

## Exit Checklist – Chemistry MSTC/Coursework MS

Name \_\_\_\_\_ UIN \_\_\_\_\_

### Pre-Exit Interview Checklist (should be completed by student)

Yes or No	_____	Do you have a balance on any emergency loans from the Department of Chemistry? If yes, you must arrangement for paying off your balance ( <b>Jenny Cox</b> ). <b>Your degree will not be awarded, if you still owe a balance.</b>
Initials	Date	
_____	_____	Notify the Graduate Program Coordinator ( <b>Sean Drummond</b> ) of your plans to graduate, final defense date, and when you intend to leave the department.
_____	_____	Verify that you are not enrolled for the term after you plan to graduate.
_____	_____	<b>Near the end of the semester</b> – Notify Human Resources of your departure, letting them know that you will be leaving the program at the end of your current appointment. You must also complete the HR Exit Checklist, and submit it to Human Resources Staff (314 NL or <a href="mailto:scs-hr@illinois.edu">scs-hr@illinois.edu</a> )

### Mandatory Meetings (Must be initialed by Career Services Staff and the Exit Interviewer).

_____	_____	Go to the Career Counseling and Placement Services website, <a href="http://careers.scs.illinois.edu/">http://careers.scs.illinois.edu/</a> . Click on "REPORT YOUR PLANS" link, which is below the first picture on the top left, to complete your profile and offer information. ( <b>Verify that your information was received in 105 NL</b> ).
_____	_____	Exit Interview with the Assistant Director for Student Wellness and Advocacy. If unavailable, schedule with the Director of Graduate Studies. If both are unavailable, you may schedule with the Department Head. Current administrative personnel are listed here: <a href="#">Department Administration   Department of Chemistry   Illinois</a> . <b>Must be initialed by the interviewer.</b> <i>You must have this appointment <b>scheduled before your departure. Please schedule before finals.</b></i>

### Post-Exit Interview Checklist (should be completed by student)

Initials	Date	
_____	_____	Update your address on Enterprise/Self-Service. <b>Also provide an address to send your Diploma.</b>
_____	_____	Check out with <b>your advisor and</b> submit your HR Exit Checklist to SCS HR (314 NL or <a href="mailto:scs-hr@illinois.edu">scs-hr@illinois.edu</a> )
_____	_____	Turn in your keys to the <b>mailroom. (29 RAL) and/or Beckman, MRL, etc.</b>

Future Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Start Date \_\_\_\_\_

Telephone (Your Cell) \_\_\_\_\_

Non UIUC Email Address \_\_\_\_\_

**Submit this completed form to the Graduate Program Coordinator (Sean Drummond, 109 NL)**

### Staff Use Only:

Y/N	Initials	Date	
_____	_____	_____	Zero emergency loan balance?
_____	_____	_____	Form Accepted by Graduate Program Coordinator?