

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.