

# 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](mailto:harris@vims.edu). (804) 684-7268.
- Ecosystem Health – Dawn Fleming. [dawnf@vims.edu](mailto:dawnf@vims.edu). (804) 684-7380.
- Natural Resources – Karen Hargrave. [khargrave@vims.edu](mailto:khargrave@vims.edu). (804) 684-7344.
- MA Program – Molly Mitchell. [molly@vims.edu](mailto: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](mailto:cindy@vims.edu). (804) 684-7090 – Submit driver authorization through FleetCommander Refer to [Pool Vehicles](#) webpage for details.
- Mark Rogers. [mrogers@vims.edu](mailto: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](mailto: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](mailto:registrar@vims.edu)