

Checkout Form

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

Name: _____ ID#: _____ Advisory Chair: _____

Forwarding Address: _____

MS Continuing Student/
Other Location

PHD

Graduating

Discontinuing

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 **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 (2-6269)

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 (2-3667)

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)