

# PARKING SERVICES INFORMATION

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## How to order a permit.

- Online at <https://www.permitsales.net/WTAMU>
- Available to order beginning August 1<sup>st</sup>, 2017.
- Mailing address needs to be where you want the permit to go. When ordering a permit online use the Student/Tuition Account drop down option for payment. The cost will then be \$0.00 which is correct. You can then process the order and receive a temporary permit to print. Your permit for the academic year will arrive by mail in seven to ten business days to the address you provide. Be sure to contact Parking Services if your permit is not received.
- You can purchase a permit with a temporary license plate number. Simply contact Parking Services (806) 651-2309 and update your plate information once you receive your new license plate.

## How much are permits?

- Included in the cost of tuition.
- Additional vehicles on campus – Permits are \$40.00 per vehicle.
- New vehicle – replacement permit is \$10.00 with the return of the original permit.
- Permits are to be placed on the outside, left-hand corner of the rear window. See parking rules and regulations for exceptions (Removable tops and motorcycles).

## Where is Parking Services located and what hours of operation?

- Old Student Union Building (Old SUB) at 301 23rd street, across from McDonalds.
- Hours: 7:30 a.m. – 5:00 p.m., Monday thru Friday.
- Phone Number: (806) 651-2309

## Temporary Permits?

- If you have purchased a valid permit for a vehicle, you are allowed three weeks (21 days) of free temporary permits. Temporary permits can be issued for a day or up to a week for another vehicle.
- Temporary permits are available at the Parking Services Office during business hours and at UPD (circle drive of Old SUB) after hours.
- Temporary permits are also available at the Information Desk at the JBK Student Center.

## What is the Buffalo Express?

- A shuttle service is provided from the First United Bank Center (FUBC) to the Main Campus at designated stops Monday – Friday, 7:30 a.m. – 6:00 p.m. and 6:00 p.m. to 10 p.m., Monday thru Thursday during the fall and spring semesters. There is no cost for this service.
- To view the designated stops , please visit: [http://www.wtamu.edu/university\\_police/upd-shuttle-bus-information.aspx](http://www.wtamu.edu/university_police/upd-shuttle-bus-information.aspx)
- The Shuttle Bus Live Tracker can be located on the WTAMU homepage or on the WT Mobile app.

- Parking permits are required to park at the First United Bank Center (FUBC) and the Buffalo Sports Complex (BSC) parking lot.

### **Can I park on campus without a permit?**

- No, permits are required 24 hours a day, all year-round on the WT campus.
- August 17, 2017 thru August 17, 2018

### **If I am a visitor on campus, where can I park?**

- Visitor permits are available at Parking Services or the JBK Student Center Information Desk.
- Parking spaces designated by sign as visitor parking are located in front of the JBK Student Center and in front of Old Main.

### **If I live on campus where can I park?**

- In any available parking space not designated by sign or painted white, yellow, red or orange curb.

### **What are the parking rules and regulations?**

- Please visit the link below to review the rules and regulations:  
[http://www.wtamu.edu/university\\_police/upd-parking-services.aspx](http://www.wtamu.edu/university_police/upd-parking-services.aspx)

### **If I get a citation, can I appeal it?**

- Yes. Appeals must be made within 20 days of the issued citation without making payment first.
- An appeal is not permitted 21 days or more after the citation was issued.

### **What happens if I choose not to pay the citation?**

- A restriction is placed on your student records after 20 days if the citation remains unpaid.
- After 20 days of a citation being unpaid, a one-time \$15.00 late fee is applied.
- After three unpaid citations, a boot will be placed on your vehicle. If half of your citations fees and the boot fee are not paid within seven days, your vehicle will be towed at the owner's expense.

### **If I have to bring a different car to campus, what do I do?**

- If you have purchased a valid permit for a vehicle, you are allowed three weeks (21 days) of free temporary permits. Temporary permits can be issued for a day or up to a week for another vehicle. Temporary permits can also be purchased after the first 21 days have been used.
- Temporary permits are available at the Parking Services Office (Old SUB) and at the UPD (circle drive of Old SUB) after hours.
- Temporary permits are also available at the Information Desk of the JBK Student Center during normal business hours.

