



SMU Parking and ID Card Services

Hughes-Trigg Student Center
3140 Dyer Street, Suite 216
Dallas, TX 75205
214-768-7275 (PARK)
parking@smu.edu

Visit 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 Airlane Parking Center (36)**
Level 1 F/S and H/C
Level 2-5 AUP
- C Binkley Parking Center (62)**
No resident parking
Level 1 F/S C permit required
Level 2 Visitors only, no student or F/S parking
Level 3-5 F/S, Non-campus resident permits
- N Daniel Parking Center (2)**
All Levels N permit required
- I Hillcrest Parking Center (27)**
Level 1 HPUMC Parking
Level 2 Visitor
Level 3-4 AUP
- F Meadows Parking Center (70)**
No resident parking
Level 1 (P1) F/S "F" permit required and Museum visitors (street level)
Level 2 (P2) F/S, unassigned F/S, Non-campus resident permits
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-campus resident permits
Right entrance Museum visitors
- B Moody Parking Center (96)**
Level 1 F/S and H/C
Level 2-5 AUP
- A Mustang Parking Center (102)**
All Levels Resident or RLSH permit required

- Assigned Faculty/Staff (F/S)** Lettered lots are restricted by assignment only. Lettered permit required.
- Unassigned Faculty/Staff (F/S)**
- Non-campus resident permits**
- SMU Permit Required (AUP)** All Permits. No parking in visitor spaces.
No resident or overnight parking (midnight – 7 a.m.) in the Binkley Parking Center or Meadows Parking Center. No parking in Meadows Museum visitor spaces. (Parking allowed in areas B, C, F, U and V.)
- 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 Parking Center** N permit required.
- Highland Park United Methodist Church** Parking by permit only.
- Customer Parking only**
- Metered/Pay Station Parking**
Please display parking receipt or visitor entry ticket on front dash.
- SMU Parking and ID Card Services Office**
- SMU Express 768 / Museum Express 743**
Free of charge.
- 521 DART Bus Stop**
DART Pass or fare required.
- Disabled Parking**

HOW TO USE YOUR FACULTY/STAFF PARKING PERMIT

PARKING ENFORCEMENT

Monday – Thursday, 7 a.m. – 7 p.m.

Friday, 7 a.m. – 5 p.m.

No parking enforced during University-observed holidays, when University offices are closed. However, they are enforced during student breaks, including Fall and Spring break.

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

PERMITS

“Virtual Permits” have replaced decal permits through use of License Plate Recognition technology. No decals will be distributed. Temporary permits will still be displayed on the dash or rearview mirror.

What is License Plate Recognition and what is a virtual permit?

License Plate Recognition (LPR) provides virtual permits through a vehicle’s license plate number in place of a decal.

How does this work?

A permit is required to park on campus. Upon permit registration, the vehicle license plate number will be entered into the parking software. The software combines the license plate information with the individual’s permit type and generates a virtual permit linked to that license plate.

When a vehicle is parked on campus, its license plate is scanned and captured by cameras mounted on our enforcement vehicles. When read, the numbers are automatically referenced against our database to verify the vehicle has been registered and that a permit has been purchased. If a license plate is not associated with a valid permit consistent with the lot in which the vehicle is parked (employee or student), then the vehicle will be subject to a citation. Vehicle plate must be visible to the drive lane to be read.

PARKING TIPS

- Purchase of a permit does not guarantee a space. Peak parking demand occurs generally between the hours of 9 a.m. and 2 p.m. weekdays. Please allow additional time or arrive early.
- Overflow parking is available in the W Lots on East Campus, which are connected to campus by the SMU Express shuttle.
- Pay attention to the many different signs and the campus map because there is more than one type of parking space in a lot.
- Park only in a space that corresponds with the virtual permit you have been issued. If you have guests visiting the campus, please direct guests to park in the indicated visitor lots (and pay to park where necessary).
- SMU faculty and staff 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.

FACULTY/STAFF VIRTUAL PERMITS

- Individuals with unassigned Faculty/Staff permits may park in any All University Permit (AUP) parking area in “red” on the campus map.
- Employees may not park in visitor parking on the second level of the Binkley Parking Center or Hillcrest Parking Center. Faculty/Staff 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. No self-pay visitor parking is available for employees.

ASSIGNED LOT FACULTY/STAFF VIRTUAL PERMITS

- Only employees who have been assigned to park in these lots will show a virtual permit with a corresponding letter in the system that is referenced in “dark blue with a corresponding letter designate.”
- Employees may sign up for an assigned lot waiting list at smu.edu/parkingservices by visiting the “My Parking Account” link.

FREQUENTLY ASKED QUESTIONS

How do I access gated parking areas?

Your SMU ID card will provide access to gated parking areas. A toll tag may be registered on your ID card account for hands-free access. Please visit smu.edu/parkingid, click Parking with Toll Tag for details.

What do I do if I have a new vehicle or license plate?

Please use the parking portal smu.edu/parkingservices to update your vehicle information. License plates should be entered accurately without spaces or dashes.

If you have difficulty, please email parking@smu.edu, call or stop by Parking and ID Card Services Office for assistance.

What if I do not have a front license plate?

If your vehicle is registered in the State of Texas, the state requires plates to be displayed on the front and back of the vehicle. If you have a back-facing plate only, please park head-in so that the LPR system can read your registered license plate from the drive aisle. Failure to park head-in may result in a citation.

How will my license plate information be used?

The license plate information collected in this process will only be referenced against the campus database for purposes of verifying parking permits on campus.

Multiple Vehicles / Temporary Vehicles

What if I own/drive more than one vehicle to campus?

Individuals are allowed to register up to three vehicles on the same virtual parking permit. However, only one vehicle is allowed to be parked on campus at a time. The LPR technology will recognize the first vehicle as valid, but any additional vehicles under the same permit will be subject to citation.

How will motorcycles be handled?

Motorcycles may park only in designated parking space. Motorcycles are required to be parked in motorcycle parking areas in such a way so that the LPR system can read the rear license plate from the adjacent drive aisle. Motorcycles may be included under one of the three registered vehicle license plates allowed under a purchased car parking permit.

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

Individuals are allowed to add or remove vehicles to their parking permit at any time, which will include loaner or rental cars. Once your usage of this temporary vehicle has ended, you will need to remove it.

May I get an additional permit?

The limit is one virtual permit per person. However, you can register up to three vehicles at a time on your SMU virtual parking permit. See Multiple Vehicles section.

I need to return my Faculty/Staff virtual permit. May I get a refund?

Previous calendar year refunds are not possible. To stop a payroll deduction for parking, visit SMU Parking and ID Card Services Office and complete the Pre-tax Parking Deduction Authorization Form to decline the deduction.

May I loan my virtual or temporary permit or use someone else’s?

No. 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. All 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.

CITATIONS

Virtual E-Citations – How are citations issued?

Vehicles in violation of SMU vehicle regulations are subject to citation. Citations for SMU students and employees will be emailed to the SMU email address. Courtesy notifications reminding students and employees of a citation will also be emailed. Citations for vehicles not registered or affiliated will be physically placed on vehicles and the registered owner notified by U.S. mail.

How do I appeal a citation?

- To appeal a citation, visit smu.edu/parkingservices within 15 calendar days of receiving the citation and logging in with an SMU ID number and password. 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 online at my.smu.edu. Once logged in to 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 six 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 each time they violate parking policy.
- 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.
- Additional immobilization and impoundment fees will be applied toward 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.
- University Park 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.
- Do not park on residential streets or at commercial establishments in areas surrounding the SMU campus.