

Effective March 9, 2011 ALL STUDENTS that receive parking tickets on the Jacksonville Campus will be required to pay a [\\$25 penalty fee to the Office of Educational Affairs](#), 4th FL, LRC. Please read the below carefully to avoid any confusion on where you are expected to park.

MONDAY OEA CHECK IN /CHECK OUT /DIRECTIONS /PARKING:

Your first stop each time you visit the Jacksonville Campus should be the Office of Educational Affairs, 4th FL, LRC Building

On the first day ONLY please park in one of the following recommended lots upon arrival – E, F, M or any General Parking area indicated on the [Jacksonville Campus Map](#).

After parking report to the Office of Educational Affairs (OEA) to pick up your parking card, meal card & housing information. OEA is located on the 4th FL of the LRC Building. Go to the South Garage and down to the 1st level. Follow the signs that say “Faculty Clinic/LRC”. They are on the LEFT hand side of the building.

All students are required to have a permanent Shands parking decal. If you don’t have a decal please ask for one when you check in. You’ll keep the same decal for the duration of all rotations on this campus. If your vehicle changes please request a new decal, complete the [parking application](#) and provide a copy of your new Vehicle Registration. After checking in you should move your car to the student lot – Directions to the Student lot are included in your check in packet along with other general information you should review.

There are not enough spaces in the student lot for all students rotating in Jacksonville. For that reason, you may not receive a parking card (and even if you have a card, spaces may not always be available in the student lot). If a parking card isn’t available you will be issued a yellow hanging decal and expected to stay in General Parking.

OEA Office Hours:

Mon 7:30a-4:30p

Tues-Fri 8a-4:30p

OEA CONTACTS:

Raina Carter – Eraina.carter@jax.ufl.edu

Karen Sisco – Karen.sisco@jax.ufl.edu

CHECK-OUT POLICY & PROCEDURES

1. ALL PAs, MDs & DOs WILL COMPLETE A PROGRAM ROTATION EVALUATION ONLINE:

<https://rms1.newinnov.com/Login/Login.aspx>

2. STUDENTS WILL TURN IN THE BELOW UPON DEPARTURE:

PARKING CARD

MEAL CARD (if Med or PA student)

DORM KEYS

***ALL ITEMS ISSUED BY THE DEPARTMENT SHOULD BE RETURNED TO THE DEPARTMENT**

3. ITEMS ISSUED BY EDUCATIONAL AFFAIRS MUST BE RETURNED TO THE DEPARTMENT STUDENT COORDINATOR OR THE OFFICE OF EDUCATIONAL AFFAIRS (OEA) ON THE FINAL DAY OF THE ROTATION BEFORE 4P.

****COLLEGE OF MEDICINE STUDENTS: FAILURE TO PROPERLY CHECK OUT WILL RESULT IN GRADES AND EVALUATIONS BEING WITHHELD.**