M E M O R A N D U M

To: Vanderbilt University Resident Students Eligible for Parking Registration

From: VUPS Parking Services

Date: July 15, 2018

Subject: 2018-2019 VEHICLE REGISTRATON AND RENEWAL

We are pleased to announce that online registration will be open to all eligible 2018-2019 Vanderbilt University students beginning at 9:00 a.m. CDST on Wednesday, August 1, 2018.

**Email Notification**: All eligible VU students who have active Vanderbilt email addresses on file will receive an email notification on August 1, 2018 with directions to register for the upcoming 2018-2019 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 VUPS Parking Services Office. That link is: <https://vanderbiltparking.t2hosted.com/cmn/index.aspx>
* You will be asked to enter your VUNET ID and password.
* Please have available the vehicle 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 email address. All Parking Services notices will be sent to your email address only.

**Parking Registration Rates:** Rates have been set at $660 for the 2018-2019 school year. All students are encouraged to use their student accounts as an alternative to using a credit or debit card. There will be a onetime offering of a Fall Semester F parking for those that will be leaving their vehicles at home after winter break.

**Sophomore Parking:** Parking on campus is a privilege and is primarily reserved for Upperclassmen (Juniors and Seniors). However, a limited number of 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 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 $1,840 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.

**Greek Registration:** A regular University registration is required in order to park in a Greek space. If you are eligible for a Greek registration, you must first purchase your regular registration. You will then be able to “Add a registration” prior to completing the purchase and the Greek registration will be available for you to order at no additional cost. *(Parking in the Greek lot will not be available after December 2018.)*

**No Permit Delivery**: There will not be a physical permit this year, except for reserved spaces, as we transition to your vehicle license plate as your permit. Once you purchase your registration your vehicle is automatically active. Ensure that the plate you enter is accurate. One missed character could result in a citation.

**Alternative Transportation:** Vanderbilt continues its popular Zipcar and Enterprise CarShare programs, which allow students to rent a car by the hour or by the day. For more information visit: <http://www.vanderbilt.edu/traffic_parking/alternative-transportation.php>

**Assistance:** For additional assistance, contact the VUPS Parking Services office at (615) 322-2554.

Thank you.

Tracy Owens, Director

VUPS Parking Services