

**VEHICLE REGISTRATION INFORMATION**  
**Graduate Student Parking**

Student 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 10, Ground Floor of Meads Hall.	
Student Name		
Department		
Phone Number		
	Vehicle 1	Vehicle 2
Vehicle Make		
Model		
Color		
License Plate		
Parking Decal# Issued (badge office)		
<b>All Information must be provided before a parking decal can be issued.</b>		

## PROCESS FOR REQUESTING STUDENT PARKING

- New students will be sent the parking request form prior to orientation. Students can also come to the Graduate School office during orientation week to request a student parking form.
- 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 the Badge Office, preferably on the first day of orientation or within two (2) weeks of the start of Orientation.
- The Badge Office inputs the information from the forms into the computer and grants badge access to the student lots beside the Hawthorne Road parking deck and the overflow lot under the I-40 bridge (accessible from Eden Terrace Road).

## PROCESS FOR CANCELLING STUDENT PARKING

- Students come to the Graduate School office to request a parking cancellation form.
- The Badge Office will de-activate the student ID badge so the student can no longer access the student parking lots.