Registration Procedures for Students - Yellow Check In/Out Form

1. You will be given a registration check in/out form (printed on YELLOW paper) at time of orientation at HMSC. You will be informed of the importance and function of the form with instructions to return it to the Director's Office within seven days.

2. Please complete the following information:
   In the **Your Information** box:
   Name
   Cell phone # (if you have one)
   Major Professor’s name
   Undergraduate Student Department
   Circle class enrolled in at HMSC
   Emergency contact information

   In the **I.T. Network Access** box:
   Your ONID Email

   In the **Forwarding Information** box:
   Your forwarding address & email after leaving HMSC

3. Then take the YELLOW form to the following staff (see contact information on the back of the form):
   - **After hours and weekend access to buildings:**
     - **Library Hours:** 8:00am - 5:00pm: Janet Webster for Library. Janet will initial (Judy or Susan may initial if Janet is away).
     - **HMSC Main Building Hours:** 7:00am - 6:00pm: Your major professor for HMSC Main building. Professor to initial.
   - **For I.T. Network access, etc. information:** Dann or Shawn will initial.

4. After it is completed and initialed, drop off the YELLOW form at the Director's office where it will be kept on file.

**Changes:** If changes are made at a later date (i.e. additional keys, new telephone, changes positions and/or titles, etc.), retrieve the original form from the Director's office and update the information. Then notify the correct individuals and return form to the Director's office.

**Prior to last date at HMSC:** You will need to retrieve your original form from the Director's office and acquire the initials of the appropriate people as you turn in your keys and disconnect your phone and computer services. Enter your last date at HMSC in the upper right hand corner of the form and return it to the Director's Office.

Revision: 7/13/09