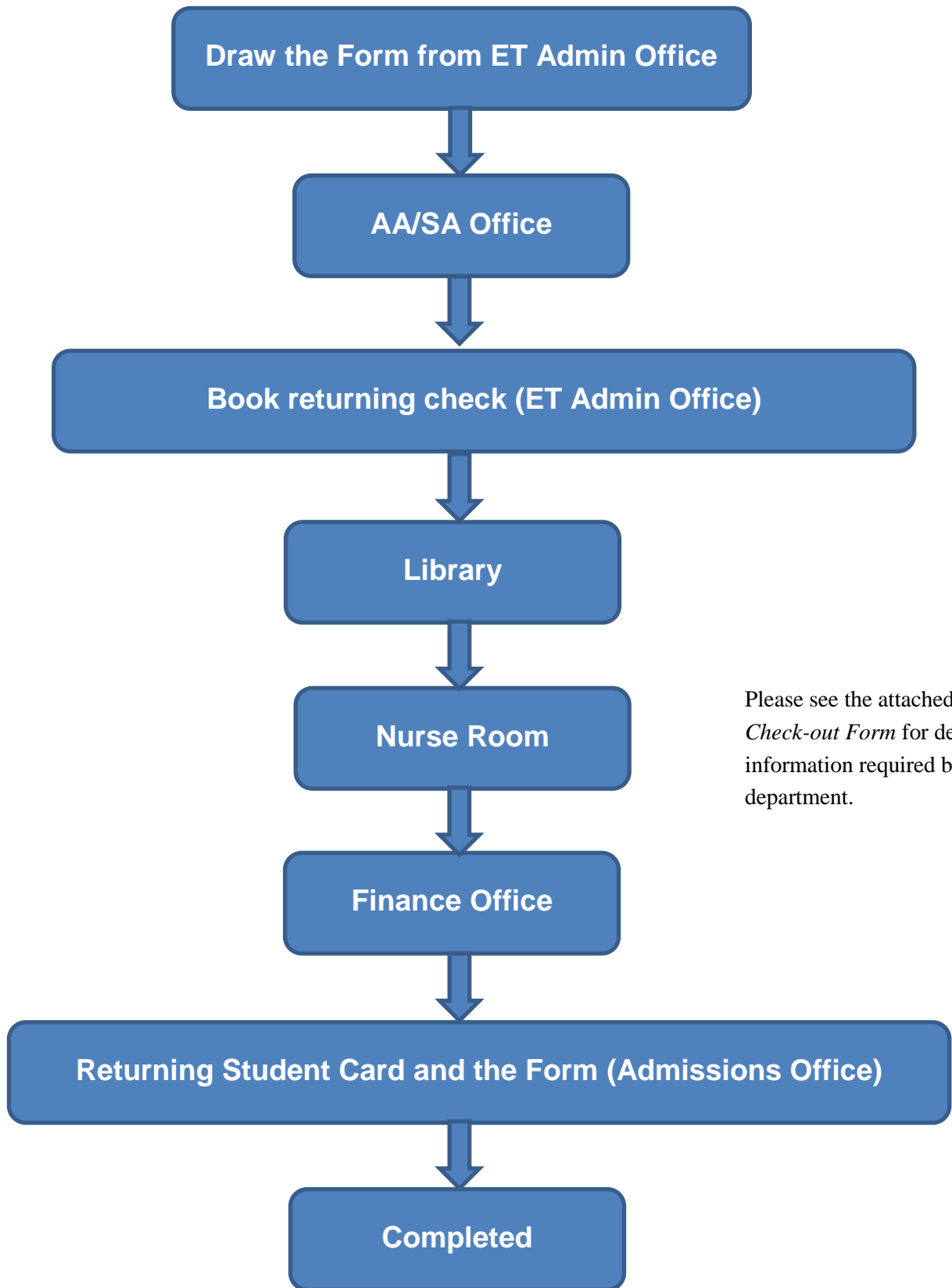


## Student Check-out Procedure



Please see the attached *Student Check-out Form* for detailed information required by each department.