



# Wood Science Graduate Student Check-out

- Schedule an exit interview with the Department Head
- Clean out your desk space and return all borrowed items
- Turn in your keys to the WSE office
- Archive all of your data and other materials; leave them with your major professor
- Return all thesis, journals, or books to the WSE library or to your major professor
- Sign the CoF Help Desk network termination form to close your account; provide a forwarding e-mail address <http://helpdesk.forestry.oregonstate.edu/sites/helpdesk.forestry.oregonstate.edu/files/forms/CloseACCTv4.pdf>

**If you have accepted a job offer, please provide the following information**

*(This information is for our files only)*

Company \_\_\_\_\_

Position \_\_\_\_\_

Starting Salary \_\_\_\_\_

**If you plan to pursue another degree, please provide the following information**

*(This information is for our files only)*

Institution Name \_\_\_\_\_

Degree & Major \_\_\_\_\_

Best wishes as you move forward! Please keep in touch and let us know of any updates in your career.