

Virtual Steps for VIMS Student Check-out

In response to COVID-19, the Office of Academic Studies has transitioned the student check-out 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 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 specific Department Financial Officer to complete all financial paperwork and student employment termination.
 - a. Aquatic Health Sciences – Mike Ivey. mivey@vims.edu. (804) 684-7229.
 - b. Biological Sciences – Gina Burrell. gina@vims.edu. (804) 684-7344.
 - c. Fisheries Science – Cindy Forrester. cforrest@vims.edu. (804) 684-7023.
 - d. Physical Sciences – Cynthia Harris. harris@vims.edu. (804) 684-7268.
3. Contact the Safety Office to close your safety file.
 - a. Eric Fidler. safety@vims.edu. (804) 684-7322.
4. Contact the Mailroom/Shipping & Receiving to provide a forwarding address.
 - a. Joy Klein. joyklein@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.
 - a. Chris Palmer. palmercd@vims.edu. (804) 684-7020.
7. Contact News & Media to be removed from the Cascade directory listing.
 - a. Dave Malmquist. davem@vims.edu. (804) 684-7011.
8. Contact the VIMS Receptionist to update or remove your directory listing.
 - a. Louise Lawson. llawson@vims.edu. (804) 684-7001.

9. Contact Worker's Compensation to confirm that you have no outstanding compensations claims.
 - a. Libby MacDonald. ehmacd@vims.edu. (804) 684-7201.
 10. 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.
 11. Contact the Hargis Library to verify that all library material has been returned.
 - a. Carol Coughlin. coughlin@vims.edu. (804) 684-7114.
 12. Contact the Associate Dean of Academic Studies to schedule your exit interview.
 - a. Linda Schaffner. ad-as@vims.edu. (804) 684-7105.
-

After you have completed the steps above, you will then need to initiate the actual student check-out form at this DocuSign link:

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

At the link above, you will enter your name/email and the names/emails for your advisor, co-advisor (if applicable) and your financial officer. 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.