PARKING

Motor Vehicle Registration and Fees

All students, both resident and commuter (including those students who reside off campus, in student apartments, theme, and satellite houses), who operate a vehicle on Wake Forest property, day or night (including after 4:00 p.m. weekdays and anytime on weekends), must register their vehicle they operate, whether it is in the student’s name or a family member’s name. A student cannot register a vehicle owned or operated by another student and doing so can result in an honor code violation for both parties involved. Vehicle registration must be completed within 1 business day from the first time the vehicle is brought to campus. To be compliant with the vehicle registration process, permits must be ordered on-line and picked-up from the appropriate location described below. Both the gate pass and parking permit must be adhered to the vehicle it was assigned in accordance with package instructions.

Parking Options

- First-year students are required to register their vehicle and park off campus at the University Corporate Center (UCC) in the designated area, which is adjacent to Bridger Field House.
- Sophomore students are required to register their vehicle and park off campus in Lot Z2, which is located on the north side of Polo Rd. Parking in the sophomore parking lot (Z2) is limited. When Lot Z2 is sold out, permits for the overflow lot, the UCC Lot, will be the only permits available to sophomores. The UCC permit is not available online. A waitlist will be available when/if Z2 permits sell out. If we determine space is available at a later date, we will honor the waitlist. You are encouraged to order the UCC permit, even if on the waitlist, since there is no guarantee it will be honored.
- Junior and senior resident students are required to register their vehicle and have the option to park on-campus or the UCC lot. UCC permits are only available in the parking office, not online.
- Commuting upper-class students are required to register their vehicle and have the options to park on campus (on-campus commuter permits are limited and sold on a first-come first-serve basis), off campus (Winston-Salem First and the designated lot in Reynolda Village) or the UCC lot. A waitlist will be available, if/when on-campus or Winston Salem First/Reynolda Village commuter permits sell out. If we determine space is available in either of these areas at a later time, we will honor the waitlist. You are encouraged to register for a permit, even if on the waitlist. There is no guarantee the waitlist will be honored.
- The UCC parking permit is available to those who ride the shuttle to campus from apartment complexes or students who otherwise reside in off-campus housing and walk or bike to campus between 8:00 a.m. and 4:00 p.m., Monday-Friday. The permits must be placed on the vehicle to be considered registered to park on campus after 4:00 p.m. on weekdays and on weekends.

Fees for parking options can be found online during the vehicle registration process at https://wfuparking.t2hosted.com/cmn/index.aspx.

Online Registration and Permit Distribution

All permits can be ordered online at https://wfuparking.t2hosted.com/cmn/index.aspx. WFU IDs are required to pick up permits, if not delivered to a campus P.O. Box.

First Year Students Permit Distribution Information

- Permits ordered on or before August 20, 2018:
  - Pickup Date: Wednesday, August 21, 2018 - Campus Services Day
  - Pickup Time: Between 8:00 a.m. – 4:00 p.m.
  - Pickup Location: Benson University Center, Room 409. Look for the “Transportation and Parking Services” sign. Additional information will be available on alternative transportation (shuttles, Zipcar, etc.) during this time.
- Permits ordered after August 20, 2018 OR you did not pick up permits at Campus Services Day:
  - Pickup Date: Friday, August 24, Saturday, August 25 or Sunday, August 26
  - Pickup Time: 9:00 a.m. – 3:30 p.m.
  - Pickup Location: Alumni Hall, Room 166 (The back hallway behind Transportation and Parking Services office)
- Permits ordered after August 20, 2018 AND you did not pick up permits at Campus Services Day or August 24, August 25, or August 26 in Alumni Hall:
  - Pickup Date: Monday, August 27 and thereafter
  - Pickup Time: Mon. – Thurs. 8:30 a.m. – 4:30 p.m. and Friday 8:30 a.m. – 3:00 p.m.
  - Pickup Location: Transportation and Parking Services office in Alumni Hall, Room 138. Expect long lines and delays for distribution at this location. Your Wake Forest ID is required to pick up your permit.
- First-year students Permits Will Not Be Mailed to a Campus P.O. Box.

Resident Upper-class Students Permit Distribution Information

- Permits ordered on or before August 20, 2018:
  - Permits will be available in your Campus P.O. Box.
  - If you met the deadline and your permit is not in your Campus P.O. Box, inquire with Mail Services regarding your P.O. Box.
  - Permits will not be mailed to a Campus P.O. Box if you did not register online by August 20.
- Permits ordered after August 20:
  - Pickup Date: Friday, August 24, Saturday, August 25 and Sunday, August 26
  - Pickup Time: 9:00 a.m. – 3:30 p.m.
  - Pickup Location: Alumni Hall, Room 166 (The back hallway behind Transportation and Parking Services)
- Permits ordered after August 20 or you did not pick up permits in Alumni Hall on August 24, 25, or 26:
  - Pickup Date: Monday, August 27 and thereafter
  - Pickup Time: Monday through Thursday 8:30 a.m. – 4:30 p.m. and Friday 8:30 a.m. – 3:00 p.m.
  - Pickup Location: Transportation and Parking Services office in Alumni Hall. Expect long lines and delays for distribution at this location. Your Wake Forest ID is required to pick up your permit.

Undergraduate Commuter, Arts and Sciences Graduate Student or Divinity Student

- Permits ordered on or before August 20, 2018:
  - Pickup Date: Friday, August 24, Saturday, August 25 or Sunday, August 26
  - Pickup Time: Between 9:00 a.m. and 3:30 p.m.
Pickup Location: Alumni Hall, Room 166 (Back hallway behind the Parking office)

Your Wake Forest ID is required to pick up your permit.

Permits ordered after August 20 OR you did not pick up permits on August 24, 25, or 26 in Alumni Hall:

- **Pickup Date:** Monday, August 27, 2018 and thereafter
- **Pickup Time:** Monday through Thursday 8:30 a.m. – 4:30 p.m. and Friday 8:30 a.m. – 3:00 p.m.
- **Pickup Location:** Transportation and Parking Services Office in Alumni Hall. Expect long lines and delays for distribution at this location. Your Wake Forest ID is required to pick up your permit.

Fines are assessed against any person visiting Wake Forest University and violating parking regulations and range from $25 to $250. Visitors are subject to the parking rules and regulations found at [https://wfuparking.t2hosted.com/cmn/index.aspx](https://wfuparking.t2hosted.com/cmn/index.aspx). Students are responsible for their visitors. Students will be held financially responsible for citation fines issued to vehicles driven by family members or by friends who use a Wake Forest student’s vehicle. Visitors who plan to park on campus for more than one day require a visitor parking pass. Visitor parking passes can be obtained from the Transportation and Parking Services office.

The Transportation and Parking Services office is located in Alumni Hall, Suite 138. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Thursday and 8:30 a.m. and 3:00 p.m. on Friday.

For more information call 336-758-PARK or email parking@wfu.edu.