

Hello!

You are receiving this email because you are currently registered for fall semester classes at Aquinas College. This email contains important parking information for the upcoming school year. First and foremost, please be aware that all vehicles are required to display a current and valid parking permit to park on campus. Parking on campus is a privilege, not a right, so be sure to review the parking rules and regulations on the [Campus Safety webpage](#). The [permit registration form](#) is online and may be completed from any computer with an internet connection. There will be 2-3 computers available for use at the Campus Safety Office for permit registration. First-time users will need to create an account in the parking system before they can register for a permit. If you believe the wrong permit option is displayed when filling out the form, please call the Campus Safety Office before submitting your order. The system will require payment via credit/debit card in order to submit your order. Aquinas reserves the right to deny refund requests; approved refund requests will be processed less a \$10 service fee.

After completing the form, students must bring a valid driver’s license, state-issued vehicle registration and their Aquinas ID card to the Campus Safety Office to pick up their permit. Permits will not be issued without these documents. Upon receipt of permit, students should immediately adhere the permit to their vehicle on the inside surface of the front windshield in the lower passenger-side corner (see [diagram](#)), then move the vehicle to the proper lot. All student vehicles must be permitted by **Thursday 8/30/18 at 6:00 pm**. If you think you may not be able to comply with this deadline, please contact the Campus Safety Office to discuss your options.

Below is a summary of when parking permit registration will become available to different populations of the student body. Please read the information beyond the table for more details regarding your permit options based on whether you are a resident student or a commuter student.

Monday	Tuesday	Wednesday	Thursday	Friday
July 23	July 24	July 25	July 26	July 27
ALL SENIOR residents				
ALL residents of ST. JOSEPH, HRUBY & WILLOWBROOK				
July 30	July 31	Aug 1	Aug 2	Aug 3
All COMMUTERS				
All remaining JUNIOR residents				
Aug 6	Aug 7	Aug 8	Aug 9	Aug 10
All remaining SOPHOMORE residents				
Aug 13	Aug 14	Aug 15	Aug 16	Aug 17
		All remaining FRESHMEN residents	Permit p/u begins at 8:00 am	
Aug 20	Aug 21	Aug 22	Aug 23	Aug 24
			First-year freshmen move-in	
Aug 27	Aug 28	Aug 29	Aug 30	Aug 31
First day of Fall 2017 semester classes			All vehicles must have a permit by 6:00 pm	

Commuter Students: Students who commute to campus have several permit options to choose from. Commuter students may park in any of the designated “commuter” lots (see attached parking map) with a

commuter permit. Please contact the Campus Safety Office for any overnight parking needs as commuter students do not have the same overnight privileges as resident students.

- Annual permit:** Annual permits are valid for the entire 2018-2019 school year and cost \$105.
- Semester permit:** Semester permits are valid for one semester (fall or spring) and cost \$65.
- Quad permit:** Quad permits are valid for one quad (1st, 2nd, 3rd or 4th) and cost \$35.
- 2nd Vehicle:** Commuter students may register for a 2nd permit of the same type for \$25.
- High school dual-enrolled students** may purchase an annual parking permit for \$25.

Commuter students may begin [registering online](#) for permits on **7/30/18 at 8:00 am**. Permits will be available for pickup beginning on **8/16/18 at 8:00 am**.

Resident Students: Students who reside on campus have two permit options to choose from. Resident student permits restrict parking to **one specific lot** for the duration of the permit.

- Annual permit:** Annual permits are valid for the entire 2018-2019 school year and cost \$300.
- Semester permit:** Semester permits are valid for one semester (fall or spring) and cost \$155.

Availability of resident parking permits opens on a staggered schedule based on class level (senior, junior, sophomore, freshmen) and residence hall assignment. Resident students may begin registering using the [online form](#) according to the following schedule. Permits will not be available for pickup until **8/16/18 at 8:00 am**.

Monday 7/23/18 at 8:00 am:

- ALL senior** resident students may begin registering for permits. Register early to reserve your preferred lot!
- ALL residents of the following halls** will be given the opportunity to register for their building's specific parking lot: *St. Joseph Hall, Hruby Hall and Willowbrook Hall*.

Alternate lots will open up according to class level. The purpose of this is to allow these residents a chance to obtain a parking assignment in their building's specific lot. Permits for these lots are not reserved indefinitely for residents of these buildings and will open up to residents of other halls as other lots on campus fill up, so register early to reserve a permit for your preferred lot!

Monday 7/30/18 at 8:00 am:

- ALL remaining junior** resident students may begin registering for permits. Register early to reserve your preferred lot!

Monday 8/6/18 at 8:00 am:

- ALL remaining sophomore and 2nd year freshmen** resident students may begin registering for permits. Register early to reserve your preferred lot!

Wednesday 8/15/18 at 8:00 am:

- ALL remaining 1st year freshmen** resident students may begin registering for permits. Register early to reserve your preferred lot! Please be aware that you may have difficulty registering for a permit if you have not attended a STAR session yet. If you have trouble, please contact Campus Safety and we will attempt to assist you. You will need your Aquinas ID number to register for a parking permit.

Temporary Parking: For students who only need to park occasionally, temporary permits may be purchased by the day (\$3 per day) or by the week (\$15 per week). Students who have a valid permit may register a temporary alternate vehicle at no charge. Students do not need to fill out the online registration form for temporary permits. If a student is found to be abusing the temporary permit system, judicial actions and penalty fees may apply. Payment with cash may be required upon receipt of the permit.

Guest Parking: The campus permit requirement extends to guest vehicles, including friends and family members. Guest permits may be purchased by the day (\$3 per day), the week (\$15 per week), the semester (\$35 per semester) or the year (\$60 per year). Permits for parents and grandparents are issued for the entire

school year at no cost. To obtain a permit for your guest, bring your guest to the Campus Safety Office. The guest must present a valid driver's license and state-issued vehicle registration and the hosting student must present their Aquinas ID card. Payment with cash may be required upon receipt of the permit.

Bicycles: Bicycles are welcome on campus! Bike permits are required to park on campus and are valid for the life of the bike. To register for a (FREE) bike permit, fill out the [bike permit registration form](#), then come to the Campus Safety Office with your Aquinas ID card to pick up the permit. Bike permits are only valid on non-motorized bicycles.

This is a brief overview of the parking rules pertaining to permits on campus. For the full parking rules and regulations, see the parking manual on the [Campus Safety website](#) . If you have any questions or concerns regarding parking on campus, please contact the Campus Safety Office by phone at **616-632-2462** or by email at **cso@aquinas.edu**.

Enjoy the remainder of summer! We look forward to welcoming you back to campus in August!

Department of Campus Safety
616-632-2462
cso@aquinas.edu