

SIPI Ph.D. Student Exit Checklist

1. Your fantastic thesis becomes a SIPI Technical Report. For that to happen, please submit a PDF of the final thesis to Gloria.
 - a. Email the title, author(s) & abstract in plain text to gloriah@usc.edu.
 - b. Email headshot photo to Gloria for graduation poster.
2. Once you submit your final thesis and degree posts, you are no longer authorized to work for USC.
3. Update the home address on:
 - a. <http://employees.usc.edu>, click on Workday
 - b. <http://www.usc.edu/oasis>. This is for your student information.
 - c. Email gloriah@usc.edu. This is for forwarding your US Mail (only 1st class mail).
 - d. Fill out a change of address form at USPS.com

If you have not yet signed up to receive your W-2 electronically from ADP, go to Workday, USC Quick Links, and then ADP W2s login. Follow the instructions in Workday: Sign up for electronic W-2 delivery.

1. Clean all your stuff from your office, turn in keys to Gloria Halfacre, EEB 404, or Ted Low, EEB 100 (key deposit returned), and inform Gloria which office you were in.
2. SIPI has no control over your “@usc.edu” email account. Once you leave USC, the University may terminate the account at any time with little or no warning. Do not assume that it will remain active for some set length of time after you have left. Even if you are still collaborating with a professor on a research topic, the account may be closed once you are no longer a student or an employee. It may not be impossible to recover any messages. Ensure you have all your essential email transferred to another email account or achieved in some way before you leave.
3. Join the USC Alumni Association (<http://alumni.usc.edu>) and receive email forwarding and other benefits.
4. Stay in touch: Join the USC-SIPI Alumni, Faculty, Staff and Students Facebook Group and Signal and Image Processing Institute -- SIPI-USC LinkedIn Group.
5. Copy any computer files on department servers that you want to be saved to some other system or removable media. Computer accounts are normally closed within a few months of graduating. The same applies to any files left on desktop systems in student offices. The following person to occupy the desk may erase everything on the system to use it.
6. Return any equipment/computers issued to you to your professor or staff.
7. Make sure all reimbursements due have been turned in.
8. Complete the End of Semester Report (email from the Graduate School).
9. If you are leaving mid-semester, you must submit a letter of resignation to your professor with a copy to Gloria. An email is sufficient. Please try and resign at the end of the month or the 15th. Example:

Dear Professor X,

I am writing to inform you of my resignation as a Research Assistant with your research group. I have defended and accepted a position at XXX. My last day at USC will be a date.

Thank you for everything.