

Check list for Students Returning from a Leave

Requirement	Student Action	OU-COM Employee Contact	Completed Must be initiated by employee upon completion
1. Director of Student Affairs	Schedule an appointment with Pat Burnett when you return from leave. <i>This needs to happen prior to attending classes.</i>	Pat Burnett	
2. Background Check	Check with John Schriener to update your background check. <i>This needs to happen the first week of your return.</i>	John Schriener	
3. Immunizations	Check with Kim McCunn to review your immunization records. <i>This needs to happen prior to attending a Clinical Experience</i>	Kim McCunn	
4. BLS renewal	Check with the Area Health Education Center to see if you are out of sequence for your BLS certificate. If you are, they will work with you to find a time for you to renew your BLS training.	Missy Kemper/Tracy McKibben	
5. OUCOM student IDs/Keys	If your student ID and keys were collected before you left, you will need to have them reissued through Student Affairs.	Betty Woodley	
6. Financial Aid and FASFA	Schedule an appointment with Marie Barone/Michelle Kittle when you return from leave. <i>This needs to happen the first week of your return.</i>	Marie Barone/Michelle Kittle	

Students: please return this form to Angie Mowrer in Academic Affairs (G227) when all items have been completed.