

# STUDENT LOCKERS, MAILBOXES AND KEYS

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## Lockers

Lockers are provided free of charge for M1 and M2 students and are located throughout the medical education building. During orientation, the Office of Student Affairs will assign all students a locker number and key. There is a fee for any lost keys.

## Mailboxes

Mailboxes for M1 and M2 students are located in the corridor adjacent to Student Affairs. Students should check these boxes on a weekly basis. The Office of Student Affairs as well as other departments in the College will use the mailboxes as the only means of disseminating hardcopy messages or information to students.

For M3 and M4 students, hard copy messages and information will be sent to the students' address on record. US mail should be sent to the students' home address.

## Keys/Security

All students are issued UCF College of Medicine ID badges that allow access to student areas in the College of Medicine. All of the student spaces, teaching facilities, and much of the administrative space are secured by card-access entry. If students have problems with entry to the student areas, contact the Office of Student Affairs, 407-266-1353.

There is a replacement fee for a College of Medicine ID badge, lost locker key, and lost mailbox key.