

Process for Requesting Student Parking

- New students will receive the parking request form with the Orientation schedule two weeks prior to the start of school. Students can also come to the Office of Student Affairs during Orientation week to request a student parking form.
- Students fill out the parking request form, including the following information:
 - Empl ID
 - Name
 - Department – Medical Student
 - Phone Number
 - Vehicle Make, Model, and Color
 - License Plate Number
- The Badge Office provides Student Affairs with a roll of parking decals so Student Affairs can issue decals as students turn in completed request forms.
- Student Affairs will fill in the parking decal number on the parking request form.
- Student Affairs will provide students with a parking decal bar code sticker.
- Students are required to place sticker on his/her vehicle to the left (driver) side of the vehicle on the rear bumper or lower left rear window in a position that is clearly visible.
- Students are instructed to turn in completed request forms to Student Affairs within two (2) weeks of the start of Orientation.
- **Once Student Affairs has received all new student parking request forms, Student Affairs scans copies of the forms and sends the electronic copies to Angie Adams in Financial Services to apply the student parking charge to the students' accounts.**
- Student Affairs sends the original request forms to the Badge Office via interoffice mail.
- The Badge Office inputs the information from the forms into the computer and grants badge access to the student lots beside the Hawthorne Rd. parking deck.

Process for Cancelling Student Parking

- Students come to the Office of Student Affairs to request a parking cancellation form.
- Students fill out the form in its entirety and return the form to Student Affairs.
- Student Affairs sends the form to the Badge Office and Angie Adams in Financial Services via e-mail.
- Financial Services will discontinue the monthly parking fee from the student's account.
- The Badge Office will de-activate the student ID badge so the student can no longer access the student parking lots.

***PLEASE NOTE:** This process also applies for currently enrolled students. Students may request/cancel student parking at any time. Please follow the above steps for requesting/cancelling student parking. If you have any questions, please contact the Office of Student Affairs at (336) 716-4271, or email stuserv@wakehealth.edu.

From the Badge Office website:

STUDENT PARKING PERMIT

The information contained herein is intended to provide Students with basic parking and transportation information. All Medical Center faculty, staff, house staff, students and contractors are required to register their vehicles and display a bar code sticker on their vehicle illustrated below.



Vehicle Registration

Students may register up to two vehicles and will receive a bar code decal for each one.

- All vehicles parked at the Medical Center must be registered.
- Please have your vehicle(s) information available, including the make, model, color, and license tag number when filling out the student parking form.
- Vehicles parked on campus without a decal or parked improperly are subject to daily fines.

Display

- Decals should be applied to the left (driver) side of the vehicle on the rear bumper or lower left rear window in a position that is clearly visible.
- To ensure decals are visible, vehicles should be pulled into parking spaces, not backed into spaces with the decal facing the wall or another car.

Employee Number		
	This number is accessible when you log into your PeopleSoft account.	
	New Employees: Please return this form within 7 days after orientation to: Medical Center ID, Ground Floor of Meads Hall.	
Employee Name		
Department		
Phone Number		
	Vehicle 1	Vehicle 2
Vehicle Make		
Model		
Color		
License Plate		
Parking Decal # Issued (badge office)		
All Information must be provided before a parking decal can be issued.		

TERMINATION OF STUDENT PARKING

Effective _____(Date), I _____ (Please print your name),
hereby cancel my parking space in the _____parking deck/lot.
Please de-activate my ID badge/parking card and discontinue the monthly
parking fee on my student account.

(Signature)

Student ID #

Date

Box Number

Home Phone Number

For Office Use Only

system ____
cashier ____