2016-2017 CU SOM Parking Instructions for Program Coordinators

The information laid out in the steps below only applies to **NEW GME residents who need access to CU Parking Lots** and **Transferring/Continuing Residents who need access to CU Parking Lots** for the first time. If resident only needs to park in a hospital-owned lot (i.e. UCH or CHCO), they do **NOT** need to complete this form. In that case, Program Coordinators should follow that institution’s specific instructions to obtain hospital parking (available on the GME Onboarding Website).

**CU Parking Lots** include 1) parking lots at the VA and 2) any **NON**-hospital lots on the AMC campus (this type of parking is rarely necessary unless a Resident/Fellow is doing research at a CU AMC building and does not already have hospital parking)

For Interns and New PGY2s and Above

Step #1:

1. Only if incoming Residents will need access to VA parking garage or non-hospital AMC parking, PC sends the **Monthly Parker Agreement-GME** form to Resident(s).
2. Resident completes the **Monthly Parker Agreement- GME** form and returns to their program coordinator.

   **IMPORTANT:** Resident must also provide a $10 non-refundable check made out to “UC Denver” **ONLY** if they need non-hospital AMC parking. No fee is required for VA parking only.
3. Program Coordinator collects completed monthly parker forms and checks (if applicable), and returns to Karen Graves no later than **5/6/16**

   **IMPORTANT:** If forms are not returned to the GME office by 5/6, there is no guarantee that Residents will receive parking access in time for their program start date.

Step #2:

4. Parking Office will batch all VA key cards into parking packets by program, and contact the program coordinator when ready for pick-up no later than **6/10/16**
5. PC should distribute all VA key cards to Residents before the start of their program

   **NOTE:** VA key cards correspond to specific Residents, so when distributing to Residents please ensure the correct key card is being given to the correct individual.

For Continuing and Exiting Residents

**For Continuing Residents:** New VA parking key cards for Continuing Residents will be included in the parking packet for PCs. If you have a Continuing Resident who had VA parking in 2015-2016 but will not need it in 2016-2017, their parking will be deactivated* and they will need to return their key cards to the Parking Office.

If you have a Continuing Resident who needs VA or non-hospital AMC parking and does not currently have it (does not have a **Monthly Parker Agreement—GME** form on file) please follow the steps listed above in the “Interns and New PGY2s and Above” section.

*The GME Office will confirm with program coordinators before deactivating parking for any continuing Residents.

**For Exiting Residents:** The Parking office will deactivate parking privileges on **July 15, 2016** and PCs will need to collect VA hangtags and key cards from all Exiting Residents and return them to the Parking office **before then**. Please do not discard these items.