

W&M's Batten School of Coastal & Marine Sciences & VIMS Degree-Seeking Student Check-in Process

Office Location: MS & PhD students should contact the Sr. Financial Officer for their section. MA students should contact the MA Program Director. You should receive your office location, phone extension number, and any section- or program-related briefings.

- Coastal and Ocean Processes – Cynthia Harris. harris@vims.edu. (804) 684-7268.
- Ecosystem Health – Dawn Fleming. dawnf@vims.edu. (804) 684-7380.
- Natural Resources – Karen Hargrave. khargrave@vims.edu. (804) 684-7344.
- MA Program – Molly Mitchell. molly@vims.edu. (804) 684-7931.

VIMS Directory: Contact the [Communications & Marketing](#) team to **request web support** for creating a new or updating an existing directory page. *To access the communications webpage and web support form, you must be connected to the VIMS network on-campus or through VPN, if off-campus.*

Keys, Building Access, and Driver Authorization for Pool Vehicles: Contact VIMS Facilities Management.

- Cindy Hornsby. cindy@vims.edu. (804) 684-7090 – Submit driver authorization through FleetCommander Refer to [Pool Vehicles](#) webpage for details.
- Mark Rogers. mrogers@vims.edu. (804) 684-7092 – Submit an online [Key Request Form](#). Mark will provide keys and ID card access once the request form is approved. All students can request access to the Hargis Library, the VIMS Beach, and the Clayton House Annex in addition to their specific office and/or lab locations.

VIMS Safety Training: Contact the VIMS Safety Officer for details if you haven't completed a training session.

- Eric Fidler. emfidler@vims.edu. (804) 684-7322

After you have completed the steps outlined above, initiate the official DocuSign check-in form:

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

Enter your name and VIMS email address. Scroll down and 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.

If you have general questions about student check-in, please contact:

Batten School Graduate Registrar
Office of Academic Affairs
804-684-7106
registrar@vims.edu

BATTEN SCHOOL OF COASTAL & MARINE SCIENCES & VIMS
CHECK-IN FORM FOR DEGREE-SEEKING STUDENTS



Welcome to the Batten School of Coastal & Marine Sciences & VIMS! As part of your orientation to campus, we would like to introduce you to important administrative offices and personnel. To complete student check-in, this form must be signed by a representative from each area listed below.

Note: Students matriculating in the fall term should initiate their form after attending new student orientation.

View campus map for building locations referenced below: https://www.vims.edu/about/contact_visit/campus_maps/

Student Information			
Chart of Accounts: V	Banner ID	Degree Program	Name of Advisor(s) or MA Program Director
Student Last Name		Student First Name	Student Middle Name Suffix
Email Address		Office Phone	Cell Phone
Office – Building Location		Office – Room #	Mail Location – Building Floor Level
Local Mailing Address – Street Address		City	State Zip Code
I have read, understand, and completed all check-in requirements.			
Student Signature			
General Information			
Introduction with Section Sr. Financial Officer (MS/PhD program) or MA Program Director (MA program)		Signature, Section Sr. Financial Officer or MA Program Director	
<ul style="list-style-type: none"> Received office assignment location 			
Facilities Management Building – #U19 on Campus Map			
Facilities Management		Signature, Administrative Support Staff	
<ul style="list-style-type: none"> Issued keys; received briefing on state regulations, usage of state vehicles Completed driver authorization for pool vehicles in FleetCommander 			
Mailroom/Shipping & Receiving		Signature, Shipping & Receiving Manager	
<ul style="list-style-type: none"> Received mailbox location and property assignments briefing; provided updated home address information. 			
Safety Officer & Worker's Compensation		Signature, Safety Officer	
<ul style="list-style-type: none"> Received required chemical hazard training Received briefing on worker's compensation rules 			
Davis Hall – Administrative Offices – #U10 on Campus Map			
Information Technology and Networking Services		Signature, Systems Administrator	
<ul style="list-style-type: none"> Assignment of VIMS email address, setup of VPN access on laptop 			
Watermen's Hall – Administrative Offices – #U7 on Campus Map			
Hargis Library		Signature, Librarian	
<ul style="list-style-type: none"> Received brief overview of facility 			
Academic Affairs		Signature, Academic Affairs Finance & Program Administrator	
<ul style="list-style-type: none"> I-9 verification – provided original document(s) 			

All signers of the form will automatically receive a PDF copy of the completed form via email, once all signatures have been received and the student check-in process is complete. Academic Affairs will maintain an official copy in the student record.