CHECKOUT INSTRUCTIONS

- **Bursar** - Confirm your account is paid in full so the posting of your degree is not delayed. Logon to [gohsc.ouhsc.edu/](http://gohsc.ouhsc.edu/) to check your account.

- **Financial Aid** - If you have received financial aid in your academic career at OUHSC, you will receive a personalized packet from the OUHSC Office of Financial Aid with your requirements in it OR you will receive an email from them with the requirements in it. Please follow the instructions carefully in your packet or email.

- **Laptops** — Your laptop must be decrypted prior to graduation. The continued presence of the HSC security suite on your computer after graduation could result in service interruption, system configuration conflicts, and a loss of access to your data. Complete an online form available at [itservices.ouhsc.edu](http://itservices.ouhsc.edu) to initiate the process or call 405.271.2203.

- **Library** - Return borrowed books or other materials to the Library or pay for lost/damaged materials (if applicable). **OKC Campus Library**: [library.ouhsc.edu/](http://library.ouhsc.edu/)  
  **Tulsa Campus Library**: [library.tulsa.ou.edu/](http://library.tulsa.ou.edu/)

- **Lockers** - Clean out your locker by disposing of all trash, and take your belongings with you. Lockers must be cleaned out within two weeks after the last day of classes. Anything left in the lockers two weeks after you have finished your last class in the College will be thrown away.  
  **OKC Students**: Leave the lock on your locker because it is College of Allied Health property.  
  **TULSA Students**: Take your personal lock off of the locker.

- **Mailbox Key** - (**OKC Students only**)  
  Turn your mailbox key in to your department. If your key is not turned in, you will be charged for it.

- **Parking** -  
  **OKC Students**: Return your parking permit to the Parking Office in person.  
  **OKC & Tulsa Students**: If you have any unpaid tickets, be prepared to pay those in full before the Parking Office can close out your account.

- **University Health Club** - (**OKC only**)  
  **OKC Students**: If you have a current University Health Club membership, visit their website at [ouhsc.edu/uhc/](http://ouhsc.edu/uhc/) only if you want to continue the membership.

Questions? Call 405.271.6588 or send an email to [alliedhealth-info@ouhsc.edu](mailto:alliedhealth-info@ouhsc.edu)

Congratulations on your success!!!  
Please remember to stay in contact with your Allied Health Alumni and Development Office  
[alliedhealth.ouhsc.edu/Alumni.aspx](http://alliedhealth.ouhsc.edu/Alumni.aspx)