FINAL CHECKOUT @ UKCD

THIS FORM MUST BE COMPLETED BEFORE YOUR DEGREE IS AWARDED

Before DIPLOMA or TRANSCRIPT will be released, you MUST account for all CHARTS, SUPPLIES AND EQUIPMENT you were loaned. All outstanding items must be paid for in Administrative Affairs (D131). PLEASE VISIT WITH EACH PERSON TO DETERMINE YOUR STATUS. Final Three Signatures in this order:

1) Vickie Easterling 2) Don Brown 3) Student Affairs

A  CLINICAL AFFAIRS

1. CLINICAL DESPENSARIES (Both 2nd & 3rd Floors)
   Outstanding (2nd) ________________________________
   Kelly Coldiron or Curlene Jackman

   Outstanding (3rd) ________________________________
   Kelly Coldiron or Curlene Jackman

   Bitefork RECEIVED ~ you initial:___________
   Kelly Coldiron

2. CENTRAL STERILIZATION (Amount due per each item) (Instruments)
   Outstanding ________________________________
   Kelly Coldiron

   Outstanding ________________________________
   Sandy Marks

   One High Speed Handpiece RECEIVED ~ you initial:___________
   Sandy Marks

   One Low Speed Handpiece RECEIVED ~ you initial:___________

   One Endo Rotary Handpiece RECEIVED ~ you initial:___________

3. PATIENT ASSIGNMENTS
   Outstanding ________________________________
   Team Leader

   Competency Self Assessment ________________________________
   Team Leader

5. CLINICAL REPORTS (MN234)
   Outstanding ________________________________

6. CHARGES POSTED ________________________________
   Diane McCord

B  ADMINISTRATIVE AFFAIRS

1. DENTAL MAINTENANCE (D602) (Amount Due per Item)
   Outstanding ________________________________
   Travis Ferguson

   Outstanding ________________________________

2. ADMINISTRATIVE AFFAIRS (D131) (Any monies owed)
   Payment in the amount of $______ has been received for ALL outstanding items, fees and/or tuition.
   Vickie Easterling

CONTINUED ON BACK
C  ACADEMIC AFFAIRS
1. COURSE EVALUATIONS COMPLETED
   Outstanding
   Melissa Miller (M134)
2. ADEA SURVEY Completed
   Melissa Miller (M134)
3. NATIONAL BOARD SCORES
   Melissa Miller (M134)

D  STUDENT AFFAIRS
1. STUDENT FINANCIAL AID
   Exit Counseling for all Direct, Health Professions & Perkins
   ** Follow the directions given to you by Don Brown during the Mandatory Exit Counseling
   Don Brown (D155)
2. ADMISSIONS & STUDENT AFFAIRS
   Locker Cleaned Out (Student Lounge)
   Update Address @ myUK (for future alumni correspondence)
   Turn in Medical Center ID Badge
   Turn in Course Director’s Check-Off Sheet
   Envelope filled out for Final Transcripts
   Please provide the following information:
   Permanent/Forwarding Address:
   ____________________________
   ____________________________
   ____________________________
   Contact #
   ____________________________
   NON UK email: ____________________________
   Date Checked Out ____________________________
   Leslie LeRoy (M134)