

Checkout Form

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

Name: _____

Advisory Chair: _____

Forwarding Address:

Check all boxes that apply:

- MS Continuing Student/Other Location
 PHD Discontinuing Graduating

Phone: _____

Email: _____

(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 Jody Hall, Department of Chemistry and Biochemistry Business Office, 214 NICB (2-6154)

- A. Date student's contract terminates: _____
 B. Date of final paycheck deposit: _____

Jody Hall, 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 Sue Mortensen, C104 BNSN (2-6269)

- A. Department keys returned.
 B. ID badges returned.
 C. Late access to BNSN terminated.
 D. Exit interview has been held.

Sue Mortensen, Main Office

Date

4. 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.

Advisory Chair

Date

5. To be cleared by Anna Kennington, C100 BNSN (2-3667)

- A. Mail box cleaned out.
 B. Forwarding instructions given.

Anna Kennington, Depart Sec

Date

6. To be cleared by Amy Royer, C101 BNSN (2-4845)

- A. CC'd on email sent to Matt Allen (amathew@chem.byu.edu) – remove from all stockroom accounts.

Amy Royer, Grad Program Admin

Date

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

Student

Date

Return completed form to Amy Royer, Graduate Coordinator Administrator (C101 BNSN)

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.