

# HOW TO USE YOUR STUDENT PARKING PERMIT

## PARKING ENFORCEMENT

Monday – Thursday 7 a.m. – 7 p.m.  
Friday 7 a.m. – 5 p.m.  
Permit and metered parking are not enforced during University-observed holidays, when University offices are closed. However, they are enforced during student breaks.

### The following are enforced at all times:

- No parking in fire lanes
- No parking zones
- No parking on grass
- No parking on sidewalks
- No blocking driveways
- Handicap-designated spaces
- Meadows Parking Center
- Reserved spaces

## PERMIT PLACEMENT

Your parking permit must be displayed at all times. Make sure the entire permit face is clearly visible by sticking it to the inside of the front windshield, in the lower right corner of the passenger side.

## PARKING TIPS

- Parking is available on a first come, first served basis with a permit. Purchase of a permit does not guarantee a space. Our peak demand time is 10 a.m. to 2 p.m. Please allow additional time or arrive early.
- Parking is controlled by signage. Pay attention to the many different signs because there is more than one type of parking space in a lot. For example, lots can restrict parking throughout the entire day. They might have signs indicating spaces reserved until 5 p.m., 24-hour reserved parking and handicap-designated spaces.
- Park only in a space that corresponds with the permit decal you have been issued. If you are visiting the campus, please park in the indicated visitor lots (and pay to park where necessary).
- Students are expected to be familiar with and abide by SMU parking policies. Negligence and unawareness do not warrant parking in unauthorized areas or requesting citation waivers. Vehicle regulations are available in the student handbook.
- To access parking centers, use your SMU ID card at the card reader located at the entry or exit of the facility. Please contact us if you have difficulty with your parking access or use the Commuter Lot U.

## COMMUTER/STUDENT PERMITS

- Individuals with Commuter/Student permits may park in any All University Permit (AUP) parking area.
- Commuter/Student permits are not valid past midnight in the Meadows Parking Center.
- Commuter/Student permits are not valid at any time in the Daniel Parking Center, as well as in Resident and Faculty/Staff parking areas. They also are not valid in visitor parking on the second level of the Binkley Parking Center. Binkley requires a permit to park. No self pay or visitor parking is available for students. Student parking permits do not excuse payment for parking in a metered space. If you park in a metered space, regardless of permit, you must pay the meter. Student parking on the East Campus is available only in the W lot. No parking in Expressway Tower parking lot.

## RESIDENT PERMITS

- Individuals with Resident permits may park in Resident areas and in any AUP parking area.
- Students with Resident permits must be prepared to provide proof of residency.
  - Resident permits are not valid in: Meadows Parking Center or Daniel Parking Center Level 1 or 2 of the Binkley Parking Center Faculty/Staff areas
  - Student parking permits do not excuse payment for parking in a metered space. If you park in a metered space, regardless of permit, you must pay the meter.

## LAW SCHOOL PERMITS

- Individuals with Law School permits may park in the Daniel Parking Center or any AUP parking area.
- Law permits are not valid in resident parking areas or in visitor parking on the second level of the Binkley Parking Center.

## FREQUENTLY ASKED QUESTIONS

### How are parking rates and prices determined?

Rates for full- and part-time students are based on hours of enrollment.

### How do I access gated parking areas?

Your SMU ID card will provide access to the Airline, Moody and Binkley parking centers. Only those with specific parking permits are granted access to gated parking areas.

### My car is in the shop. May I park on campus with a loaner or rental car?

- An SMU parking permit is mandatory for any vehicle on campus unless the vehicle is parked in a paid meter space.

- SMU permits are repositionable and can be moved to any rental or loaner car. However, if you forget to transfer your SMU parking permit, it is your responsibility as a permit holder to obtain a temporary parking permit for an additional fee from the SMU Parking and ID Card Services Office.

### May I get an additional permit?

The limit is one permit per person. However, your SMU parking permit is repositionable and can be moved easily between vehicles. Only one type of permit is allowed.

### I need to return my permit. May I get a refund?

Fees are refunded upon request within the first 30 calendar days at the beginning of a term. To receive your refund, return your parking permit to the SMU Parking and ID Card Services Office.

### May I loan my permit or use someone else's?

Under no circumstances should you use a permit that was not assigned to you.

### May I use my permit for SMU games or special events?

No. Permit holders will be required to move their vehicles and park in locations not reserved for scheduled events the evening prior to or the morning of the event.

### What if my parking permit is stolen or lost?

- Report the theft or loss of your SMU permit immediately to the SMU Parking and ID Card Services Office. Failure to report the theft or loss of your SMU permit in a timely manner may result in charges applied to your account. You are responsible for all parking citations issued to any registered or unregistered vehicle displaying the permit issued to you.
- You may purchase a replacement permit for a \$30 fee. To order one, please visit the SMU Parking and ID Card Services Office.
- Vehicles displaying stolen or lost permits will be subject to immediate towing and impoundment; owners will be subject to disciplinary or criminal actions.

### How do I appeal a citation?

Individuals who receive SMU parking or moving citations may appeal the citation within 15 calendar days in writing or via the "My Parking Account" tab under Parking Services on [smu.edu/parkingID](https://smu.edu/parkingID). Citation appeals submitted after 15 calendar days of issuance will not be accepted for review.

- An appeal decision of "granted," "denied" or "reduced" is final and irreversible.
- Payment can be made through the Office of the Bursar ([smu.edu/bursar](https://smu.edu/bursar)) or online at [my.smu.edu](https://my.smu.edu). Once logged in to [my.smu.edu](https://my.smu.edu), click on Self Service > Campus Finances > Account Summary. Payment also can be mailed to the address provided on the reverse side of the citation.

### Who is a habitual violator?

- Individuals with 6 or more citations in the same academic year, regardless of the payment status of previous citations, are considered habitual violators and are subject to immobilization on the 6th citation.
- Habitual violators will remain on the University's habitual violator list for the current academic year and will have their records reset at the beginning of the new academic year.
- Habitual violators are subject to vehicle immobilization ("booted") each time they violate parking policy.
- Additional immobilization and impoundment fees will be applied for boot removal.

### Who is a chronic violator?

- Chronic violators are individuals with 10 or more citations in the current academic year.
- Chronic violators will remain on the University's chronic violator list for the current academic year and will have their records reset at the beginning of the new academic year.
- Consistent violation of parking policy might result in the removal of parking privileges.
- A vehicle receiving 10 or more citations will be towed and impounded off campus at the owner's expense on the 10th citation.

## A SPECIAL NOTE ABOUT STREET PARKING

The City of University Park (UP) has established residential-only parking districts throughout the neighborhoods adjacent to the SMU campus.

- Street parking within established residential parking districts is restricted Monday through Friday from 8 a.m. to 5 p.m.
- Only UP residents are allowed to park on city streets within the established residential parking districts with a displayed resident parking or guest permit issued by the City of University Park.
- Park your car in the appropriate on-campus locations.
- Do not park on residential streets or at commercial establishments in areas surrounding the SMU campus. Your vehicle is at risk for citation or tow by the city in those locations.



**SMU** | PARKING AND ID CARD SERVICES

SMU Parking and ID Card Services  
6116 North Central Expressway, Suite 101  
Dallas TX 75206  
Open Monday – Friday 8:30 a.m. to 5 p.m.  
214-768-PARK  
[parking@smu.edu](mailto:parking@smu.edu)  
[smu.edu/parkingID](https://smu.edu/parkingID)

Parking Map 2016–17

SMU Parking and ID Card Services



**Parking and ID Card Services**

Expressway Tower, first floor  
6116 North Central Expressway, Suite 101  
Dallas, TX 75206  
214-768-7275 (PARK)  
parking@smu.edu

Visit [smu.edu/parkingID](http://smu.edu/parkingID) for vehicle regulations, enforcement hours and days and general parking information.

Please note that some lots may not be available for use on game days. Please see game day parking maps/notices.



- S

**Airline Parking Center**  
Level 1 F/S and H/C  
Level 2 AUP  
Level 3 AUP  
Level 4 AUP  
Level 5 AUP
- C

**Binkley Parking Center**  
Level 1 F/S C permit required  
Level 2 Visitor  
Level 3 AUP  
Level 4 AUP  
Level 5 AUP
- N

**Daniel Parking Center**  
All Levels N permit required
- F

**Meadows Parking Center**  
Level 1 (P1) F/S F permit required and Museum visitors (street level)  
Level 2 (P2) F/S, AUP  
Meadows has one entrance located on the south end of the garage and one exit located on the north:  
**Left entrance** Faculty/Staff and Non-Resident  
**Right entrance** Museum visitors
- B

**Moody Parking Center**  
Level 1 F/S and H/C  
Level 2 AUP  
Level 3 AUP  
Level 4 AUP  
Level 5 AUP
- A

**Mustang Parking Center**  
All Levels Resident or RLSH permit required

- Assigned Faculty/Staff (F/S)** Lettered lots are restricted by assignment only. Lettered permit required.
- SMU Permit Required (AUP)** All Registered Vehicles. No parking in visitor spaces.  
No resident or overnight parking (midnight – 7 a.m.) in the Meadows Parking Center. No parking in Meadows Museum visitor spaces (*Parking allowed in areas B, C, F, U and W.*)
- Resident/RLSH Staff** Students not allowed to park in designated RLSH F/S spaces. (*Parking allowed in areas A, D, G, L, T and V.*)
- Daniel N** permit required.
- Highland Park United Methodist Church Parking**  
Parking by permit only.
- Customer Parking only**
- Metered/Pay Station Parking**  
Please display parking receipt or visitor entry ticket on front dash.
- Parking and ID Card Services Office**
- SMU Express 768 / Museum Express 743**  
Free of charge.
- 521

**DART Bus Stop**  
DART Pass or fair required.
- Disabled Parking**