

### **Policy F0-31.3: Permit Sales Registration and Waitlist Priority Policy**

**DATE:** March 27, 2015

**PURPOSE:** The purpose of this Operating Policy/Procedure is to provide guidelines for the process in which permits/permission requests and waitlists are prioritized and awarded.

**REVIEW:** This policy will be reviewed in November of even-numbered years by the Assistant Director of Parking and Transportation with substantive revisions forwarded to the Director of Public Safety Services and Vice President for Finance and Operations.

#### **I. General Information and Procedure**

The Department of Public Safety Services ("DPSS") utilizes priority filters and waitlists to rank what order customers are eligible to receive or be awarded a parking permission/permit at SHSU. The following is the customer priority order, beginning with number 1 as the highest priority:

1. Current permit holders requesting to be assigned to the SAME ZONE or SPACE by completing web registration by the published deadline (Will begin in July 2017).  
NOTE: Non-resident undergraduate students with a Resident permit will not be eligible for the Resident permit for the next term.
2. Current permit holders who are displaced due to permanent lot closure within their zone.
3. Faculty and Staff who are: Assistant Director to Executive Level classifications identified and approved by Human Resources.
4. Faculty and Staff who are:
  - Current permit holders who request to be assigned a different zone and complete registration by the published expiration date. Assignments made by date of hire with the University and space availability.
  - Non-permit holders who complete registration by the published deadline. Assignments made based on date of hire with the University and parking space availability.
5. Resident Students who are:
  - Current permit holders who request to be assigned a different zone and complete registration by the published deadline. Assignments made based on current classification and space availability.

NOTE: Resident Students will be given priority above non-resident students in any resident priority lot.

**6. Graduate students who are:**

- Current permit holders who request to be assigned a different zone and complete registration by the published deadline. Assignments made based on current classification (i.e. 1<sup>st</sup> year, 2<sup>nd</sup> year, etc.) and space availability.
- Non-permit holders who complete registration by the published deadline. Assignments made based on current classification and space availability

**7. Undergraduate students who are:**

- Current permit holders who request to be assigned a different lot and complete registration by the published deadline. Assignments made based on current classification (i.e. freshman, sophomore, junior, senior) and space availability.
- Non-permit holders who complete registration by the published deadline. Assignments made based on current classification and space availability.

**8. Students who complete registration after the published deadline. Assignments based on first-come, first-served.**

**9. Students who are current permit holders and have not completed enough hours to register as a sophomore will be in a higher priority category than incoming freshmen who do not have a permit because of their status as a "renewal" customer. Renewals have a higher priority than new requests. The only case where this would not be true is if the customer does not currently own a permit.**

**10. Students who miss the registration deadline will be assigned a permit on a first-come, first-served basis. For example, an individual who currently holds a permit and requests to be assigned to the same location, but failed to complete registration until after the published deadline will be assigned a permit along with the applicants in priority group 7. In this case it is unlikely this individual would receive a parking assignment back into their current zone location.**

**11. Customers who are assigned to a zone that is not their first choice will be added to a wait list for each lot that was requested but not received. Wait lists are moved weekly and individuals whose names reach the top of the wait list for a lot with a vacancy will be contacted via SHSU email and offered the opportunity to exchange or purchase the new permit available. ALL wait list requests expire at the end of EACH academic year. Students are responsible for updating their waitlists via their parking account.**

**12. Up to four wait list choices are allowed, however, all these choices do not have to be used. Parking and Transportation strongly encourages customers to select only the zones where they want to park. If Parking and Transportation is unable to assign one of the selected choices, the customer will be given the guaranteed option selected during registration. Parking and Transportation Services will not assign a lot the customer did not choose.**

**II. Disqualification of Eligibility for Permit Registration and Waitlists**

1. Any and all outstanding fees for permits, citations, boots, tows, and administrative holds must be satisfied to be eligible for permit registration and waitlists.
2. All notifications of permit award or waitlist awards will be sent via official SHSU e-mail and have an expiration date assigned. Failure to contact the Parking and Transportation Office by the expiration date will result in your name being removed from any registration process and active waitlist for the award being presented.

**III. Public Notification**

DPSS will notify the public of all permit registration dates and policy changes via:

- a. Posting of information on the DPSS, UPD, and Parking and Transportation webpages.
- b. Via Social Media tools available to the department.