Checkout Form

PLEASE KEEP Route Y "PERSONAL INFORMATION" UPDATED so we can keep in touch.

Name: ______________________  ID#: ______________________
Forwarding Address: ______________________
Phone #: ______________________
Email: ______________________

Advisory Chair: ______________________
☐ MS  ☐ Continuing Student/ Other Location
☐ PHD  ☐ Discontinuing
☐ Graduating  (Dept. email will be terminated; go to MyBYU→Campus Links→Communication→Email Alias Manager for lifetime forwarding)

Name of school or company you are going to next:
Purpose: ☐ Continuing education  ☐ Post-doc position
☐ Employment  ☐ Teaching  ☐ Other: ______________________

1. To be cleared by Kim Christensen, Department of Chemistry and Biochemistry Business Office, 214 NICB (2-6154)
   ☐ A. Date student's contract terminates: ________________
   ☐ B. Date of final paycheck deposit: ________________

   Kim Christensen, Business Office  Date ______________________

2. To be cleared by CSR office, 209 NICB (2-4108)
   ☐ A. Chemistry Network access terminated.
   ☐ B. E-Mail access terminated.
   ☐ C. Delete from individual and group lists.
   ☐ D. Files deleted from Account & Servers

   Computer Support Resource  Date ______________________

3. To be cleared by Peggy Erickson, C104 BNSN (2-8269)
   ☐ A. Department keys returned.
   ☐ B. ID badges returned.
   ☐ C. Late access to BNSN terminated.
   ☐ D. Exit interview has been held.

   Peggy Erickson, Main Office  Date ______________________

4. I have checked my library record to assure I have no outstanding book or material loans

   Student  Date ______________________

5. To be cleared by the student's Advisory Chair
   ☐ A. Books, supplies, and equipment have been returned.
   ☐ B. Lab area is cleaned and all chemicals labeled or properly disposed of.
   ☐ C. List of accounts sent to Matt Allen for termination of stockroom checkout privileges.

   Advisory Chair  Date ______________________

6. To be cleared by Sue Mortensen, C100 BNSN (2-3687)
   ☐ A. Mail box cleaned out.
   ☐ B. Forwarding instructions given.

   Sue Mortensen, Department Secretary  Date ______________________

+ Reminder to PhD students only: Complete and submit Doctoral Survey (SED) and UMI form. Failure to return University property (books, keys, etc.) pay traffic tickets, or fulfill housing commitments may cause a hold on student records that will prevent the transmission of transcripts. Failure to check out properly with the Department of Chemistry and Biochemistry Business Office, Computer Support, Main Office, and your Advisory Chair may have a negative effect on future letters of recommendation.

Return completed form to Assistant Graduate Coordinator (C101 BNSN)  CHECKOUT.FORM (12/2/14)