



## 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](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 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** 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 STUDENT VIRTUAL 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 like Fall and Spring break.

The following are enforced at all times:

- No parking in fire lanes
- No parking in 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/payment, vehicle license plate number(s) 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 with the Parking and ID Card Services Office and that a permit has been purchased. If a license plate and vehicle information are not associated with a valid permit and location, then the vehicle will be subject to a citation. The plate must be visible to the driver lane to be read.

## 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 9 a.m. to 2 p.m. Overflow parking is available in the W lots on East Campus served by 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 permit decal you have been issued.
- 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. Please contact us if you have difficulty with your parking access or use the Commuter Lot U.

## WHERE AND HOW TO PARK

### COMMUTER STUDENT VIRTUAL PERMITS

- Individuals with Commuter Student permits may park in any All University Permit (AUP) parking area/garage level. These are indicated in red on the campus map.
- 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 or Hillcrest Parking Center. Binkley and Hillcrest require a permit to park. No self-pay visitor parking is available for students.
- Student parking permits do not excuse payment for parking in a metered space – you must pay the meter.
- Student parking on the East Campus is available only in the W lots. No parking in Expressway Tower parking lot. Students may not park in reserved spaces at any time.

### RESIDENT VIRTUAL PERMITS

Individuals with Resident permits may park in Resident areas indicated in yellow and in any AUP (red) parking area/garage level but not in orange non-campus resident areas.

- Students with Resident permits must be prepared to provide proof of campus residency.
- Resident permits are not valid in the following locations: Meadows Parking Center, Binkley Parking Center or Daniel Parking Center (green) or Faculty/Staff areas.
- Students may not park in reserved spaces at any time.
- If you park in a metered space, regardless of permit, you must pay the meter.

### LAW SCHOOL VIRTUAL PERMITS

- Individuals with Law School permits may park in the Daniel Parking Center (green) or any AUP (red) parking area/garage level indicated in red on the campus map.
- Law permits are not valid in resident parking areas or in visitor parking on the second level of the Binkley Parking Center.
- Students may not park in reserved space at any time.
- 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 lots. No parking in Expressway Tower parking lot.

## 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 and other areas based on your permit type. Only those with assignments are granted 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](http://smu.edu/parkingid) for toll tag details. License plate recognition is not used for entry.

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

It is imperative that your license plate number(s) and vehicle information are current and remain up to date. License plates should be entered accurately without spaces or dashes. Please use the parking portal [smu.edu/parkingservices](http://smu.edu/parkingservices) to update your vehicle information.

If you have difficulty doing so, please email [parking@smu.edu](mailto:parking@smu.edu), call or stop by Parking and ID Card Services Office.

### What if I do not have a front license plate?

If your vehicle is registered in Texas, the state requires two plates. If you have a back-facing plate only, please park head-in so that the LPR system can read your 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, but park only one at a time on campus.

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

Students have 30 days from the start of the semester to return the permit for credit.

#### May I loan my 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.

## 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?

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/parkingservices](http://smu.edu/parkingservices). No appeals after 15 calendar days of issuance.

- An appeal decision of “granted,” “denied” or “reduced” is final and irreversible.
- Payment can be made online at [my.smu.edu](http://my.smu.edu). Once logged in, 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, are considered habitual violators and are subject to immobilization on the sixth citation and all subsequent citations.
- 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 and all subsequent citations.

## 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.
- Your vehicle is at risk for tow or citation if you park on residential streets or at commercial establishments in areas surrounding the SMU campus.