - b. Ecosystem Health – Dawn Fleming. dawnf@vims.edu. (804) 684-7380.
 - c. Natural Resources – Karen Hargrave. khargrave@vims.edu. (804) 684-7344.
 - d. MA Program – Rachel Wheeler. rawheeler@vims.edu. (804) 684-7105.
3. 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.
4. Contact the Mailroom/Shipping & Receiving to provide a forwarding address.
 - a. Anthony Guzzo. adguzzo@vims.edu. (804) 684-7032.
5. Contact Facilities Management about returning keys and maintenance equipment, vehicle pool, and etc.
 - a. Cindy Hornsby. cindy@vims.edu. (804) 684-7090.
6. 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.
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 Office of Sponsored Programs to verify that you have fulfilled all outstanding responsibilities and obligations to external funding agencies.
 - a. osp@vims.edu.
9. Contact the Hargis Library to verify that all library material has been returned.
 - a. Kathleen McCallister. krmccallister@wm.edu. (757) 221-6451
10. 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.

After you have completed the steps above, you will need to initiate the actual student check-out form in DocuSign:
<https://wmdocusign.wm.edu/url/go/vimsstudentcheckout>