

Spring 2012 Student Parking Permit Distribution Procedure

All vehicles parked on Northeastern Illinois University property must display a valid permit. Students must register their vehicle with the Parking Office prior to receiving a parking permit; the steps below outline this process:

- Step 1.** Confirm your Spring 2012 classes.
- Step 2.** Verify that the Parking fee is included on your student bill.
- Step 3.** Complete the online permit/vehicle registration process at www.neiu.edu/parking.
 - a. *The 1st day to register your vehicle for the Spring 2012 semester is December 1, 2011. If you have any outstanding parking obligations, you will not be able to complete this step; please contact the Parking Office for assistance.*
 - b. *Once you have completed steps 1 thru 3, you will receive a parking permit receipt. This indicates that your vehicle is properly registered and you are now eligible to receive a permit. Please note: this receipt is not in lieu of a parking permit.*
 - c. *If you do not receive your Spring 2012 permit by February 6, 2012, please call the Parking Office.*
- Step 4.** Properly display your permit.
 - a. *For instructions, please refer to our website at www.neiu.edu/parking.*

Your parking privileges are valid from 1/1/2012 thru 5/15/2012. Prior to completion of the above four steps, you are required to pay for daily parking.

Spring Permit Distribution Dates and Locations		Spring Permit Mailing Date
Week 1) Jan 9 th – Jan 14 th	Distributed at our table located in Village Square	<i>You must have completed steps 1 through 3 from above.</i> January 30, 2012
Week 2) Jan 16 th – Jan 21 st	Distributed in the Parking Office.	
Week 3) Jan 23 rd – Jan 27 th		

Please note: You are automatically billed a parking fee which includes the cost of a parking permit. If you do not need a parking permit, you must waive the parking fee by January 24, 2012 with the Cashier's Office. Follow the steps below to waive the parking fee:

- Step 1.** Complete the parking waiver form.
- Step 2.** Return the waiver form to the Cashier's Office.
- Step 3.** Check your student account to ensure that the fee is removed from your bill.
- Step 4.** You must purchase a daily parking permit each time you park on campus.

<u>Hours of Operation</u>	<u>General Information</u>	<u>Phone Numbers</u>
Monday thru Thursday 8:00 a.m. to 9:00 p.m. Friday 8:00 a.m. to 5:00 p.m.	For more information, visit us at www.neiu.edu/parking .	(773) 442-4114 (773) 442-4117 (773) 442-4112
<u>Semester Break</u> Monday thru Friday 8:00 a.m. to 5:00 p.m.		