

THE UNIVERSITY OF GEORGIA DEPARTMENT OF SOCIOLOGY

Graduate Student Exit Interview Checklist

- Submit oral or written notice of termination to department.
- Notify Payroll to discontinue direct deposit ONLY if you will be closing your bank account, by sending an email to [payroll@uga.edu](mailto:payroll@uga.edu). If you are not closing your bank account, no action is required on your part. After 6 months of inactivity, your direct deposit will be suspended until you provide an updated Request for Direct Deposit to the UGA Payroll department.
- Pay outstanding debts to appropriate campus units including parking violations, tuition expenses, health center fees, etc.
- Return all University Libraries' material and reconcile outstanding fines and fees; email [maincirc@uga.edu](mailto:maincirc@uga.edu) or call 706-542-3256 to schedule an appointment to close your library account.
- Return parking permit to Parking Services for reconciliation and closing of parking account ([parking@uga.edu](mailto:parking@uga.edu) or 706-542-7275).
- Return all University property to appropriate departmental personnel, e.g. uniforms; cell phone; pager; laptop/computer or audiovisual equipment; cameras; exhibits; handbooks; lab equipment; office/lab keys, purchasing and UGA ID cards.
- Delete your contact information from the UGA Alert emergency notification system ([ugaalert.uga.edu/](http://ugaalert.uga.edu/))
- If you are actively conducting research in a UGA Laboratory, complete the procedure for closing a laboratory. Complete and sign the "Closing a Laboratory" checklist ([www.esd.uga.edu/chem/pub/closinglab.pdf](http://www.esd.uga.edu/chem/pub/closinglab.pdf)). Attach the "Closing a Laboratory" checklist to this checklist and return to Graduate Coordinator Assistant Office (Room 113A) prior to your last day here.
- Provide new mailing address and email.
- Remove all personal items from your work space (including all files off the server and desktop).
- Submit this completed checklist to Graduate Coordinator Assistant in Room 113A.

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Signature

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Date