

June 22, 2009

MEMORANDUM

To: Vanderbilt University Students Eligible for Parking Permits

From: Office of Traffic and Parking

SUBJECT: 2009-2010 VEHICLE REGISTRATON AND RENEWAL

We are pleased to announce that online registration will be open to all eligible 2009-2010 Vanderbilt University students beginning at 9:00 a.m. CDST on Monday, July 27, 2009.

Email Notification: All eligible VU students who have active Vanderbilt email addresses on file will receive an email notification on July 27, 2009 with directions to register for the upcoming 2009-2010 school year.

Online Registration: Customers should log in using their VU Net ID and password. You should verify all the pre-filled information and make changes as necessary. If the fields are not pre-filled, you will need to complete the missing data.

What you will need:

- You will need access to the internet. Your email notification will provide a direct link which will take you to the registration website of the Office of Traffic and Parking. That link is: www.vanderbilt.edu/parking. On the left hand side of the page select Register A Vehicle. Select Purchase Permits on the next page.
- You will be asked to enter your **VUNET ID** and **password**.
- Please have available the license plate number, state where registered, make, model, year and color of the vehicle(s) to be registered before you log in.
- You will also need a valid Vanderbilt University email address. All traffic and parking notices will be sent to your email address only.

Permit Rates: Zone permit rates have been set at \$252 for the 2009-2010 school year. There will be a replacement cost of \$60 if permits are lost and need to be replaced. All students are encouraged to use their student accounts as an alternative to using a credit or debit card.

Sophomore Parking: Parking on campus is a privilege and is primarily reserved for Upperclassmen (Juniors and Seniors). However, a *limited number* of long-term vehicle parking spaces are available to Sophomores on a first-come, first-serve basis. Once these spaces are sold out, a waiting list is created in the event a space becomes available. If absolutely necessary, we do offer Special Reserved parking to Sophomores as an exception, but we encourage all students to wait until they become Juniors to bring vehicles on campus.

Reserved Parking: Students will be able to register online for reserved parking in Wesley Place, Terrace Place, and the Kensington Avenue Garage. The parking rate for a reserved space is \$880 per academic year. It will be charged in total at the beginning of the year and can be paid through the student's account or credit card.

All reserved spaces are FIRST COME, FIRST SERVED.

Permit Delivery: Students are strongly encouraged to use their campus address to ensure the timely delivery of parking permits. Please be aware that the address you submit during registration is where your permit will be sent. Students registering after August 10th can expect a delivery time of approximately one week.

All students ordering a permit after August 10th, 2009 should print out a receipt while ordering and place it on their vehicle when they return to campus until their permit arrives. If you do not receive your permit within two weeks of purchase, contact the parking office. All vehicles parked in campus parking areas must have a valid permit. Permits will be strictly enforced.

Alternative Transportation: Vanderbilt continues its popular Zipcar program, which allows students to rent a car by the hour or by the day. Vanderbilt has 5 vehicles located on campus for use by members of the program. For more information visit our website and select "Alternative Transportation".

Assistance: For additional assistance, contact the Office of Traffic and Parking at (615) 322-2554. If you have not received your permit or if it is not in your campus mail box when you return to campus, please contact the office of Traffic and Parking and we will assist you in obtaining a temporary permit.

Thank you.