

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 | |
| • Received office assignment location | | | |
| Facilities Management Building – #U19 on Campus Map | | | |
| Facilities Management | | Signature, Administrative Support Staff | |
| • 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 | |
| • Received mailbox location and property assignments briefing; provided updated home address information. | | | |
| Safety Officer & Worker's Compensation | | Signature, Safety Officer | |
| • 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 | |
| • Assignment of VIMS email address, setup of VPN access on laptop | | | |
| Watermen's Hall – Administrative Offices – #U7 on Campus Map | | | |
| Hargis Library | | Signature, Librarian | |
| • Received brief overview of facility | | | |
| Academic Affairs | | Signature, Academic Affairs Finance & Program Administrator | |
| • 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.