OUT-PROCESSING?
Please follow the instructions below if no one is available

**Badge Only Students:** Drop all of your badges in the Lockbox (covered in caution tape) that is attached to the dry erase board to the left (as you are facing the docking stations) of the docking stations – All finished!

**Students with Laptops:** Please make sure you have deleted anything you have saved to the desktop or documents folder, log off, place your laptop and extra power cord back in the appropriate drawer in the docking station. Remove the hand receipt and slide it under the GME Student Coordinator’s door. Return all of your badges and laptop drawer key to the Lockbox (covered in caution tape) that is attached to the dry erase board to the left (as you are facing the docking stations) of the docking stations – All finished!

**Military Students:** If you get to your next duty station and your account is still held here, please call or email me and I will have them move it in transit.

-Thank you,

GME Student Coordinator