

Commuter Student Vehicle Registration Information

Anyone student who wishes to park a vehicle on a university parking lot at any time of day or night--including after 5:00 p.m. weekdays, on weekends, during regular business hours of 8:00 a.m. – 5:00 p.m. weekdays, and during breaks--must register that vehicle with the Parking and Transportation office.

Vehicle Registration for commuting students will begin **Monday, August 15, 2016 at 8:00 a.m.** ***The website will be extremely busy during this time. During the purchase process, should your screen pause, continue to wait, as your order will be in queue. Do not refresh your screen or logout, as you could lose your place in the queue.*** Go on-line at <http://parking.wfu.edu/> to register your vehicle. This website is also a great place to find information about parking during certain events like Thanksgiving, Winter Break or Spring Break.

Do not create a guest account. Doing so will prevent you from purchasing a permit. If you have already created a guest account, please contact Parking and Transportation before August 15.

All first year graduate students only have the option for off-campus permits.

2016/2017 Commuter Student Parking Options:

- **Commuter Student On-Campus Permits** - \$525
 - Limited availability sold on a first come, first serve basis
- **Commuter Student Off-Campus Permits**
 - Limited availability sold on a first come, first serve basis
 - Winston Salem First Church and designated area of Reynolda Village - \$315
 - University Corporate Center Satellite (UCC) – \$75
 - Shuttle service is provided to both the church and UCC lots. See link for schedules:
<http://parking.wfu.edu/ride-the-wake/>
- If you select an off-campus Church or UCC permit, you can bring your vehicle on campus after 5:00 p.m. weekdays and on weekends. Additionally, you are authorized to use 15 and 30 minute spaces weekdays between 8:00 a.m. – 5:00 p.m. for quick errands on campus. Exceeding these time limits will result in a citation.
- Should on-campus commuter or off-campus church permits be sold out, you have the option to sign up on a waitlist for these permits. If space becomes available, additional permits may be offered to those on the waitlist.
- Signing up on the waitlist does not guarantee receiving an on-campus parking permit. If on-campus permits are sold out, you should order either the Off-Campus permits to park at Winston-Salem First Church/Reynolda Village or Satellite permits to park at UCC. Both of these permits allow you to park on-campus from 5:00 p.m. – 8:00 a.m., Monday-Friday and all day on weekends. Parking on WFU property without displaying a valid permit (day or night) can result in citations.
- Once you have registered your vehicle, you can sign up on the waitlist at <https://wfparking.t2hosted.com>.
- Students that purchase a permit that will be going abroad in the spring must return the permit by December 22 to receive a partial refund (1/2 the purchase price).

Permit Distribution Information:

- *Permits ordered on or before August 24, 2016:*
 - **Pickup Date:** Saturday, August 27, Sunday, August 28 and Monday, August 29, 2016
 - **Pick-up time** – 9:00 a.m. – 3:30 p.m.
 - **Where:** Alumni Hall, Room 166
- *Permits ordered after August 24 or you did not pick up permits in Alumni Hall on above dates.:*
 - **Pickup Time:** Mon. through Thurs. 8:30 a.m. – 4:30 p.m. and Fri. 8:30 a.m. – 3:00 p.m.

- **Where:** Parking and Transportation Office in Alumni Hall, Room 138. **Expect long lines and delays for distribution at this location.** Your Wake Forest ID is required to pick up your permit.

Place both permits on your vehicle immediately after picking them up. Only park where the permit you ordered allows.

Contact us:

Parking and Transportation

336-758-PARK

Parking@wfu.edu

Location: Alumni Hall, Suite 138

Lobby hours: Mon. through Thurs. 8:30 a.m.-4:30 p.m. and Friday 8:30 a.m. – 3:00 p.m.

Because of the high volume of calls we expect, if you cannot speak to someone, please leave a detailed message with your question/concern, name, WFUID number and a return contact number. We will return the call as soon as possible. It's important to leave a return call back number in order for Parking and Transportation Office to return calls.