

STUDENT CHECKOUT FORM

Please return completed form to the Registrar's Office

(Do Not Complete until you have completed all requirements needed for your degree, or you are completely leaving NMT and not returning.)

STUDENT INFORMATION:

Name:		Tech ID No.:
Campus Box No.:	Current Phone Number:	Current Email Address:
Current Mailing Address:		
Future Email Address (especially if you are not keeping your @nmt.edu email address):		
Future Mailing Address (if known):		

REQUIRED SIGNATURES:

Department and Location	Signature and Date
Major Department (Dept. Chair or admin. secretary can sign) YOUR MAJOR:	
Key Control Office (Fidel Center 1st Floor) (Pick up release form and submit to Student Accounts)	
Student Accounts (Fidel Center 2nd Floor) (To close out your student account- PLEASE BE AWARE THAT ACCOUNT HOLDS MAY STILL BE PLACED AFTER THIS FORM HAS BEEN SIGNED. PLEASE CHECK WITH STUDENT ACCOUNTS A WEEK AFTER THE SEMESTER ENDS FOR ANY UPDATED HOLDS)	
Advancement/Alumni (Fidel Center 2nd Floor)	
Student Affairs / Career Services (Fidel Center 2nd Floor)	
Campus Post Office (Fidel Center 1st Floor) (To close campus PO Box and set forwarding address)	
Physical Recreation Office (Gym Rm. 104) (To verify return of gym equipment)	
Property Office - Located on Calle de Marquez (the Facility Mgmt Rd)-call EXT 6953 for property list (to return any checked out NMT property)	
Library (To verify return of all library materials)	
Information Technology Center (ITC) (Workman Gold room 113, same building as old mineral museum)	

FOR INTERNATIONAL STUDENTS ONLY:

Travel Office (Wells Hall, on the second floor)	International Office (Fidel Center Rm. 262) (To update SEVIS records)
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FOR STATISTICAL PURPOSES, PLEASE INDICATE WHY YOU ARE LEAVING NEW MEXICO TECH:

☐ **GRADUATING FROM TECH** ☐ **TRANSFERRING TO ANOTHER SCHOOL** ☐ **WITHDRAWING FROM TECH**

If Graduating: Congratulations on your achievement! Please complete the Student Satisfaction Survey of Graduates located in your Graduation Packet. These surveys are also available in the Registrar's Office.

If Withdrawing or Transferring: We're sorry to see you go. Please complete the Withdrawing/Non-Returning Student Survey located online at: <http://www.nmt.edu/~red/IR/wdsurvey.pdf>

By signing this form, I affirm that I have received all necessary signatures from the offices listed above. I also understand that completion of this form does **NOT** release me from financial responsibility if my student account at New Mexico Tech incurs additional charges.

Signature: _____ **Date:** _____

THANK YOU!

Revised August 2016